

# MANAGER'S REPORT - A NO BACK UP MATERIALS

ITEM 20

BACK UP MATERIALS

**ECONOMIC DEVELOPMENT  
BRUNSWICK, MAINE**

*An Application for a Municipal Development and Tax Increment Financing District*

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**BRUNSWICK LANDING MUNICIPAL DEVELOPMENT AND  
TAX INCREMENT FINANCING DISTRICT**

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*Presented to:*

**TOWN OF BRUNSWICK**

**DATED: March 4, 2013**

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# **I. Introduction**

## **A. Midcoast Regional Redevelopment Authority**

On August 24, 2005, the Federal Base Realignment and Closure (“BRAC”) Commission voted eight to one to close Naval Air Station Brunswick (“NAS Brunswick”) and move its aircraft operations to Jacksonville, Florida. The 79-acre Topsham Annex located in Topsham, Maine was also included as part of the closure. On September 15, 2005, the final list was approved by the President of the United States. By law, both properties were required to close before September 15, 2011. For the Town of Brunswick, the Town of Topsham, Cumberland and Sagadahoc counties, and the State of Maine, that decision was the culmination of an intense process and significant community effort to keep the facility open to maintain an employment base of over 5,200 military and civilian personnel.

NAS Brunswick was built as a multi-purpose campus that has changed over many years to serve a variety of purposes. It has been an airport since its initial development in the late 1930s, built on the site of a municipal airfield. Its primary mission has been to house and maintain various patrol aircraft and other Navy aviation and non-aviation activities. The base is considered both an industrial facility where aircraft were hangared, maintained and flown, as well as a support facility with offices, retail buildings, housing and ancillary uses associated with a relatively self-contained operation. In total there are over 200 buildings totaling over 1.75 million square feet on the base; forty of which buildings would be considered significant facilities.

The closure of NAS Brunswick represents one of the largest single employer relocations or closings in the history of the state. The State Planning Office conducted an assessment of impact closure and revised the state gross product projection for 2015 downward by \$390 million, cutting the projected growth rate from two to approximately one percent. They also revised the state population growth downward by 7,400 as a result of the base closure. Projected State personal income was also reduced by \$370 million. Revenues to the State of Maine are also expected to be reduced by some \$20 million.

In other economic displacement events such as plant closings, most individuals continue to live in the community, albeit with reduced income, and they still contribute to the economy, have children in local schools, and participate in the activities of the community. In the case of a base closure and realignment, however, an entire segment of the population leaves the area, which increases vacancy rates and eliminates millions of dollars spent in the local economy on everything from housing, food, transportation and energy costs, to professional services and entertainment.

The impact of the closure is so large that the Maine Legislature created the Midcoast Regional Redevelopment Authority (“MRRA”) for the purpose of managing the transition of this large military facility back into the fabric of the region and to support the rapid and successful redevelopment of NAS Brunswick. MRRA is a public municipal corporation. While MRRA has many of the powers of a municipality, it does not have taxing jurisdiction over the property located within NAS Brunswick. See 5 M.R.S.A. § 13083-I(1). Thus, in order to use municipal tax increment financing (“TIF”) as an economic development tool to aid in the redevelopment of

NAS Brunswick, MRRA must work cooperatively with the Town of Brunswick (the “Town”) in order to create and use TIF revenues to foster and/or fund the desired redevelopment activities.

## **B. MRRA’s Request for Tax Increment Financing Assistance**

MRRA has presented the Town with a request for tax increment financing assistance at NAS Brunswick as part of a larger project to redevelop the 1.7 million square feet of industrial, commercial and professional office space at NAS Brunswick. MRRA’s mission is to facilitate the rapid redevelopment of the base properties in order to realize full build-out of Brunswick Landing in accordance with the adopted Reuse Master Plan for NAS Brunswick. The proposed tax increment financing plan for the area formerly known as the cantonment area at NAS Brunswick includes creating a 542-acre tax increment financing district (the “District”), which will be developed into professional office space to enhance the competitiveness of the Midcoast region and the State of Maine to attract, grow and create new businesses in the industry clusters identified in the Reuse Master Plan for NAS Brunswick. These industries include: composite manufacturing, information technology, alternative energy development, research, development and manufacturing and tourism and convention businesses in the Midcoast region. Having this area in a TIF district will allow MRRA to seek funding from the Town for assistance in its efforts to redevelop the NAS Brunswick.

## **C. Town’s Consideration of MRRA’s Request**

The Town of Brunswick will be pursuing discussions with MRRA regarding MRRA’s TIF proposal, and actively considering how best to maximize the Town’s ability to assist in the redevelopment of the NAS Brunswick through the use of tax increment financing. As the Town has not yet finalized the terms of a development program for the District, the Town is moving forward only with the designation of the District at this time. The Town wishes to designate the District prior to April 1, 2013 in order to capture any new taxable value that may be in the District as of that date. Once the District is designated, the Town will continue working out the terms of a development program for the District, and will seek DECD approval of the development program later in the year. Like the District, the final development program will be the subject of a public hearing prior to a final vote by the Council to approve the development program.

The Town recognizes in this case that any DECD approval of the District would be a conditional approval, subject to DECD’s final approval of a development program governing the District. The Town further recognizes and agrees that the Town shall not spend any TIF revenues produced by the District until DECD has approved a development program for the District and issued a final, non-conditional approval for the District.

## **II. Physical Description of District**

MRRA proposes to have the Town support it in the development of this Project through the designation of the Brunswick Landing Municipal Development and Tax Increment Financing District (the “District”). The District will have a term of thirty (30) years. The Town plans to capture all (100%) of the new value in the District for the entire 30-year period. The proposed

542-acre District is shown in Exhibit A. The statutory threshold limits regarding the District's size and taxable value are shown in Exhibit B.

The Original Assessed Value of the District was zero dollars (\$0) as of March 31, 2012 (April 1, 2011). Since MRRA is a tax exempt entity, there will not be any new taxable value in the District until new taxable value is created in the District as a result of MRRA's successful redevelopment efforts.

During the 30-year life of the District, the Town Manager or the Manager's designee will be responsible for all administrative matters within the purview of the Town concerning the implementation and operation of the District.

### **III. Municipal Approvals**

#### **A. Notice of Public Hearing**

Attached as Exhibit D, is a copy of the Notice of Public Hearing published in the *Times Record*, a newspaper of general circulation in the Town, on February 22, 2013, a date at least ten (10) days prior to the public hearing. The public hearing was held on March 4, 2013, in accordance with the requirements of 30-A M.R.S.A. § 5226(1).

#### **B. Minutes of Public Hearing Held by Town Council**

Attached as Exhibit E, is a certified copy of the minutes of the public hearing held on March 4, 2013, at which time the proposed District was discussed by the public.

#### **C. Authorizing Votes**

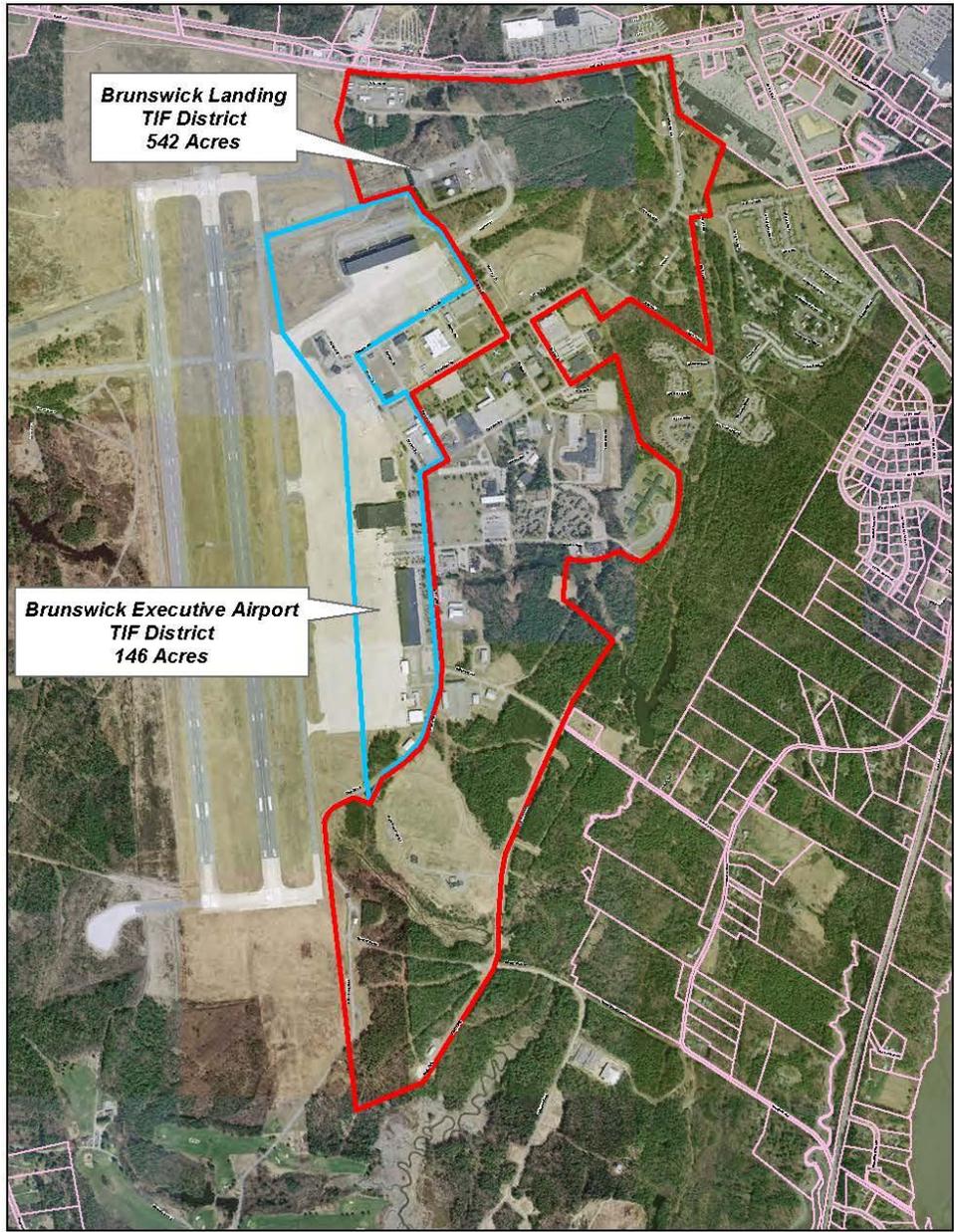
Attached as Exhibit F is a copy of the Brunswick Town Council Resolution designating the District, which Resolution was adopted by the Council at a meeting of the Council duly called and held on March 4, 2013.

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**EXHIBIT A**  
*TIF District Map*  
*Location Map*

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**Brunswick Landing  
TIF District  
542 Acres**

**Brunswick Executive Airport  
TIF District  
146 Acres**



1 inch = 1,600 feet

Drawn by: JRH, Date: February 13, 2013

EXHIBIT A

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**EXHIBIT B**  
*Statutory Requirements and Thresholds*

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# STATUTORY REQUIREMENTS & THRESHOLDS

## Exhibit B

<b>A. ACRE LIMITATION - BRUNSWICK LANDING</b>		
1. Total Acreage of Municipality		28,800
2. Total Acreage of Proposed Municipal TIF District		542
3. Total <b>Downtown</b> acres contained in the Proposed Municipal TIF District		0
4. Total <b>Transit</b> acres contained in the Proposed Municipal TIF District		0
5. Total acreage of Proposed Municipal TIF District counted towards 2% cap (A2-A3-A4)		542
6. Percentage of total acreage in proposed municipal TIF District (cannot exceed 2%) Divide A5 by A1		1.9%
7. Total acreage of all existing and proposed municipal TIF districts in the municipality. Add A2 to sum of all existing TIF district acreage.	Existing 203.03 Prop. B.L. 542 <u>Prop. B.E.A.146</u> 891.03	
8. Total acreage of an existing or Proposed <b>Downtown</b> TIF District in the municipality.		89.97
9. Total acreage of all <u>existing</u> <b>Pine Tree Development Zone</b> TIF Districts in the municipality.		0
10. Total acreage of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		0
11. Total acreage of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap. Subtract A8+A9+A10 from A7.		801.06
12. Percentage of total acreage in all existing and proposed Municipal TIF Districts (cannot exceed 5%) Divide A11 by A1.		2.8%
13. Total Acreage of all real property in the Proposed Municipal TIF District that is:		
(Note: a, b, or c must be at least 25%)	<b>Acres</b>	<b>%</b>
a. Blighted (Divide acres by A2)		
b. In need of rehabilitation/conservation (Divide acres by A2)		
c. Suitable for industrial/commercial site (Divide acres by A2)	542	100%
<b>TOTAL</b>	542	100%
<b>B. VALUATION LIMITATION</b>		
1. Total Aggregate Value of Municipality (TAV) <i>Use most recent April 1<sup>st</sup></i>		1,332,368,190
2. Original Assessed Value (OAV) of Proposed Municipal TIF District. <i>Use March 31<sup>st</sup> of tax year preceding date of municipal designation</i>		0
3. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality. <i>Add b2 to sum of all existing TIF district OAVs</i>		80,803,500
4. OAV of an existing or proposed <b>Downtown</b> TIF District in the municipality.		71,082,500
5. OAV of all <u>existing</u> <b>Pine Tree Development Zone</b> TIF Districts in the municipality.		0
6. OAV of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		0
7. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap <i>Subtract B4+B5+B6 from B3</i>		9,271,000
8. Percentage of total OAV to TAV in all existing and Proposed Municipal TIF Districts (cannot exceed 5%) <i>Divide B7 by B1</i>		.73%

Updated 01/20/2011

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**EXHIBIT C**  
*Assessor's Certificate*

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**TOWN OF BRUNSWICK**

**BRUNSWICK LANDING MUNICIPAL DEVELOPMENT  
AND TAX INCREMENT FINANCING DISTRICT**

**ASSESSOR'S CERTIFICATE**

The undersigned Assessor for the Town of Brunswick, Maine does hereby certify pursuant to the provisions of 30-A M.R.S.A. § 5227(2) that the taxable assessed value of the Brunswick Landing TIF District was zero dollars (\$0) as of March 31, 2012 (April 1, 2011).

IN WITNESS WHEREOF, this Certificate has been executed as of the 13th day of February 2013.

**TOWN OF BRUNSWICK ASSESSOR**

  
Cathleen Donovan

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**EXHIBIT D**  
*Notice of Public Hearing*

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**NOTICE OF PUBLIC HEARING  
TOWN OF BRUNSWICK  
Regarding**

**A Municipal Tax Increment Financing District To Be Known As The  
“Brunswick Landing Municipal Development and Tax Increment Financing District”**

Notice is hereby given that the Brunswick Town Council will hold a public hearing on

**March 4, 2013,  
at the  
Brunswick Municipal Meeting Room at 16 Station Avenue, Brunswick, Maine,  
The Public Hearing will be at 7:00 p.m.**

The purpose of the public hearing is to receive public comments on the designation of the proposed municipal tax increment financing district to be known as the Brunswick Landing Municipal Development and Tax Increment Financing District (the “District”) pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended. Copies of the proposed Tax Increment Financing documents are available at the Town Clerk and Town Manager’s office during normal business hours.

The proposed municipal development and tax increment financing district consists of 542 acres of property located at the former Naval Air Station Brunswick.

A development program governing the District will be created, and will be the subject of a separate public hearing on a later date to be announced by the Council.

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

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**EXHIBIT E**  
*Minutes of Public Hearing and Town Council Meeting*

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**EXHIBIT E**

*Minutes of Public Hearing and Town Council Meeting*

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**EXHIBIT F**  
*Town Council Resolution*

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**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL RESOLUTION**

**Designating the Brunswick Landing Municipal Development and  
Tax Increment Financing District**

**WHEREAS**, the Town of Brunswick (the “Town”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate specific areas within the Town as the Brunswick Landing Municipal Development and Tax Increment Financing District (the “District”); and

**WHEREAS**, there is a need to encourage and facilitate the rapid redevelopment of industrial, commercial and professional office space within the Town at the former naval air base known as the Naval Air Station Brunswick (“NAS Brunswick”); and

**WHEREAS**, the recent closure of NAS Brunswick creates an acute need to provide additional employment opportunities for the residents of the Town and the surrounding region; to improve and broaden the tax base of the Town; and to improve the general economy of the Town, the surrounding region and the State of Maine; and

**WHEREAS**, the Town desires to designate the District at this time to ensure that any new taxable value located in the District would be captured in a tax increment financing (“TIF”) district; and

**WHEREAS**, the Town is working to create a development program for the District, but is not yet fully prepared to adopt a final development program for the District; and

**WHEREAS**, the Town understands and agrees that any approval of the District by the Maine Department of Economic and Community Development (“DECD”) would be a conditional approval until such time as DECD is presented with and approves a development program for the District; and

**WHEREAS**, the Town understands and agrees that the Town shall not spend any incremental tax revenues resulting from the designation of the District until such time as DECD is presented with and approves a development program for the District; and

**WHEREAS**, the Town Council has considered the comments provided at the public hearing, both for and against the designation of the District, if any; and

**WHEREAS**, it is expected that approval will be sought and obtained from DECD, conditionally approving the designation of the District;

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

**Section 1.** The Town Council hereby finds and determines that:

a. At least twenty-five percent (25%), by area, of the real property within the District, as hereinafter designated, is in need of rehabilitation, redevelopment or conservation or is suitable for commercial uses as defined in 30-A M.R.S.A. § 5223(3); and

b. The total area of the District does not exceed two percent (2%) of the total acreage of the Town, and the total area of all development districts within the Town (including this proposed District, but not including the Town's Downtown TIF District) does not exceed five percent (5%) of the total acreage of the Town; and

c. The original assessed value of all existing and proposed tax increment financing districts (including this proposed District, but not including the Town's Downtown TIF District) does not exceed five percent (5%) of the total value of equalized taxable property within the Town as of April 1, 2012; and

d. The designation of the District will generate substantial economic benefits for the Town and its residents and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the Town, including stimulating new employment opportunities, a broadened and improved tax base and economic stimulus, and therefore the designation of the District constitutes a good and valid public purpose. The Town Council has considered all evidence, if any, presented to the Council with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the designation of the District.

**Section 2.** Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town Council hereby designates the Brunswick Landing Municipal Development and Tax Increment Financing District, as more particularly described in the narrative presented to the Town Council as part of the materials supporting the Town's designation of the District.

**Section 3.** The Town Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed designation of the District to DECD for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226(2).

**Section 4.** The foregoing designation of the District shall automatically become final and shall take full force and effect upon receipt by the Town of conditional approval of the designation of the District by DECD, without requirement of any further action by the Town, the Town Council, or any other party.

**Section 5.** The Town Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the documents designating the District as he may deem reasonably necessary or convenient in order to facilitate the process for review and approval of the District designation by DECD, so long as such

revisions are not inconsistent with these resolutions or the basic structure and intent of the Council in designating the District.

**Section 6.** This Resolution shall take effect immediately upon adoption.

Proposed to Town Council:	_____
Public Hearing:	March 4, 2013
Adopted by Town Council:	March 4, 2013

ITEM 21

BACK UP MATERIALS

**ECONOMIC DEVELOPMENT  
BRUNSWICK, MAINE**

*An Application for a Municipal Development and Tax Increment Financing District*

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**BRUNSWICK EXECUTIVE AIRPORT MUNICIPAL DEVELOPMENT AND  
TAX INCREMENT FINANCING DISTRICT**

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*Presented to:*

**TOWN OF BRUNSWICK**

**DATED: March 4, 2013**

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**EXHIBITS:**

- A TIF District Maps
- B. Statutory Requirements & Thresholds
- C Assessor’s Certificate of Original Assessed Value
- D Public Hearing Notice
- E Public Hearing Minutes
- F Town Council Resolution

## **I. Introduction**

### **A. Midcoast Regional Redevelopment Authority**

On August 24, 2005, the Federal Base Realignment and Closure (“BRAC”) Commission voted eight to one to close Naval Air Station Brunswick (“NAS Brunswick”) and move its aircraft operations to Jacksonville, Florida. The 79-acre Topsham Annex located in Topsham, Maine was also included as part of the closure. On September 15, 2005, the final list was approved by the President of the United States. By law, both properties were required to close before September 15, 2011. For the Town of Brunswick, the Town of Topsham, Cumberland and Sagadahoc counties, and the State of Maine, that decision was the culmination of an intense process and significant community effort to keep the facility open to maintain an employment base of over 5,200 military and civilian personnel.

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The impact of the closure is so large that the Maine Legislature created the Midcoast Regional Redevelopment Authority (“MRRA”) for the purpose of managing the transition of this large military facility back into the fabric of the region and to support the rapid and successful redevelopment of NAS Brunswick. MRRA is a public municipal corporation. While MRRA has many of the powers of a municipality, it does not have taxing jurisdiction over the property located within NAS Brunswick. See 5 M.R.S.A. § 13083-I(1). Thus, in order to use municipal tax increment financing (“TIF”) as an economic development tool to aid in the redevelopment of

NAS Brunswick, MRRA must work cooperatively with the Town of Brunswick in order to create and use TIF revenues to foster and/or fund the desired redevelopment activities.

### **B. MRRA's Request for Tax Increment Financing Assistance**

MRRA has presented the Town with a request for tax increment financing assistance at NAS Brunswick as part of a larger project to redevelop the 1.7 million square feet of industrial, commercial and professional office space at NAS Brunswick. MRRA's mission is to facilitate the rapid redevelopment of the base properties in order to realize full build-out of Brunswick Landing in accordance with the adopted Reuse Master Plan for BNAS and the Airport Master Plan. The proposed tax increment financing plan for the airport facilities at the Brunswick Executive Airport includes creating a 146-acre tax increment financing district (the "District"), which is intended to facilitate the redevelopment, investment and transition of the naval airfield into a civilian general aviation airport and business executive park. Investment in the buildings and infrastructure used for aeronautical purposes associated with this 146-acre TIF District would enhance the competitiveness of the Midcoast region and the State of Maine, and allow the area to attract, grow and create new businesses in the growing aeronautical cluster in the Midcoast region. Having this area in a TIF district will allow MRRA to seek funding from the Town for assistance in its efforts to redevelop the NAS Brunswick.

### **C. Town's Consideration of MRRA's Request**

The Town of Brunswick will be pursuing discussions with MRRA regarding MRRA's TIF proposal, and actively considering how best to maximize the Town's ability to assist in the redevelopment of the NAS Brunswick through the use of tax increment financing. As the Town has not yet finalized the terms of a development program for the District, the Town is moving forward only with the designation of the District at this time. The Town wishes to designate the District prior to April 1, 2013 in order to capture any new taxable value that may be in the District as of that date. Once the District is designated, the Town will continue working out the terms of a development program for the District, and will seek DECD approval of the development program later in the year. Like the District, the final development program will be the subject of a public hearing prior to a final vote by the Council to approve the development program.

The Town recognizes in this case that any DECD approval of the District would be a conditional approval, subject to DECD's final approval of a development program governing the District. The Town further recognizes and agrees that the Town shall not spend any TIF revenues produced by the District until DECD has approved a development program for the District and issued a final, non-conditional approval for the District.

## **II. Physical Description of District**

MRRA proposes to have the Town support it in the development of this Project through the designation of the Brunswick Executive Airport Municipal Development and Tax Increment Financing District (the "District"). The District will have a term of thirty (30) years. The Town plans to capture all (100%) of the new value in the District for the entire 30-year period. The

proposed 146-acre District is shown in Exhibit A. The statutory threshold limits regarding the District's size and taxable value are shown in Exhibit B.

The Original Assessed Value of the District was zero dollars (\$0) as of March 31, 2012 (April 1, 2011). Since MRRA is a tax exempt entity, there will not be any new taxable value in the District until new taxable value is created in the District as a result of MRRA's successful redevelopment efforts.

During the 30-year life of the District, the Town Manager or the Manager's designee will be responsible for all administrative matters within the purview of the Town concerning the implementation and operation of the District.

### **III. Municipal Approvals**

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#### **B. Minutes of Public Hearing Held by Town Council**

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#### **C. Authorizing Votes**

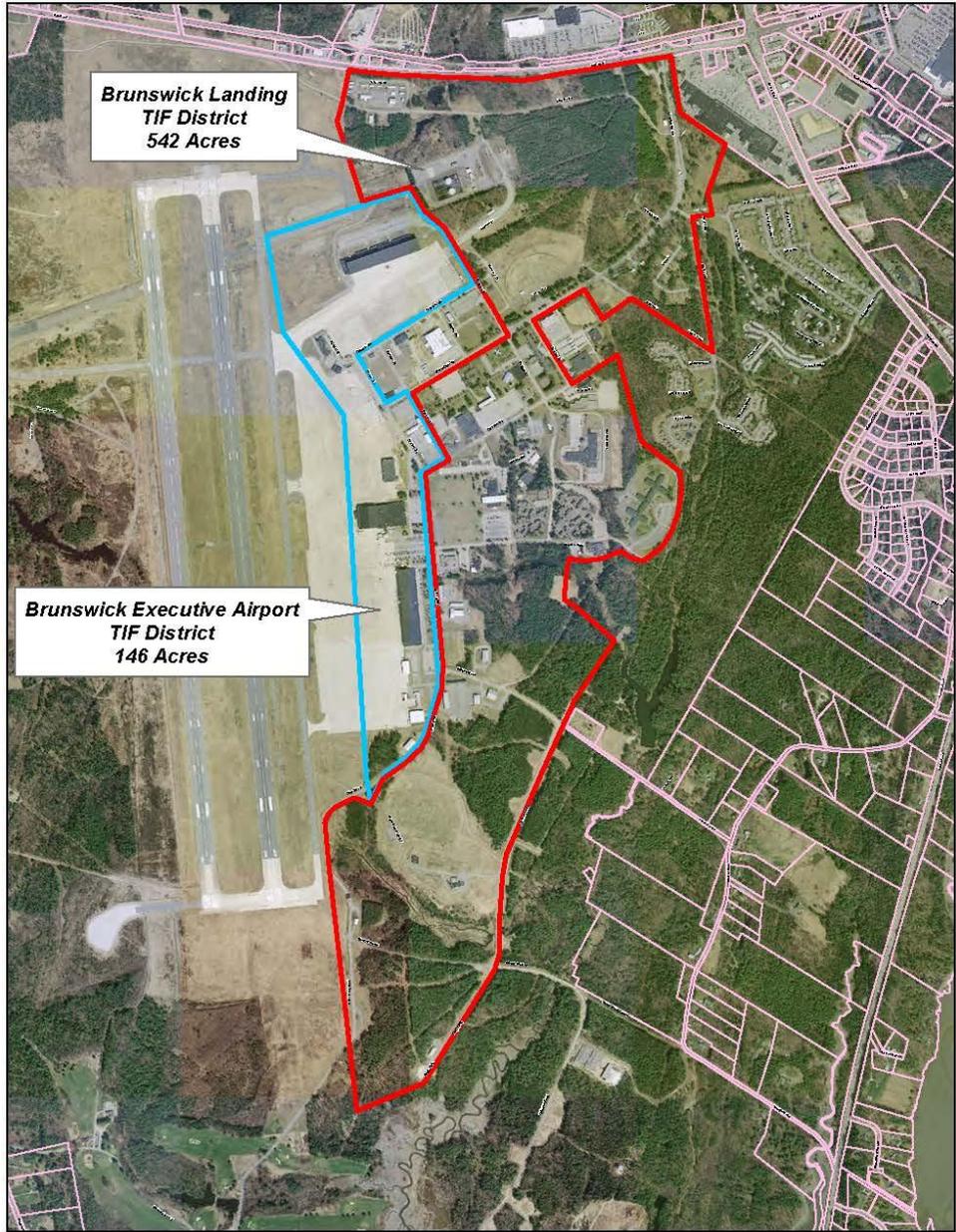
Attached as Exhibit F is a copy of the Brunswick Town Council Resolution designating the District, which Resolution was adopted by the Council at a meeting of the Council duly called and held on March 4, 2013.

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**EXHIBIT A**  
*TIF District Map*  
*Location Map*

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**Brunswick Landing  
TIF District  
542 Acres**

**Brunswick Executive Airport  
TIF District  
146 Acres**

1 inch = 1,600 feet

Drawn by: JRH, Date: February 13, 2013

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**EXHIBIT B**  
*Statutory Requirements and Thresholds*

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## STATUTORY REQUIREMENTS & THRESHOLDS

### Exhibit B

<b>A. ACRE LIMITATION - BRUNSWICK EXECUTIVE AIRPORT</b>		
1. Total Acreage of Municipality		28,800
2. Total Acreage of Proposed Municipal TIF District		146
3. Total <b>Downtown</b> acres contained in the Proposed Municipal TIF District		0
4. Total <b>Transit</b> acres contained in the Proposed Municipal TIF District		0
5. Total acreage of Proposed Municipal TIF District counted towards 2% cap (A2-A3-A4)		146
6. Percentage of total acreage in proposed municipal TIF District (cannot exceed 2%) Divide A5 by A1		.5%
7. Total acreage of all existing and proposed municipal TIF districts in the municipality. Add A2 to sum of all existing TIF district acreage.	Existing 203.03 Prop. B.L. 542 <u>Prop. B.E.A.146</u>	891.03
8. Total acreage of an existing or Proposed <b>Downtown</b> TIF District in the municipality.		89.97
9. Total acreage of all <u>existing Pine Tree Development Zone</u> TIF Districts in the municipality.		0
10. Total acreage of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		0
11. Total acreage of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap. Subtract A8+A9+A10 from A7.		801.06
12. Percentage of total acreage in all existing and proposed Municipal TIF Districts (cannot exceed 5%) Divide A11 by A1.		2.8%
13. Total Acreage of all real property in the Proposed Municipal TIF District that is:		
(Note: a, b, or c must be at least 25%)	Acres	%
a. Blighted (Divide acres by A2)		
b. In need of rehabilitation/conservation (Divide acres by A2)		
c. Suitable for industrial/commercial site (Divide acres by A2)	146	100%
<b>TOTAL</b>	146	100%
<b>B. VALUATION LIMITATION</b>		
1. Total Aggregate Value of Municipality (TAV) <i>Use most recent April 1<sup>st</sup></i>		1,332,368,190
2. Original Assessed Value (OAV) of Proposed Municipal TIF District. <i>Use March 31<sup>st</sup> of tax year preceding date of municipal designation</i>		0
3. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality. <i>Add b2 to sum of all existing TIF district OAVs</i>		80,803,500
4. OAV of an existing or proposed <b>Downtown</b> TIF District in the municipality.		71,082,500
5. OAV of all <u>existing Pine Tree Development Zone</u> TIF Districts in the municipality.		0
6. OAV of all existing or Proposed <b>Transit</b> TIF Districts in the municipality.		0
7. Total OAV of all existing and Proposed Municipal TIF Districts in the municipality counted toward 5% cap <i>Subtract B4+B5+B6 from B3</i>		9,271,000
8. Percentage of total OAV to TAV in all existing and Proposed Municipal TIF Districts (cannot exceed 5%) <i>Divide B7 by B1</i>		.73%

Updated 01/20/2011

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**EXHIBIT C**  
*Assessor's Certificate*

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**TOWN OF BRUNSWICK**

**BRUNSWICK EXECUTIVE AIRPORT MUNICIPAL  
DEVELOPMENT AND TAX INCREMENT FINANCING DISTRICT**

**ASSESSOR'S CERTIFICATE**

The undersigned Assessor for the Town of Brunswick, Maine does hereby certify pursuant to the provisions of 30-A M.R.S.A. § 5227(2) that the taxable assessed value of the Brunswick Executive Airport TIF District was zero dollars (\$0) as of March 31, 2012 (April 1, 2011).

IN WITNESS WHEREOF, this Certificate has been executed as of the 13th day of February 2013.

**TOWN OF BRUNSWICK ASSESSOR**



Cathleen Donovan

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**EXHIBIT D**  
*Notice of Public Hearing*

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**NOTICE OF PUBLIC HEARING  
TOWN OF BRUNSWICK  
Regarding**

**A Municipal Tax Increment Financing District To Be Known As The  
“Brunswick Executive Airport Municipal Development and Tax Increment Financing  
District”**

Notice is hereby given that the Brunswick Town Council will hold a public hearing on

**March 4, 2013,  
at the  
Brunswick Municipal Meeting Room at 16 Station Avenue, Brunswick, Maine,  
The Public Hearing will be at 7:00 p.m.**

The purpose of the public hearing is to receive public comments on the designation of the proposed municipal tax increment financing district to be known as the Brunswick Executive Airport Municipal Development and Tax Increment Financing District (the “District”) pursuant to the provisions of Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended. Copies of the proposed Tax Increment Financing documents are available at the Town Clerk and Town Manager’s office during normal business hours.

The proposed municipal development and tax increment financing district consists of 146 acres of property located at the former Naval Air Station Brunswick.

A development program governing the District will be created, and will be the subject of a separate public hearing on a later date to be announced by the Council.

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

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**EXHIBIT E**  
*Minutes of Public Hearing and Town Council Meeting*

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**EXHIBIT E**

*Minutes of Public Hearing and Town Council Meeting*

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**EXHIBIT F**  
*Town Council Resolution*

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**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL RESOLUTION**

**Designating the Brunswick Executive Airport Municipal Development and  
Tax Increment Financing District**

**WHEREAS**, the Town of Brunswick (the “Town”) is authorized pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, to designate specific areas within the Town as the Brunswick Executive Airport Municipal Development and Tax Increment Financing District (the “District”); and

**WHEREAS**, there is a need to encourage and facilitate the rapid redevelopment of industrial, commercial and professional office space within the Town at the former naval air base known as the Naval Air Station Brunswick (“NAS Brunswick”); and

**WHEREAS**, the recent closure of NAS Brunswick creates an acute need to provide additional employment opportunities for the residents of the Town and the surrounding region; to improve and broaden the tax base of the Town; and to improve the general economy of the Town, the surrounding region and the State of Maine; and

**WHEREAS**, the Town desires to designate the District at this time to ensure that any new taxable value located in the District would be captured in a tax increment financing (“TIF”) district; and

**WHEREAS**, the Town is working to create a development program for the District, but is not yet fully prepared to adopt a final development program for the District; and

**WHEREAS**, the Town understands and agrees that any approval of the District by the Maine Department of Economic and Community Development (“DECD”) would be a conditional approval until such time as DECD is presented with and approves a development program for the District; and

**WHEREAS**, the Town understands and agrees that the Town shall not spend any incremental tax revenues resulting from the designation of the District until such time as DECD is presented with and approves a development program for the District; and

**WHEREAS**, the Town Council has considered the comments provided at the public hearing, both for and against the designation of the District, if any; and

**WHEREAS**, it is expected that approval will be sought and obtained from DECD, conditionally approving the designation of the District;

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

**Section 1.** The Town Council hereby finds and determines that:

a. At least twenty-five percent (25%), by area, of the real property within the District, as hereinafter designated, is in need of rehabilitation, redevelopment or conservation or is suitable for commercial uses as defined in 30-A M.R.S.A. § 5223(3); and

b. The total area of the District does not exceed two percent (2%) of the total acreage of the Town, and the total area of all development districts within the Town (including this proposed District, but not including the Town's Downtown TIF District) does not exceed five percent (5%) of the total acreage of the Town; and

c. The original assessed value of all existing and proposed tax increment financing districts (including this proposed District, but not including the Town's Downtown TIF District) does not exceed five percent (5%) of the total value of equalized taxable property within the Town as of April 1, 2012; and

d. The designation of the District will generate substantial economic benefits for the Town and its residents and the surrounding region, and will contribute to the betterment of the health, welfare and safety of the inhabitants of the Town, including stimulating new employment opportunities, a broadened and improved tax base and economic stimulus, and therefore the designation of the District constitutes a good and valid public purpose. The Town Council has considered all evidence, if any, presented to the Council with regard to any adverse economic effect on or detriment to any existing business and has found and determined that such adverse economic effect on or detriment to any existing business, if any, is outweighed by the contribution expected to be made through the designation of the District.

**Section 2.** Pursuant to Chapter 206 of Title 30-A of the Maine Revised Statutes, as amended, the Town Council hereby designates the Brunswick Executive Airport Municipal Development and Tax Increment Financing District, as more particularly described in the narrative presented to the Town Council as part of the materials supporting the Town's designation of the District.

**Section 3.** The Town Manager, or his duly appointed representative, is hereby authorized, empowered and directed to submit the proposed designation of the District to DECD for review and approval pursuant to the requirements of 30-A M.R.S.A. § 5226(2).

**Section 4.** The foregoing designation of the District shall automatically become final and shall take full force and effect upon receipt by the Town of conditional approval of the designation of the District by DECD, without requirement of any further action by the Town, the Town Council, or any other party.

**Section 5.** The Town Manager, or his duly appointed representative, is hereby authorized and empowered, at his discretion, from time to time, to make such revisions to the documents designating the District as he may deem reasonably necessary or convenient in order to facilitate

the process for review and approval of the District designation by DECD, so long as such revisions are not inconsistent with these resolutions or the basic structure and intent of the Council in designating the District.

**Section 6.** This Resolution shall take effect immediately upon adoption.

Proposed to Town Council:	_____
Public Hearing:	March 4, 2013
Adopted by Town Council:	March 4, 2013

ITEM 22

BACK UP MATERIALS



*Town Clerk's Department*  
*207-725-6658*

Fran Smith, Town Clerk

MEMO

To: Town Council

From: Fran Smith, Town Clerk

Date: March 4, 2013

Re: **SELLERS OF PREPARED FOOD ON PUBLIC WAYS** application

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The Town Clerk's Office has received a request for a **SELLERS OF PREPARED FOOD ON PUBLIC WAYS** license for the Brunswick Mall from:

Danny's Dogs  
Wrappers  
Farmer's Market  
The Crabby Lobster

Seller of Prepared Food on Public Ways for Businesses:

The Great Impasta  
Flipside  
Gelato Fiasco  
AKI Japanese Cuisine

Please consider this request at your March 4, 2013 Council Meeting.

**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: DAVID E BROWN & TERESAL BROWN

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

Corporation-Corporation Name: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

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

Business Name: WRAPPERS ON the MAIL E-Mail: BROWN1137C HOTMAIL.COM

Business Address: 22 MERBANSOR LN TOPSHAM, ME Business Phone Number: 725-1489

Name of Contact Person: DAVID E BROWN Contact's Phone Number: 319-5023

Mailing Address for Correspondence: 22 MERBANSOR LN TOPSHAM, ME 04086

Signature of Applicant: David E Brown Date: 1/17/2013

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: \_\_\_\_\_

Type of License: Seller of Prepared Food Paid Fee: \$ 1,500.<sup>00</sup> Cash/  Check Date: JAN 18 2013  
Advertising Fee: \$ \_\_\_\_\_  Paid

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: WRAPPSON MALL 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.  
Daniel E. Brun (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 30<sup>th</sup>

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



**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

Type of Business:  Sole Proprietor-Owner's Name: Sean McDonald

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

Corporation-Corporation Name: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: MARCH 2013

Business Name: DANNY'S DOGS E-Mail: \_\_\_\_\_

Business Address: 36 Merymetine Rd Brunswick Me 04011 Business Phone Number: 726 0381

Name of Contact Person: \_\_\_\_\_ Contact's Phone Number: SAME

Mailing Address for Correspondence: \_\_\_\_\_

Signature of Applicant: Sean McDonald Date: 2-10-13

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: \_\_\_\_\_

Type of License: Sellers of prepared food on a public way. Paid Fee: \$ 1500.00 Cash / Check Date: 2-15-13

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

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: Brunswick Town Mall 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.  
Sean McDevitt (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 30<sup>th</sup>

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



**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

Type of Business:  Sole Proprietor-Owner's Name: Michael C Cota

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

Corporation-Corporation Name: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

New License: Opening Date 5/1/13  Renewal License: Expiration Date: \_\_\_\_\_

Business Name: The Crabby Lobster E-Mail: Educationfred@yahoo.com

Business Address: Maine Street Business Phone Number: \_\_\_\_\_

Name of Contact Person: Michael Cota Contact's Phone Number: (207) 522-7869

Mailing Address for Correspondence: 541 Ash Point Harpswell, ME 04079

Signature of Applicant: [Signature] Date: 2/21/13

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

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: \_\_\_\_\_

Type of License: Seller of Prepared Food on Public Way Paid Fee: \$ 1,500.00 Cash  Check  Date: FEB 22 2013  
Advertising Fee: \$ \_\_\_\_\_  Paid

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

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

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

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

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

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

**Carnival or Circus**

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

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

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

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

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

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

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

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

FSE: Description of Food to be sold: Lobster rolls / crab rolls

**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: Mall Vendor \_\_\_\_\_ 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] (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 30<sup>th</sup>

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

NEW TIRE CENTER

Service All Make

REGISTERED  
NO. M03290  
STATE OF NEW YORK



7X14

**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

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

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

Corporation-Corporation Name: BRUNSWICK FARMER MKT ASSOC.

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

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

Business Name: BRUNSWICK FARMER MKT E-Mail: FAIRWOODSFARMOR@GMAIL.COM

Business Address: P.O. BOX 124 BRUNSWICK Business Phone Number: 207 729-1872

Name of Contact Person: PETE KAROWIS Contact's Phone Number: "

Mailing Address for Correspondence: P.O. BOX 124 BRUNSWICK ME

Signature of Applicant: P. Karowis Date: 1/16/2013

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

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

**Corporations Please Complete:**

Address of Incorporation: P.O. BOX 124 BRUNSWICK Phone #: 207 729-1872

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: \_\_\_\_\_

Type of License: Farmers Market Paid Fee: \$ 3000<sup>00</sup> Cash/Check Date: 1-16-13

Seller of Prepared Food Advertising Fee: \$ \_\_\_\_\_  Paid

on a public way

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: Brunswick MA 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.  
P. Johnson (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 30<sup>th</sup>

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

ITEM 23

BACK UP MATERIALS



*Town Clerk's Department*  
207-725-6658

Fran Smith, Town Clerk

MEMO

To: Town Council

From: Fran Smith, Town Clerk

Date: March 4, 2013

Re: **SELLERS OF PREPARED FOOD ON PUBLIC WAYS** application

---

The Town Clerk's Office has received a request for a **SELLERS OF PREPARED FOOD ON PUBLIC WAYS** license for the Brunswick Mall from:

Danny's Dogs  
Wrappers  
Farmer's Market  
The Crabby Lobster

Seller of Prepared Food on Public Ways for Businesses:

The Great Impasta  
Flipside  
Gelato Fiasco  
AKI Japanese Cuisine

Please consider this request at your March 4, 2013 Council Meeting.

**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

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

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

Corporation-Corporation Name: The Great Impasta

Incorporation Date: 9/84 Incorporation State: Maine

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

Business Name: The Great Impasta E-Mail: alisa@thegreatimpasta.com

Business Address: 42 Maine St. Business Phone Number: 729 5858

Name of Contact Person: Alisa Coffin Contact's Phone Number: 729 5858

Mailing Address for Correspondence: 42 Maine St.

Signature of Applicant: [Signature] Date: 1/19/13

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: 42 Maine St. Phone #: 729 5858

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Alisa Coffin</u>	<u>president</u>	<u>3 Washington Ave</u>	<u>100%</u>
<u>Wesley Coffin</u>	<u>secretary</u>	<u>Bailey IO</u>	
		<u>04003</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: Seller of Prepared Food Paid Fee: \$ 25- Cash /  Check Date: 2/6/13

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

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

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

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

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

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

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

Carnival or Circus

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

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

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

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

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

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

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

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

Going Out of Business (\$50)

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

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

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

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

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

Peddler:

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

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

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

<input checked="" type="checkbox"/> Sellers of Prepared Food on Public Way (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other) Location: <u>42 Maine St.</u> <span style="float: right;">Exp. 1<sup>st</sup> PH in March</span> 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. <u>ABA</u> _____ (Signature of owner, officer, partner or agent) (New applicants must talk to Recreation Dept/There is no proration on new licenses)
--

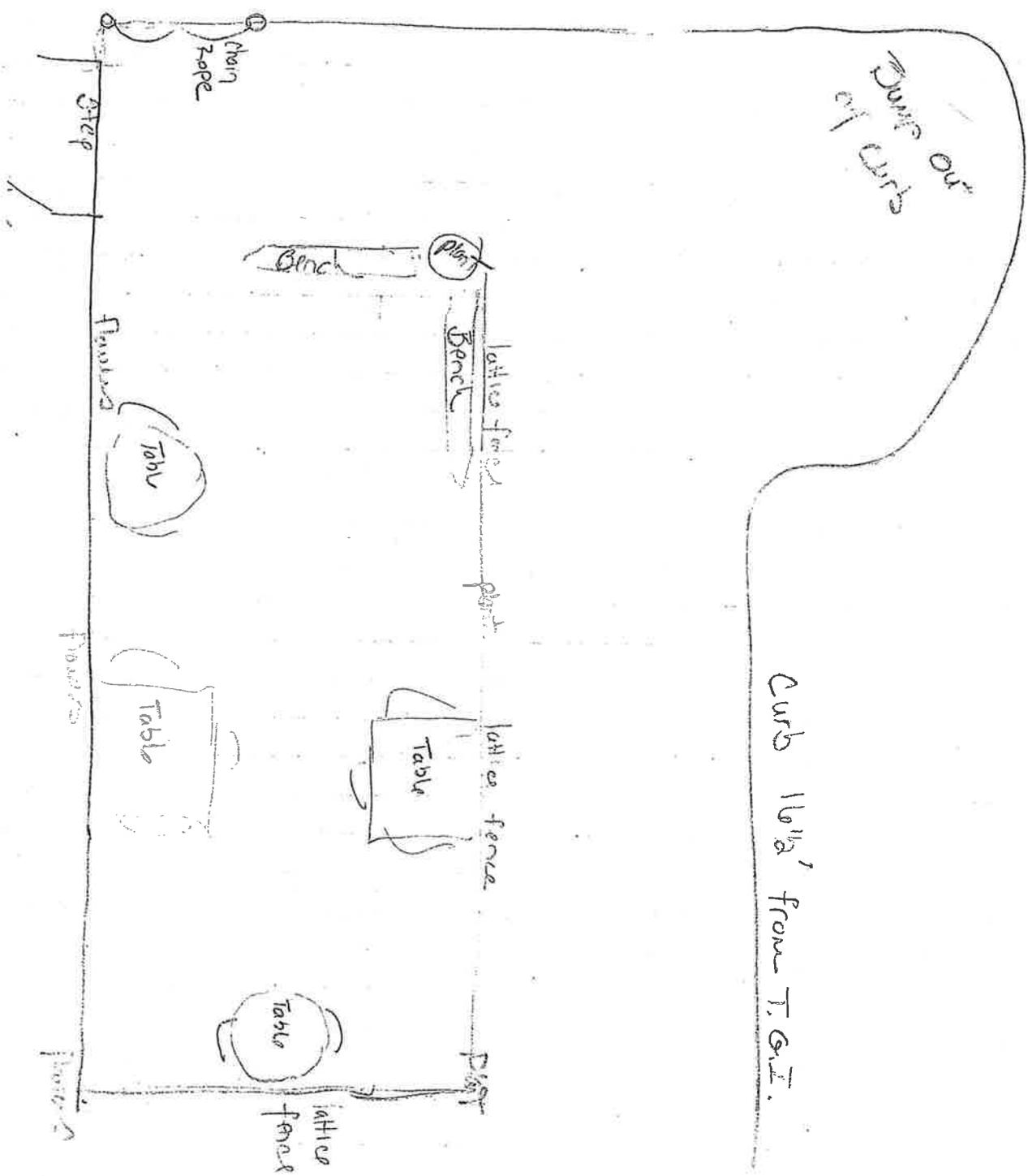
<input type="checkbox"/> Special Amusements (\$100)-Exp. w/Alcohol License Describe in detail kind and nature of entertainment- _____ Describe in detail room or rooms to be used under this permit- _____ Signature of Owner, officer, partner or agent: _____
--

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

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

1/27/11  
1/23/12  
1/22/13

Parking lot



**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

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

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

Corporation-Corporation Name: The Gelato Fiasco, Inc.

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

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

Business Name: The Gelato Fiasco E-Mail: josh@gelatofiasco.com

Business Address: 74 Maine Street Business Phone Number: 207-607-4002

Name of Contact Person: Joshua K Davis Contact's Phone Number: 207-607-4002

Mailing Address for Correspondence: 74 Maine Street Brunswick, ME 04011

Signature of Applicant: \_\_\_\_\_ Date: 1/23/13

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: 74 MAINE ST Phone #: 607-4002

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

JOSHUA DAVIS 100 Viking RD Treas TREASURER 50

Bruno Tropean 28 Tower Circle BATT PARTS. 50

**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: Sellers of Paid Fee: \$ 25.00 Cash  Date: 1-28-13

Prepared Food Advertising Fee: \$ \_\_\_\_\_  Paid

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

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

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

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

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

Carnival or Circus

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

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

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

- FSE with Malt, Vinous & Spirituous Liquor (\$250)
- FSE with Malt and Vinous (\$200)
- FSE with Malt or Vinous (\$175)
- FSE with Sit Down, no Alcohol (\$100)
- FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering, B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

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

Going Out of Business (\$50)

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

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

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

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

Peddler:

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

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

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

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

Location: 74 Main St 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: \_\_\_\_\_

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

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

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

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

MARINE ST



SIDEWALK

3 TABLES w/ CHAIRS



THE GEMARD FIASCO

Not to scale

**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

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

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

Corporation-Corporation Name: Miracle on Maine

Incorporation Date: 10/1/10 Incorporation State: Maine

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

Business Name: Flipside Pizza E-Mail: \_\_\_\_\_

Business Address: 111 Maine St. Business Phone Number: 207-373-9448

Name of Contact Person: DAPHNE COMASKY Contact's Phone Number: 207-725-8228

Mailing Address for Correspondence: 15 CUSHING ST. BRUNSWICK, ME. 04011

Signature of Applicant: [Signature] Date: 1/28/13

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: 15 Cushing St. Phone #: 725-8228

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

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Eloise Humphrey</u>	<u>President</u>	<u>[Blank]</u>	<u>50</u>
<u>Paul Comasky</u>	<u>Vice President</u>	<u>[Blank]</u>	<u>25</u>
<u>Daphne Comasky</u>	<u>Secretary</u>	<u>[Blank]</u>	<u>25</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: Public Way Paid Fee: \$ 25 Cash  Date: 2/12/13

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

INS. O.K.

**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)
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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: 111 Maine St Brunswick 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] (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: \_\_\_\_\_

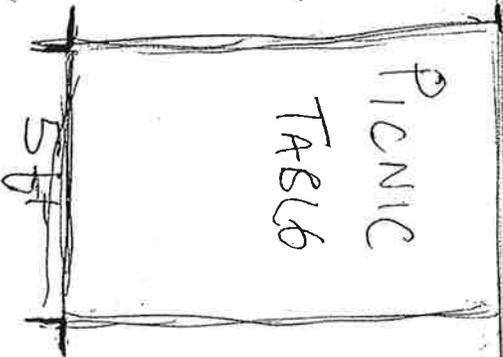
Tattooing Establishment (\$75)-Exp. June 30<sup>th</sup>

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

111 Maine

Entry way

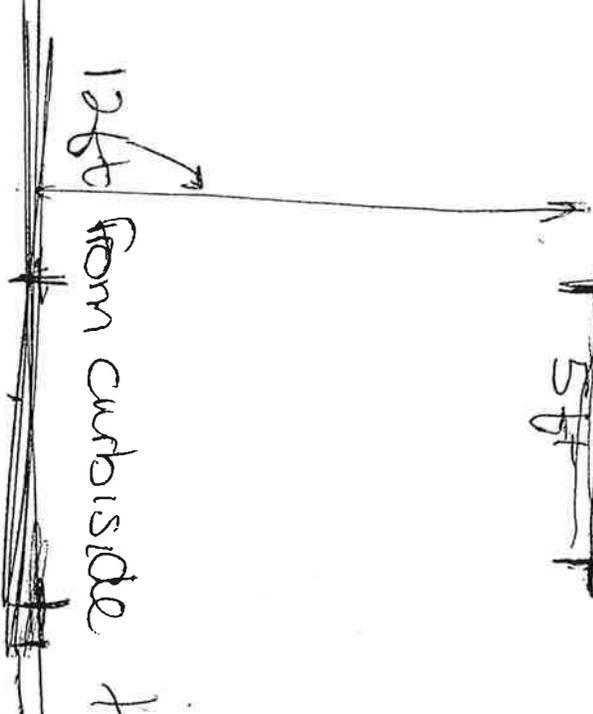
PICNIC TABLE  
6ft



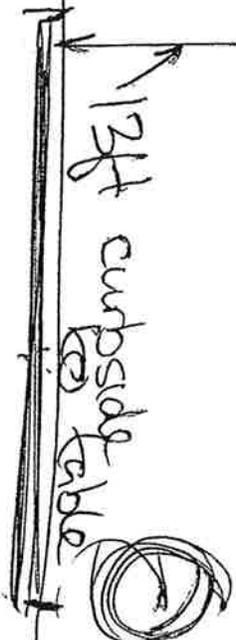
PICNIC TABLE  
6ft



12ft from curbside to table



12ft curbside table



MAIN Street

**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

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

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

Corporation-Corporation Name: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

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

Business Name: AKI JAPANESE CUISINE E-Mail: \_\_\_\_\_

Business Address: 94 MAINE ST, BRUNSWICK ME 04011 Business Phone Number: (207) 729-8866

Name of Contact Person: TOMMY NG Contact's Phone Number: AS ABOVE

Mailing Address for Correspondence: 94 MAINE ST BRUNSWICK, ME 04011

Signature of Applicant: [Signature] Date: 2/27/13

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 ST, BRUNSWICK Phone #: 729-8866

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>TINA CIGRI</u>	<u>CO/OWNER</u>	<u>20 Curtis Rd, Freeport, ME 04032</u>	<u>18%</u>
<u>Laura Cigri</u>	<u>CO/OWNER</u>	<u>13 Cottage Rd, Freeport, ME 04032</u>	<u>30%</u>
<u>Valami Ly</u>	<u>CO/OWNER</u>	<u>7 Rowe Ct, Freeport, ME 04032</u>	<u>30%</u>
<u>Bic H. Liu</u>	<u>CO/OWNER</u>	<u>94 MAINE ST. BRUNSWICK, ME 04011</u>	<u>30%</u>

**Town Clerk Use Only**

Approvals:  Finance  Codes  Health Officer  Council  Police

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

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

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

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

Waiting on: \_\_\_\_\_ Mailed or Issued Date: 2/27/13 PH Date: \_\_\_\_\_

Type of License: Seller of Prepared Food Paid Fee: \$ 25.- Cash/Check Date: FEB 22 2013

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

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

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

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

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

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

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

Carnival or Circus

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

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

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

- FSE with Malt, Vinous & Spirituous Liquor (\$250)
- FSE with Malt and Vinous (\$200)
- FSE with Malt or Vinous (\$175)
- FSE with Sit Down, no Alcohol (\$100)
- FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering, B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

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

Going Out of Business (\$50)

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

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

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

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

Peddler:

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

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

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

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

Location: 94 MAINE ST BRUNSWICK, ME 04011 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) *Serving Food & Alcohol & Non Alcohol Beverages by hand*  
(New applicants must talk to Recreation Dept/There is no proration on new licenses)

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

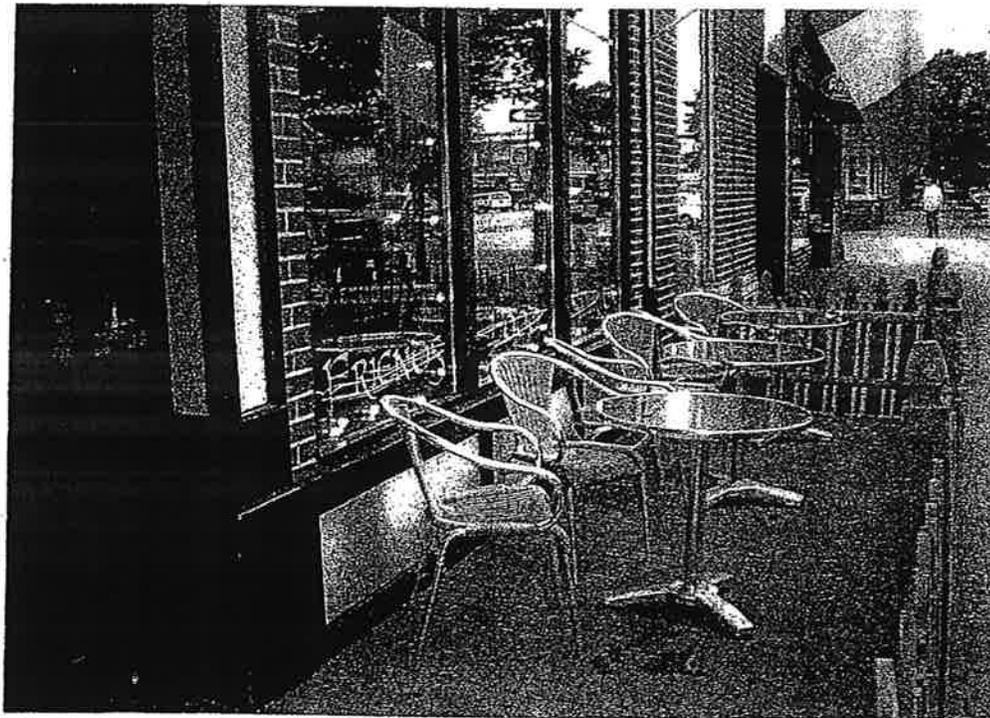
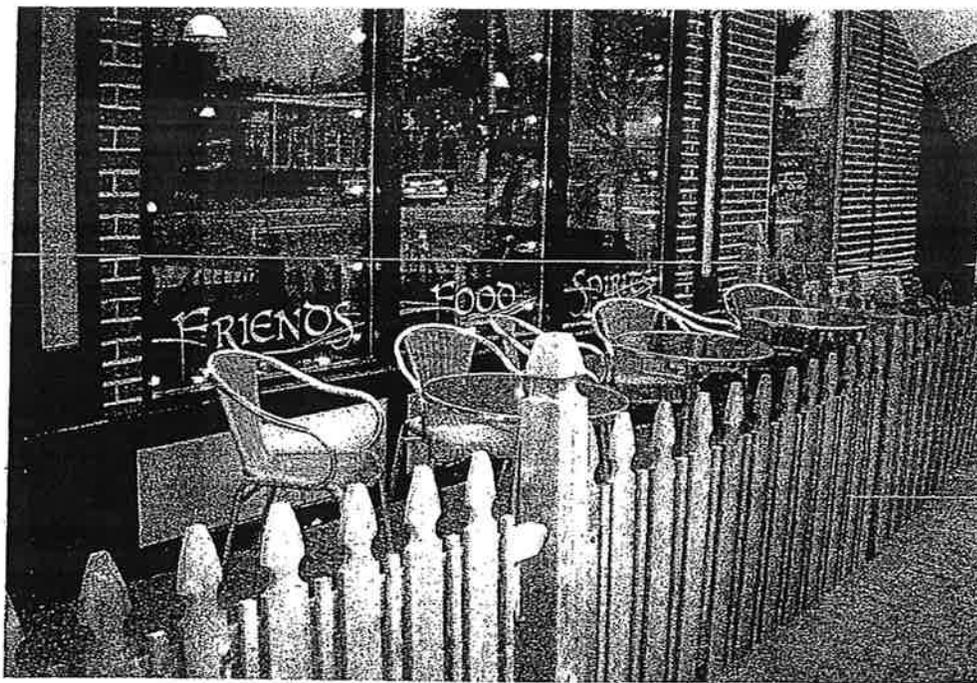
Describe in detail kind and nature of entertainment- \_\_\_\_\_

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

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

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

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



Pictures of Previous Business  
Plan to use rope enclosure.



05.12.2010 11:47





ITEM 24

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: February 26, 2013

RE: Budget Amendment; College Street improvements/ambulance purchases

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The traffic improvements to College Street have been designed and the schedule for this project is to have the construction begin as soon as the school year is over at Bowdoin College. In addition to the work on College Street, staff is also recommending to amend the budget for the purchase of two ambulances. Specific details are provided below.

Over the course of the past several months, we have completed the following projects:

1. **The demolition of the Times Record Building.** This project was completed at a cost of just under \$150,000. The source of the funding for this was the special revenue fund for the Times Record building. That account now has a balance of \$351,190.51
2. **Replacement of the pedestrian bridge at Cooks Corner.** This project was finished in late November at a cost of \$373,000. This leaves a balance in this account of \$107,443.15
3. **Longfellow School.** Our obligations for the former Longfellow School have been met. There is a balance in this account of \$32,292.25
4. **Cook's Corner paving project:** This project was completed last year and has a balance of \$21,583.64
5. **Other Road Construction.** There is also a balance of \$228,117.02 in the other road construction capital account.

The funds remaining from these completed projects totals \$740,626.57.

The cost estimate for College Street improvements includes participation by Bowdoin College, the Water District and the Sewer District. The total project cost is estimated at

\$1,233,000. The present estimate for Brunswick is \$421,000, plus a 10% contingency for a total of \$463,100. We will recommend a budget of \$500,000 for this in the event that the costs are greater than the estimate. A separate detailed memo regarding College Street is included with this memo.

In 2011 the Council authorized debt to purchase an ambulance. That ambulance has been purchased but we have not issued the debt. As we have already funded a portion of that ambulance, the balance to be funded is \$158,580. The replacement of the third ambulance was recommended by the Fire Department last year, but was not included in the CIP that was presented to the Council for the current year. The recommendation from staff is to use existing funds to pay for the ambulance that was purchased in 2011 and for the proposed ambulance this year. The estimated total of the two ambulances is \$345,580.

The total required to fund the College Street project and the two ambulances is \$845,580. The above-mentioned remaining balances will lapse to the General Fund and then the total needed will be appropriated. The net impact on the General Fund will be \$104,953.

The recommendation to use the balance of funds and the \$104,953 from fund balance results in satisfying our commitment to the College Street project, pays for two ambulances and avoids adding to our debt service.

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**TOWN OF BRUNSWICK**  
TOWN MANAGERS OFFICE  
MEMORANDUM

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TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: February 26, 2013

RE: College Street project

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In 2011 the Town Council authorized the transfer of the former Longfellow School to Bowdoin College in exchange for the McLellan building. The terms of the exchange included the reconstruction of the intersections of College Street at Maine Street and Harpswell Road, installation of speed tables, and the placement of new sidewalks and repairs to the existing sidewalk.

We have been working with Bowdoin, the Water District and the Sewer District to get this project designed and ready for construction this year. The scope of the project grew, particularly with the involvement of the two Districts. The two Districts are cost sharing in the project, as is Bowdoin.

The present estimate totals \$1,233,000. The Town's share of this amount is just under 40% of this amount. The estimate is \$421,000, plus a contingency of 10%, for a total of \$463,100. We are recommending that we budget \$500,000 for this project, in the event that the estimates prove to be low.

As the Council is also aware, Bowdoin has requested that we change the direction of traffic on Upper Park row so that traffic will move south to north from College Street to Maine Street, near the Chamberlain statute. Any costs associated with this change will be absorbed entirely by Bowdoin. They have also requested some changes in the length of parking for some of the spaces on Park Row. The desired outcome is to have these spaces turned over more frequently than presently occurs.

There is a traffic analysis that is being completed to review the impacts of the changes to the intersections as well as changing the direction on upper Park Row. That report is scheduled to be finished next week and will be made available to the Council when it is received.

**TOWN OF BRUNSWICK, MAINE**

**Resolution Amending the 2012-13 Budget and  
Appropriating \$345,580 from the Unassigned Balance of the General Fund  
to Fund a Rescue Vehicle Already Acquired Pursuant to a Bond Ordinance and  
to Fund the Acquisition of Another New Fire Department Rescue Vehicle**

**WHEREAS**, the Town of Brunswick (the “Town”) on July 11, 2011, adopted a Bond Ordinance entitled “An Ordinance Authorizing the Funding and Acquisition of a New Fire Rescue Vehicle” (the “Bond Ordinance”); and

**WHEREAS**, pursuant to the Bond Ordinance, the Town purchased a Fire Rescue Vehicle in 2011; (the “2011 Ambulance”); and

**WHEREAS**, pursuant to a resolution adopted June 18, 2012 and entitled, “A Resolution Authorizing the Expenditure of up to \$16,175 from Unexpended Funds to Fund a Portion of a Fire Rescue Vehicle authorized by Bond Ordinance” the Town applied \$16,174.80 of 2011 Bond Project Funds towards the purchase of the 2011 Ambulance leaving a balance to be funded of \$158,580.20; and

**WHEREAS**, the Town no longer wishes to issue debt to fund the purchase of the 2011 Ambulance; and

**WHEREAS**, through its capital improvement planning process, the Town has identified the need to purchase another Fire Department rescue vehicle (a.k.a. ambulance); and

**WHEREAS**, the Town Manager has recommended that acquisition of a new ambulance be authorized as soon as possible; and

**WHEREAS**, the Town of Brunswick (the “Town”) adopted a budget for the 2012-13 fiscal year (the “Budget”); 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 Funding Source and Appropriation.** The sum of \$345,580 is appropriated from the Town’s unassigned General Fund Balance to fund the balance of the cost of the 2011 Ambulance, \$158,580, and the cost of acquiring and equipping another Fire Department Rescue Vehicle, at an estimated cost of \$187,000 (the “Acquisition”).

**Section 2. Authorization to Acquire Capital Asset.** The Town Manager is authorized to negotiate, execute, and deliver, in the name of and on behalf of the Town, such contracts, agreements, as the Town Manager determines to be necessary or appropriate in connection with the Acquisition.

The aforementioned items shall be in such form and contain such terms and conditions as may be approved by the Town Manager. Such approval shall be conclusively evidenced by the Town Manager's execution thereof, provided however, that the Town Manager may delegate the authority granted hereunder as the Town Manager deems appropriate.

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

- a. the purchase price or acquisition cost of all or any portion of the Acquisition, including all costs of equipping and outfitting the Acquisition, and all costs relating to preparing Acquisition to be ready for its intended use and placed in service;
- b. the cost of any other item or service deemed to be a cost under generally accepted accounting principles ("GAAP") as determined by the Town's Finance Director.

**Section 4. Unexpended Funds.** Upon a determination by the Finance Director that the Acquisition is complete or abandoned, any remaining balance shall lapse to the Town's General Fund.

Proposed to Town Council: March 4, 2013  
Public Hearing: March 18, 2013  
Adopted by Town Council:

**TOWN OF BRUNSWICK, MAINE**

**Resolution Amending the 2012-13 Budget and  
Authorizing the Design and Re-construction of College Street and Related Improvements, with  
Total Project Costs Not to Exceed \$1,233,000, and Further Appropriating \$500,000 from the  
Unassigned Balance of the General Fund, plus any Additional Appropriation Authorized under  
this Resolution**

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

**WHEREAS**, pursuant to an agreement between the Town and Bowdoin College (the “College”) the Town agreed to make certain improvements to College Street: and

**WHEREAS**, the Brunswick Sewer District (“BSD”) and the Brunswick-Topsham Water District (“BTWD”) wish to make improvements to their College Street facilities and have agreed to participate in the College Street improvements; and

**WHEREAS**, the Town has hired Milone and MacBroom Engineers to develop plans and specifications for the reconstruction of College Street, to include the improvements desired by the College, BSD and BTWD (the “Project”); and

**WHEREAS**, Milone and MacBroom Engineers has estimated \$1,233,000 as the total Project cost;

**WHEREAS**, the Town, the College, BSD and BTWD have tentatively agreed on a cost sharing plan for the Projects; and

**WHEREAS**, the cost sharing plan requires the Town to fund up to \$500,000 of the total Project cost

**WHEREAS**, the Town and Bowdoin College wish to begin construction of the Project in the spring of 2013; 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. Funding Sources and Appropriations.**

- a. A total of one million two hundred and thirty-three thousand dollars (\$1,233,000), plus any additional amounts authorized under this resolution, are appropriated to finance the cost of designing and reconstructing College Street (the “Project”).
- b. A sum not to exceed \$500,000 from the Town’s Unassigned Fund Balance is appropriated as the Town’s share of the total Project cost.

- c. A sum equal to the balance of the Project costs, as determined in a cost sharing agreement to be developed between the Town, the College, BSD and BTW, and approved by the Town Manager, (the “Cost Sharing Agreement”) is accepted by the Town and appropriated towards the total Project cost.

**Section 2. Authorization to Develop and Construct.** The Town Manager is authorized to negotiate, execute, and deliver, in the name of and on behalf of the Town, such contracts, agreements, and other documents and certificates as the Town Manager may determine to be necessary or appropriate in connection with the Project. The aforementioned items shall be in such form and contain such terms and conditions as may be approved by the Town Manager. Such approval shall be conclusively evidenced by the Town Manager’s execution thereof, provided however, that the Town Manager may delegate the authority granted hereunder as the Town Manager deems appropriate.

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

- a. the cost of planning, surveys, engineering, environmental assessments, inspections and other professional services;
- b. the costs related to applying for and obtaining all permits;
- c. the cost of any land, rights, and easements;
- d. the cost of constructing the Project, and all costs determined by the Town Manager to be necessary to place the Project in service and ready for its intended use, including but not limited to the cost of all labor and materials, landscaping, off-site improvements, and the cost of all utility construction or relocation;
- e. the cost of insuring the Project while under construction and for a reasonable period upon substantial completion;
- f. any other costs identified in the Project budget, and the cost of any other items or services deemed to be cost under generally accepted accounting principles (“GAAP”) as determined by the Town’s Finance Director.

**Section 4. Unexpended Project Funds.** Upon a determination by the Finance Director that the project is complete or abandoned, and the fulfillment of all the obligations under the Cost Sharing Agreement, any remaining balance in the project account shall lapse to the Town’s General Fund.

Proposed to Town Council: March 4, 2013  
Public Hearing: March 18, 2013  
Adopted by Town Council:

**TOWN OF BRUNSWICK  
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on Monday, March 18, 2013, at 7:00 p.m. at the Municipal Meeting Room (Room 217), Maine Street Station, 16 Station Avenue, to consider the following two budget amendment resolutions:

**Resolution Amending the 2012-13 Budget and  
Appropriating \$345,580 from the Unassigned Balance of the General Fund  
to Fund a Rescue Vehicle Already Acquired Pursuant to a Bond Ordinance and  
to Fund the Acquisition of Another New Fire Department Rescue Vehicle**

**Resolution Amending the 2012-13 Budget and  
Authorizing the Design and Re-construction of College Street and Related Improvements, with  
Total Project Costs Not to Exceed \$1,233,000, and Further Appropriating \$500,000 from the  
Unassigned Balance of the General Fund, plus any Additional Appropriation Authorized under this  
Resolution**

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

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

Frances M. Smith  
Town Clerk of Brunswick, Maine

\_\_\_\_\_, 2013

ITEM 25

BACK UP MATERIALS

To: Brunswick Town Council

From: Councilor Watson, Chair Appointments Committee

Date: 02/25/2013

On the evening of 02/19/2013, the Appointments' Committee met to interview three (3) applicants for the Downtown & Outer Pleasant St Plan Implem. Committees, the Planning Board, and the Zoning Board of Appeals. Of the three interviews planned one applicant was not interviewed and will be rescheduled.

Following are those interviewed, with respective committee or board:

The Downtown & Outer Pleasant St. Plan and Implem. Committee:

Anne Marr, a New Appointment

The Planning Board:

Richard Visser, a reappointment

Both of these applicants were unopposed and the Committee does recommend appointment to the full Council.

cc: Fran Smith

## BRUNSWICK BOARDS AND COMMITTEE OPENINGS

The Brunswick Town Council will be holding interviews on Wednesday, February 20, 2013, to the following Boards and/or Committees vacancies listed below. Interested citizens should complete an application form, available in the Town Clerk's Office. Please return applications to the Town Clerk's Office by 4:30 P.M. on Tuesday, February 19, 2013

### Assessment Board of Review

2 members – 3 year terms to expire on 01/12/2015

### Conservation Commission

1 member – balance of 3 year term to expire on 05/01/2014

### Downtown & Outer Pleasant St Plan Implementation Committee

Creative Economy member – no set term

### Fair Hearing Authority

3 members – 2 year terms to expire on 10/01/2014

### Marine Resource Committee

1 Alternative (Commercial Harvester) – 3 year term to expire on 05/01/2014

1 Alternate (no license holder) – 3 year term to expire on 05/01/2013

1 member (Recreation license holder) – 3 year term to expire on 05/01/2015

1 member (Commercial Harvesters) – balance 3 year terms to expire on 05/01/2013

### Planning Board

3 members – 3 year terms to expire on 02/23/2016

### Recycling & Sustainability Committee

2 members – 3 year term to expire on 01/12/2016

1 member – balance of 3 year term to expire on 01/12/2015

### Trust Fund Advisory Committee

1 member – 3 year term to expire on 05/10/2015

### Village Review Board

2 full members – 3 year term to expire on 10/20/2015

### Zoning Board of Appeals

1 associate member – balance of 3 year term to expire on 12/18/2014

1 associate member – 3 year term to expire on 07/01/2015

2 full members - 3 year terms to expire on 11/20/2015

## ADDITIONAL UPCOMING OPENINGS

The Brunswick Town Council will be holding interviews on Wednesday, March 20, 2013, to the following Boards and/or Committees vacancies listed below. Interested citizens should complete an application form, available in the Town Clerk's Office. Please return applications to the Town Clerk's Office by 4:30 P.M. on Monday, March 18, 2013

### Sewer District Board of Trustees

2 full members – 3 year term to expire on 10/20/2015

Town of Brunswick  
Application for  
Appointment to Board/ Committee/ Commission

For Office Use Only
JAN 17 2013
Date App. Received
Date App. Entered
Appointed

Full Name: Richard E. Visser Date 1/10/13

Street Address: 25 Thornton Way, Apt. 204

Home Telephone #: 798-4630 E-mail Address: cvisser15370@yahoo.com I live in Council District #: 7

I wish to be considered for appointment to the:

Planning Board  
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:  TERM BEGINS: 2013

and/or

ASSOCIATE MEMBERSHIP STATUS:  TERM EXPIRES: 2016

Do you currently serve on any Town Board/Committee/Commission? Yes If so, please state name of Board/Committee/Commission and the number of years of service:

Planning Board Number of Years 4 1/2 Date term expires 2013

Occupation: Semi-retired ordained minister

Employer: Self-employed Work Telephone #:

List any civic organizations to which you belong:

Brunswick Downtown Association Board, Mid Coast Senior Health Center Board, Thornton Oaks Board, First Baptist Church Trustee Board

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

I have served on two County Human Services Advisory boards, a hospital board, president of a Rotary Club, president of a church denomination board, etc.

Have you previously served on a Town board/committee/commission? No If so, please list the board/committee/commission and years of service:

Richard E. Visser  
SIGNATURE

**PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION**

Applicants may submit a cover letter and resume with the application form. Applications should be returned to the TOWN CLERK'S OFFICE, 28 Federal Street, Brunswick, Me 04011 - BY 4:30 P.M. on the date specified by the public notice.

You will be contacted to set up an interview with the Appointment Committee

It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

PLEASE NOTE: This completion of this application allows a person to be considered for a Town Board/Committee but does not guarantee placement on a Board/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Planning Board

Term Length: 3 years

1. Do you have any questions about what the Board/Committee/Commission does or on its charge?

No.

2. Do you have any practical experience or formal education that would be relevant to the Board/Committee/Commission?

Served on Planning Board for 4 1/2 years.

3. Why would you like to be on the Board/Committee/Commission?

I enjoy community service and using my talents and experience to better our town

4. Are you aware of the time involved and would you be able to attend most of the meetings?

Yes. I have had almost perfect attendance during my service on the Planning Board.

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No.

6. Do you have anything you would like to add?

I have enjoyed serving on the Planning Board.

**DO NOT WRITE IN THESE SPACES. THESE SPACES ARE FOR THE APPLICANT'S RESPONSE ONLY.**

Town of Brunswick  
Application for  
Appointment to Board/ Committee/ Commission

For Office Use Only
2/19/13 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Anne V. Marr Date 02/17/2013

Street Address: 34 Cumberland Street, Brunswick, ME 04011

Home Telephone #: 207-721-0490 E-mail Address: avmarr@comcast.net I live in Council District #: 6

I wish to be considered for appointment to the:

**Downtown and Outer Pleasant Street Plan Implementation Committee**

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS: X TERM BEGINS: March 2013

and/or

ASSOCIATE MEMBERSHIP STATUS: \_\_\_\_\_ TERM EXPIRES: March 2016

Do you currently serve on any Town Board/Committee/Commission? No If so, please state name of Board/Committee/Commission and the number of years of service:

Number of Years \_\_\_\_\_ Date term expires \_\_\_\_\_

Occupation: self-employed

Employer: CheckList, LLC Work Telephone #: 207-449-0213

List any civic organizations to which you belong:

Southern MidCoast Chamber of Commerce; Brunswick Downtown Association (Longfellow Days), Friends of Bowdoin;

Northwest Brunswick Neighborhood Association; Brunswick-Topsham Androscoggin Riverwalk Committee; Topsham Garden Club

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

President, NWBNA 2006/2009, Knowledge of Neighborhood Challenges and importance of Creative Economy;

Obtained a \$25,000 grant for the Riverwalk; Participated in People, Places and Spaces workshops; Professional Management Experience.

Have you previously served on a Town board/committee/commission? No If so, please list the board/committee/commission and years of service:

SIGNATURE

**PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.**

Applicants may submit a cover letter and resume with the application form. Applications should be returned to the TOWN CLERK'S OFFICE, 28 Federal Street, Brunswick, Me 04011 - BY 4:30 P.M. on the date specified by the public notice.

You will be contacted to set up an interview with the Appointment Committee.

It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Downtown and Outer Pleasant Street Plan Implementation Committee

Term Length: 3 years

1. Do you have any questions about what the Board/Committee/Commission does or on its charge?

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2. Do you have any practical experience or formal education that would be relevant to the Board/Committee/Commission?

See attached documentation

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3. Why would you like to be on the Board/Committee/Commission?

I strongly believe and support the mission and goals of the Committee and the purpose of the plan to enhance the livability and viability of the Outer Pleasant Street and downtown area. I have long been a champion of the Master Plan and have lived in the Downtown area since 2000 so am familiar with the challenges and opportunities.

4. Are you aware of the time involved and would you be able to attend most of the meetings?

It is my understanding that there is a monthly Committee meeting and since I would be in charge of the neighborhood sub committee there would be one or two meetings a month plus time involved in research of proposals.

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

None

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6. Do you have anything you would like to add?

As a representative of the creative economy/non-profit community I believe in this definition of the creative economy by John Howkins: "The ideas business: personal ideas turned into public ideas, products and services."

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Date: February 19, 2013

To: Town of Brunswick Appointments Committee

From: Anne "Vicky" Marr  
34 Cumberland Street  
Brunswick, ME 04011  
207-721-0490  
[avmarr@comcast.net](mailto:avmarr@comcast.net)

Subject: Application for Appointment to the Master Plan Implementation Committee  
(Replacing Elizabeth Doucett, Creative Economy/Non-Profit Representative,  
Focus: Neighborhoods.)

It is with great interest that I submit my application for appointment to the Master Plan Implementation Committee

My interest stems from the fact that I not only live in the Downtown Area, but through my Community involvement I have learned about the challenges and opportunities in advocating for housing revitalization, improved physical environment, historic preservation, and cultural enhancement.

My objective would be not only to act as a leader and facilitator in accomplishing the goals and objectives of the Neighborhood Focus Group and the mission of the MPIC but also to bring about a paradigm shift so that people view Brunswick Downtown as "Everybody's Neighborhood." With its diversity of residential housing options and attractive amenities, I would focus on preserving, creating and promoting Brunswick as a "Downtown Neighborhood" and "Destination of Choice"-- a fun, interesting and exciting place for business, entertainment, town government, arts and educational activity attracting both local residents and visitors to Mid Coast Maine.

Additions to my attached resume are:

- Elected Vice-President Topsham Garden Club 2013 to 2015
- Planned and Executed Garden Club Federation of Maine District Meeting in 2012 (150 guests).
- Androscoggin-Topsham River Walk Committee Member 2007 to 2012  
(Successfully wrote a grant for \$25,000 for the Topsham portion for the River Walk completed fall of 2012)
- Started own business 2011, CheckList, LLC, [checklistmaine.com](http://checklistmaine.com)
- Member of Southern Mid Coast Maine Chamber of Commerce
- Member of the Brunswick Downtown Association
- President, North West Brunswick Neighborhood Association 2005 to 2009  
(List of accomplishments attached)
- Southern Mid Coast Maine Leadership Institute/2004

# ANNE V. MARR

34 Cumberland Street • Brunswick, ME 04011  
avmarr@suscom-maine.net • (207) 721-0490

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## SENIOR RETAIL MANAGEMENT

*Customer Service • Team Leadership • Operations*

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Highly accomplished **Retail Manager** with a solid track record of increasing sales and contributing to company growth and success. Successful at motivating employees to reach and exceed sales goals while maintaining a high-level of customer service. Respected leader with outstanding management capabilities. Confident communicator offering high-caliber presentation, negotiation, and closing skills. Creative problem-solver with excellent analytical abilities; skilled at finding causes of problems, and recommending and implementing solutions. Skilled at interacting with people at all levels of responsibility, establishing rapport, and building positive relationships. Computer literate; able to use company-specific and other software packages with ease.

### CORE COMPETENCIES

- Guest / Customer Focus
- Results / Ownership
- Profit and Loss Management
- Staff Training and Development
- Inventory Control
- Merchandising
- Delegating Responsibilities
- Acting with Integrity and Respect
- Relationship Building
- Strategic Planning / Execution
- Communications
- Fostering Teamwork
- Leading Change and Innovation

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## PROFESSIONAL EXPERIENCE

**BABIES R US (DIVISION OF TOYS R US) – South Portland, ME**

2001 to 2003

### Store Manager

Utilized corporate guidance, team-based management, and intuitive leadership style to effectively manage the daily operations and revenue growth of this retail store with 52 employees and \$7 million in annual sales. Ensured maximum productivity, profitability and compliance with company procedures. Developed special events to maximize in-store and company promotions. Established and maintained effective relationships with vendors as well as customers in order to reduce costs and increase sales. Exceeded all budget goals.

#### **Key Achievements:**

- Oversaw the start-up of the first Babies R Us store in Maine, with responsibility for fixturing, merchandising, recruiting, special events, budgets, and formation of marketplace identity.
- Developed and conducted a leadership seminar for District Assistant Managers and Apparel Specialists with an emphasis on guest focus, product knowledge, suggestive selling, and team development.
- Implemented a comprehensive customer service initiative incorporating training, motivation, sales incentives, goal setting, daily staff meetings, communication, and positive reinforcement.
- Optimized guest services by implementing new front-end and receiving/inventory systems and procedures.
- Awarded regional plaque for Best Store and Merchandise Standards for 2003.

**FILENE'S – Burlington, MA**

1999 to 2000

### Area Manager

Responsible for managing the sales team and daily operations for the Children's and Petite Divisions of this multi-store retail business. Assisted executive management in meeting and exceeding established sales quotas

...continued...

and in handling personnel and other operational issues. Executed comprehensive sales and marketing programs. Managed employees including training, motivating, and evaluating staff to ensure product knowledge, service skills, company standards, and policies. Designed and implemented merchandising layouts for each area.

**Key Achievements:**

- Established marketing initiatives that increased sales by 5% and reduced shrinkage by 1.5%.
- Implemented unique and positive customer service tactics that significantly increased customer satisfaction and repeat business.

**DAVIS COLLEGE** – Toledo, OH

1998

**Adjunct Faculty Member**

Conducted lectures and presentations to students taking courses in textiles and business dynamics. Incorporated hands-on laboratory assignments in the textile curriculum.

**UNITED WAY** – Toledo, OH

1997

**Loan Executive**

Marketed United Way services to corporate donors through group presentations and other publicity campaigns.

**Key Achievement:**

- Played a key role in achieving the donation goal of nearly \$1 million in the Toledo area.

**CAVALEAR REALTY** – Toledo, OH

1995 to 1997

**Realtor**

Marketed and sold residential properties to people with a variety of needs and desires. Utilized relationship building and network skills to acquire new properties, increase referrals, and build revenue.

**ADDITIONAL EXPERIENCE**

**ELDER-BEERMAN STORES** – Dayton, OH

1977-1994

**District Manager / Store Manager**

Handpicked by the Chairman of the Board to fill a position requiring excellence in pushing a group of nine specialty stores to achieve top customer service, sales, production, and profitability standards. Analyzed store financial data and implemented strategies for improving profit margins, reducing costs, and ensuring appropriate inventory management. Selected, trained, and developed Store Managers.

**Key Achievements:**

- Earned distinction as being the first female store manager and first district manager.
- Successfully managed a 100,000 square foot store with 80 employees and \$12 million in sales.

**Territory Sales Manager** - JOHN SEXTON CO. (DIVISION OF BEATRICE FOODS)

**Mid-Central Regional Director** – GENERAL ELECTRIC CONSUMER INSTITUTE

**EDUCATION**

**Real Estate Pre-Licensure Courses** • University of Toledo – Toledo, OH

**Graduate Courses in Economics, Retail Management, & Psychology** • Miami University – Oxford, OH

**Bachelor of Science** • Edgecliff College (now part of Xavier University) – Cincinnati, OH

## **NWBNA ACCOMPLISHMENTS—June 2006 to May 2009**

- Involved with the Androscoggin Swinging Bridge Committee in various aspects of planning for the Swinging Bridge renovation project and the design efforts of the Bowdoin students for the Bridge entry parks. The Grand Re-opening and Dedication was held September 8, 2007.
- We are currently supporting the efforts of the Topsham-Brunswick 1.25 mile Riverwalk Loop which directly affects the enhancement of our neighborhood.
- Influenced the Town to consider an overall plan for Pleasant Street rather than piecemeal zone changes to accommodate commercial development, e.g., Walgreen's at the corner of Stanwood and Pleasant. This resulted in the Town Council appointing a subcommittee to study and formulate a long-term plan for Pleasant Street.
- Worked closely with the Town to insure that ordinances are followed such as trash and noise and code violations. Worked and helped resolve "bad neighbor issues" such as the presence of sex and drug offenders.
- Worked with Bowdoin College Art students in seeking their usage design ideas for the vacant lot at the corner of Cumberland and Cushing and the creation of a second entry for Davis Park. The empty lot is for sale and funding is needed for a second Davis Park entrance. This could be part of a total Cushing Street revitalization/redesign effort.
- Addressed ongoing issues to lessen traffic on Cushing and to turn it into a neighborhood street with landscaping, sidewalk improvements and to generally make it more pedestrian friendly. We hope to seek sidewalk improvements for Dunning and Swett and lower High Streets.
- Lobbied for speed bumps for High Street because of the increased presence of young children. They are seasonally installed being removed for the winter months.
- Lobbied for the continuance of Cumberland Street sidewalk improvements with granite curbing and intersection curb cuts

to the third section of Cumberland Street. This work was completed Fall ,2007.

- Lobbied for sidewalk improvements for High Street with work completed.
- Voiced our concern and set up a meeting with the Tedford Shelter Director and his Board about the loitering problem caused by their shutting down the Shelter's smoking lounge. They acted on our suggestion to supply a smoking urn and benches on their property for their "Guests".
- Asked that graffiti be removed and trash monitored at the shopping center.
- Formally surveyed our membership on their concerns and issues.
- Planned 5 general membership meetings a year which include a September Kickoff Potluck; October Candidates/Town Meeting Night; December Holiday Party; March Arts and Architecture open house to highlight the history of the homes in our neighborhood; and the May Annual Meeting.
- Introduced a Neighborhood Float at the Memorial Day Parade on May 25, 2009 for the purpose of Community identity and unity. This type of activity helps to identify us as a great place to live showing pride of place and neighborhood spirit.
- Sponsored two walking tours of our Neighborhood in conjunction with the Village Review Board for National Historical Preservation Month. This activity held each May helps to identify our Neighborhood as a great place for homeownership.
- Communicated with our Town Councilors on issues that affect our Neighborhood. As an example, we had an amendment to the Noise Ordinance approved prohibiting trash pickup before 7:00 am.
- Urged homeowners to mow their esplanades.

## **Neighborhood Character**

The North West Neighborhood is bounded by Maine Street, Mill/Route 1, and Pleasant St. The Neighborhood is the primary entrance to the community from the south (via Pleasant Street) and from the north (via Route 1/Cushing Street).

The Northwest Neighborhood is a balanced, diverse community made up of churches, restaurants, a shopping mall, small businesses, and Davis Park. The historic Swinging/Walking Bridge crossing the Androscoggin River also lies within its boundaries. It consists of roughly 479 housing units most dating from the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. The Neighborhood houses 13% of all rental units in the community of Brunswick with 374 units. The character of the neighborhood is shaped with an eclectic community of families, students, retirees, professionals, artists, musicians, and blue-collar and service-industry workers from a wide range of economic and cultural backgrounds all of whom are interested in the positive development of their neighborhood.

Many NWBNA residents are involved in a wide variety of charitable, social, and political causes and are enthusiastic supporters of local businesses and schools. This combination of active, friendly, and diverse neighbors, historic architecture, and the walkable proximity to the economic and cultural vibrancy of Topsham, Maine Street Brunswick, and the Bowdoin College Campus, provides a rich quality of life and makes the Northwest Brunswick Neighborhood an ideal location in which to live..

# **Northwest Brunswick Neighborhood Association**

## **Guiding Principles**

- 1. Enhance the character of the area as a desirable downtown neighborhood.**  
(There is a strong economic connection between neighborhoods and a healthy downtown.)
- 2. Encourage persons to buy, restore, and improve homes in the area.**  
(The Town Core Housing should not be allowed to become skewed to the rental and subsidized housing market. We should strive for "economic integration" which does not segregate or isolate the poor. Renovations, increased property values, and middle-income households do not displace one economic level by another. It is not about preserving low-income ghettos. Low income housing standards need to be held to no lesser standards than other rehabilitation projects.)
- 3. Encourage the preservation, recognition, and expansion of historically, architecturally, and/or culturally significant structures, places, and districts within the neighborhoods.**  
(Allowing neighborhoods to decline physically increases the rate of neighborhood instability, resulting in a rapid departure of residents. Historic preservation needs to be nurtured because it attaches people to their community, provides a sense of place, connects them to their neighbors, and encourages public participation. It is not about preserving buildings but about preserving neighborhoods. This cultivates an identifiable "sense of place" that represents the entire area yet recognizes each neighborhoods distinctiveness. Promote neighborhood character and the perception of stability as an asset.)
- 4. Protect the environment and natural features of the area** ex. Swinging Bridge, the proposed Topsham/Brunswick Androscoggin River walk, Davis Park, esplanades and streetscape trees.

**5. Prevent intrusions which are destructive to the character of the area**

**6. Promote neighborliness**

**Neighborhoods are an attachment to place for people  
Strategize for creative financing incentives and attract those owners who view neighborhood properties as solid investments and a good place to live**

### **Why Do Neighborhoods Need Sidewalks?**

- **Sidewalks provide a safe and level walkway in the neighborhood; as health consciousness increases, people are enjoying the simple but effective exercise of walking.**
- **Sidewalks provide safer places for children to walk and play (instead of the street).**
- **Sidewalks allow neighbors to visit one another without having to walk in the street or through front yards.**
- **Sidewalks enhance the appearance of individual properties, neighborhoods, and the entire community.**
- **Sidewalks provide a safer walk to schools, bus stops, shops, and Metro stations during inclement weather.**

### **Why granite curbing?**

- **Sidewalks with curb and gutter help protect property frontage from damage due to erosion and parking.**
- **Granite curbing is a streetscape element that buffers pedestrians from auto traffic and parking areas which encourages walking.**
- **Streetscape improvements must be seen as a civic investment with a return that can be used to foster additional improvements.**
- **The NorthWest Brunswick Neighborhood as part of the Downtown District should be upgraded and maintained as a pedestrian area to be attractive and to ensure a safe pedestrian environment and to continue to provide the connection between businesses and neighborhoods.**

## **Identification of Street Improvements for the NWBNA**

- 1. Use of pavers and granite curbing for streets without esplanades. This allows for better demarcation between pedestrian and vehicular traffic as well as for aesthetics. Targeted Streets: Lincoln and Dunning Streets.**
- 2. Installation of a sidewalk for Swett and Upper High Street. Currently this section is segregated from the rest of the neighborhood by lack of pedestrian accessibility. (See guiding principle No. 2)**
- 3. Maintain granite curbing and repair sidewalks for all other Streets on the list.**
- 4. Develop a long-term strategy for streetscape improvements to Cushing Street as a gateway to the neighborhood and the Downtown. This would include narrowing the street with the addition of sidewalks and esplanades with tree plantings and lighting and creating another entrance to Davis Park. Reduce street widths for safe and convenient pedestrian crossing by adding medians, boulevards, and/or bump outs. Identify crosswalks with the installation of pavers. Create a school bus shelter at one end of the street. This street is the main link to the Swinging Bridge and Pleasant Street.**
- 5. Develop a feasibility study/plan for use of pavers to replace asphalt throughout the neighborhood to further define the historical characteristics of the neighborhood and sense of place.**
- 6. Create a clear and consistent signage program for way finding and neighborhood identification throughout. There are several landmarks such as People Plus, Churches, Davis Park, Historical Homes etc.**

In March of 2009, I wrote the following thoughts to provide to the Master Plan Committee. These points are still relevant today.

## **Housing and Neighborhoods Downtown Master Plan**

### **1. THERE IS A STRONG CONNECTION BETWEEN NEIGHBORHOODS AND A HEALTHY DOWNTOWN.**

- **You can't maintain stable neighborhoods without an accompanying strong commercial district and vice-versa. It is crucial to the economic vitality of the Downtown to preserve and protect in-town residential neighborhoods.**
- **It is imperative to have a paradigm shift in regards to the neighborhoods. The Town Core Housing should not be allowed to become skewed to the rental and subsidized housing market. We should strive for "economic integration" which does not segregate or isolate the poor. Renovations, increased property values, and middle-income households do not displace one economic level by another. It is not about preserving low-income ghettos. Low income housing standards need to be held to no lesser standards than other rehabilitation projects.**
- **Allowing neighborhoods to decline physically increases the rate of neighborhood instability, resulting in a rapid departure of residents. Historic preservation needs to be nurtured because it attaches people to their community, provides a sense of place, connects them to their neighbors, and encourages public participation. It is not about preserving buildings but about preserving neighborhoods. Neighborhoods are an attachment to place for people.**
- **The value of the business district relates to the value to the building owners, value to the city as a tax base, value to neighborhood residents, value to local institutions and value to the Town at Large.**
- **If a property owner is only receiving marginal rents most of the income goes towards fixed expenses and not maintenance and improvements. In short, minimal rent means disinvestment, declining values, and delinquent taxes, departure of business and customers, and demolition by neglect. Often business districts and neighborhoods need new owners, but with**

**minimum rents, the only kind of new owners that are attracted are slum landlords looking to further bleed the property**

## **Key:**

- **Aggressively advocate for small businesses and non-profits to own their own buildings and pursue home ownership in the neighborhoods.**
- **Identify good businesses whose current owners are likely to want out in the next ten years and /or who are having problems. Assist them in making succession plans to bring in new entrepreneurs who can invest in the business.**
- **Strategize for creative financing incentives and attract those owners who view neighborhood properties as solid investments and a good place to live. Expand amenities to serve working families and various age groups, ala, Teen Center and People Plus housed on Union Street.**
- **Ensure an adequate supply of housing stock so that all segments of the population have sufficient choices of housing opportunities within their price range, including affordable housing for seniors and families.**

**A. Purchase and rehab vacant homes and resell the units - utilize government programs to acquire and fix up properties.**

**B. Facilitate purchases and rehab with realtors and new owners**

**C. Work with property owners to get them to rehab the rental units.**

**D. Need to hold out-of-state banks accountable for condition of the property that they own –impose steep fines for banks that let property deteriorate.**

**E. Encourage the preservation, recognition, and expansion of historically, architecturally, and/or culturally significant structures, places, and districts within the neighborhoods.**

**F. Cultivate an identifiable “sense of place” that represents the entire area yet recognizes each neighborhood’s distinctiveness.**

**G. Ensure widespread awareness of community assets.**

**H. Create pocket parks where people can safely meet and mingle.**

**I. Ensure that streets are designed with all users in mind: pedestrians, bicyclists, transit riders and drivers.**

**J. Promote walkability with sidewalks, lighting, benches, landscape. Pockets of homes do not have sidewalks such as Dunning, Swett, and lower high street yet there are many children on these streets.**

**K. Provide a safe way to interconnect the neighborhoods with key focal points of destination such as the bike path, Maine Street Station, Bowdoin College etc.**

## **2. ADVOCATE FOR STRONG CODES ENFORCEMENT**

**A. Keeps property values up**

**B. Helps local business economy**

**(1) Materials purchased**

**(2) People/craftsmen employed**

**C. Promotes neighborhood character and the perception of stability as an asset.**

**D. Specifically, trash receptacles should be hidden ex. Tesses's Market, Skolfied House. The Town should help businesses plan placement.**

## **3. TRANSPORTATION CONNECTIONS**

- **The streets, parking and open space areas in the surrounding neighborhoods to Downtown Brunswick should be designed to be attractive and ensure a safe pedestrian environment.**
- **The neighborhoods and the Downtown can provide a unique sense of place by weaving a common theme of historical reference. Identify through signage.**
- **The neighborhoods should connect to nearby amenities and resources by pedestrian/bicycle traffic. Curbed sidewalks, handicapped accessible, bike lanes, trees, landscape, benches etc.**
- **Creative parking for businesses within the neighborhoods EX. El Comino, mini shopping mart, and funeral home and the Downtown should be accessible to visitors and easy to navigate and find parking in the NWBNA. Downtown should be**

**accessible to all ages as well as our neighborhoods. Sidewalks, bike lanes, curbs, etc.**

- **Identify gateway entries to the Town Core that should serve as a lasting impression on visitors to the community.**
- **Enhance the character of Cushing, Mill, and Pleasant as a visual cue to enter Downtown.**
- **Utilize Davis Park by creating another entrance for safe accessibility.**
- **Strategize for creative financing incentives and attract those owners who view neighborhood properties as solid investments and a good place to live**

# Organization

## At-home Living & Workspace

- Declutter, Downsize, Reorganize
- Home Offices, Library, Collections, Memorabilia/Photographs
- Kitchen, Storage Areas, Basements, Garages, Seasonal Changes
- Organize Personal & Professional Contacts/Suppliers & Service Lists
- Create or Renew Filing Systems
- Provide Paper & Mail Management Services
- Research & Find Best Organizing Products for Your Needs

## Administrative Work

- Update Address Books & Computer Lists
- Letter Writing, Thank You's, Invitations, & Cards
- Pay Bills, Balance Checkbooks, Banking Deposits
- Filing, Word Processing, Data Entry, Editing/Proofing/Copying/Printing
- Email Management & Organization
- Internet/Library Research
- Collect Shopping Comparisons
- Research Genealogy, Antiques
- Help Locate Friends/Family/Classmates
- Assist with Medical/ Insurance Forms
- Create/Maintain Home Inventory, Family Records, Photographs
- Packaging & Shipping
- Messenger & Courier Service
- Meeting/Conference/Event Planning

## Travel & Entertainment Arrangements

- Airport Transportation Arrangements, Car, Van Rental
- Pack Suitcases
- Maintain Checklists on Seasonal Arrival & Departure from Home
- Maine Vacation Planning, Event Information & Places to Visit
- Suggestions & Planning for Guest, Family, Friends, Client Visits
- Vacation Home, Hotel & Resort Arrangements
- Reserve Concert, Theatre, Sporting, Special Event Tickets
- Pet Transportation



**CheckList**

207-449-0213

vicky@checklistmaine.com  
checklistmaine.com

**PLEASE NOTE:** CheckList is committed to providing the services you require. If the service is not listed, Contact Us and we will endeavor to arrange for that service. All reasonable requests will be considered. CheckList holds the right to refuse any request it feels is unsafe or unsuitable for its employees or is illegal or unethical. CheckList reserves the right to make all final decisions on services and related costs. At this time, because of liability exposure, we do not provide transportation for individuals.

# checkList

## YOUR PERSONAL ASSISTANT & LIFESTYLE MANAGEMENT SERVICE

Professionally managing your "TO DO" Lists.

## Service Checklist



**checkList**

207-449-0213

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The following is a list of our more popular service offerings:

## Home Management

### Home & Personal Services

- Assistance with Home Management Tasks
- Light Housekeeping, Laundry, Room Pickup
- Menu Planning/Meal Preparation
- Valet Services: Closets, Seasonal Clothing Storage
- Light Yard Work
- Assistance with Private Parties, Planning & Execution

### Home Coordination & Arrangement Services

- Prepare Vacation Home for Arrival & Closing
- Management Service for Renovations
- Contract Services (Obtain Estimates, Scheduling, Implementation)
- Coordinate/Schedule Deliveries, Workers, Contractors
- Party & Event Planning (Décor, Food, Gifts, Servers etc.)
- Preparations for Overnight Guests
- Estate/Garage/Yard Sale Coordination

### Holiday Help

- Holiday Decorating/Tree Purchase, Delivery, Set-Up, Take-Down
- Gift Shopping/ Wrapping/ Delivery>Returns/Exchanges
- Holiday Card Preparation & Mailing
- Invitation & Thank You Cards
- Family & Friends Get-Togethers/Parties
- Plan/Shop/Serving Arrangements & Set-Up
- Planning /Arrangements/Assistance for Out-of-Town Guests

## Relocation

### Moving Preparation & Arrangements

- Create Moving Timeline
- Maintain Moving Records & "To-Do" Lists
- Liaison for Long-Distance Move with Estate Agents, Attorneys, Appraisers, Home Inspectors, Repairmen & Installers.
- Temporary Housing Location
- Determine Items for Disposition
- Assist with Packing/Unpacking & Removal of Packing Materials
- Arrange for Specialty Movers (ex. Pianos, Antiques)
- On-Site Day of Move Coordination
- House Cleaning Before Move-in or After Move-out
- Area Orientation/Vendor Referrals
- Set up Utility Accounts
- Wait service for Repairs, Installations, Deliveries etc.
- Home & Office Set-up & Organization
- Personalized Change of Address Cards

## Errands

### Shopping Services

- Personal, Home, Business: Shopping, Returns, Exchanges
- Groceries (Local Grocers, Specialty Food Shops, Farmer's Markets)
- Beverage, Wine, Liquor
- Home Improvement/Hardware Stores
- Specialty Stores
- On-Line Shopping
- Gifts/Gift-Wrapping/Delivery
- Special Days of Remembrance
- Weddings, Holidays, Thank You
- Floral Arrangements
- Personalized Gift Baskets & Bags
- Provisioning for Summer Rentals & Boats

### Pick Up/Drop Off Services

- Town Hall, Post Office, UPS, & Fed Ex
- Dry Cleaner, Laundry, Shoe Repair
- Prescriptions, Groceries
- Banking Services
- Library
- Movie Rentals
- Flower Delivery, Gift Delivery
- Home, Office & Yard Supplies
- Cookie/Cake Delivery to School or Church
- Hospital & Assisted Living Delivery
- Refreshments/Lunch/Dinner Delivery

### Vehicle Maintenance:

- Vehicle Pickup & Delivery for Service Appointments
- DMV Registration/Title Transfers
- Maine Car Inspection
- Wash & Refuel
- Car Maintenance, Repair & Service

### Wellness Services

- Visit Hospitalized or Housebound Persons. Check on Needs.
- Provide Report with Resources that will Improve Quality of Care.
- Post Operative Recuperation Assistance (Non-medical)
- New Mother Assistance (Non-medical)
- Post Funeral Help/Companionship

### Elder Care "Peace of Mind" Services

- Correspondence Management
- Maintain Calendar/Appointment reminders
- Telephone Reminders & Check-in
- Meal Planning /Preparation
- Monitor Food Freshness/Expirations;
- Monitor Diet & Eating Habits
- Senior Companionship Visits
- Assist, Provide, Participate in Entertainment/Walking
- Recommendations for Safety & Security of Home Environment



**checkList**

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# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**February 19, 2013**  
**7:00 P.M. – Regular Meeting**  
**Municipal Meeting Room**  
**Brunswick Station**  
**16 Station Avenue**

**Councilors Present:** Chair Suzan Wilson, W. David Watson, Benjamin J. Tucker, John M. Perreault, Gerald E. Favreau, Margo H. Knight, Sarah E. Brayman, Benet Pols, and John Richardson, Jr.

**Councilors Absent:** None

**Town Staff Present:** Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; John Eldridge, Finance Director; Denise Clavette, Business Development Manager; Marc Hagan, Deputy Police Chief; Pat Maher, Patrol Officer; and TV video crew

Chair Wilson called the meeting to order, asked for the Pledge of Allegiance and then asked the Town Clerk for Roll Call.

**Public Comment:**

**Pem Schaeffer**, 32 Crestview Lane, spoke regarding Citizens United and said that he did not support the Council's action on the recent resolution.

**Jackie Sartoris**, Bowdoin Street, spoke on the redevelopment of the base property and her concerns with what is being proposed. She provided supporting information from her research on endangered habitats.

**John Lemont**, Maple Street, spoke regarding the base redevelopment and the dangers to shellfish harvesting due to toxins going into Harpswell Cove. He wants the MRRA plan reviewed by the Marine Resource Committee.

**Correspondence:** None

**Adjustments to the Agenda:** None

**MANAGER'S REPORT:**

**(a) Financial Update**

Manager Brown provided this update.

**Town Council Minutes**

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**(b) Council Committee Updates**

A report was given on the Master Plan Implementation Committee.

There was a discussion on the work being done regarding the branding of the Town and what Brunswick is all about.

There was a discussion of flag stops on the Explorer bus routes.

**(c) Update on Police Station**

Manager Brown provided this update and responded to questions from Councilor Pols, Councilor Brayman, Councilor Perreault and Councilor Watson.

Councilor Favreau spoke regarding this item.

**(d) Update on train quiet zones and idling train parking schedule**

Manager Brown provided this update and responded to questions from Councilor Perreault, Councilor Brayman, and Councilor Pols.

**Bob Morrison**, 37 Bouchard Drive, and **Dan Sullivan**, 24 Bouchard Drive, spoke on this item.

Councilor Richardson and Councilor Favreau spoke regarding this item.

*(Copies of memos from Manager Brown will be attached to the official minutes.)*

**PUBLIC HEARINGS**

- 16. The Town Council will hold a public hearing on the following Special Amusement license, and will take any appropriate action. (Manager)**

**Special Amusement**

**Columbus Club, Inc.**

**D/B/A: Knights of Columbus, Sekenger Council #1947**

**2 Columbus Drive**

**Bruce Talbot, G.K.**

Chair Wilson opened the public hearing; hearing no comments, she closed the public hearing.

**Councilor Knight moved, Councilor Pols seconded, to approve a Special Amusement license for Knights of Columbus located at 2 Columbus Drive. The motion carried with nine (9) yeas.**

**NEW BUSINESS**

**Town Council Minutes**

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- 17. The Town Council will consider options relative to the Village Review Zone amendments, and will take any appropriate action. (Manager)**

Chair Wilson spoke regarding this item.

Charles Frizzle, Planning Board Chair, spoke regarding this item.

All nine Councilors spoke on this item.

Anna Breinich spoke and responded to questions from Councilor Brayman and Councilor Favreau.

No action was taken and the Planning Board will continue working on this item.

*(Copies of memos from Manager Brown and the Planning Department will be attached to the official minutes.)*

- 18. The Town Council will consider designating additional “Drug Free Safe Zones” for the Perryman Village housing complex and the McKeen Landing Park Area, and will take any appropriate action. (Manager)**

Manager Brown spoke regarding this item.

Councilor Pols spoke on this item.

Councilor Pols and Councilor Brayman asked questions, to which Deputy Chief Hagan responded.

**Councilor Perreault moved, Councilor Watson seconded, to have the Police take the necessary steps to designate the following locations as “Drug Free Safe Zones:” Perryman Village Housing complex and Town owned properties at the McKeen Landing Park Area. The motion carried with five (5) yeas. Councilor Tucker, Councilor Brayman, Councilor Richardson, and Councilor Pols were opposed.**

*(A copy of the letter of request from the Housing Authority will be attached to the official minutes.)*

- 19. The Town Council will consider setting a public hearing for March 4, 2013, for the purpose of designating a tax increment financing district at Brunswick Landing, and will take any appropriate action. (Councilor Tucker and Councilor Richardson)**

Councilor Richardson, Councilor Tucker and Councilor Knight spoke regarding this item.

**Councilor Richardson moved, Councilor Tucker seconded, to set a public hearing for March 4, 2013, for the purpose of designating tax increment financing districts at Brunswick Landing. The motion carried with nine (9) yeas.**

**CONSENT AGENDA**

- (a) Approval of the Minutes of February 4, 2013
- (b) Approval of request for use of mall by Pejepscot Historical Society
- (c) Approval of CIP Policy

**Councilor Tucker moved, Councilor Favreau seconded, to approve the Consent Agenda. The motion carried with nine (9) yeas.**

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

The meeting adjourned at 9:12 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT [WWW.BRUNSWICKME.ORG](http://WWW.BRUNSWICKME.ORG).**

*Frances Smith  
Town Clerk/Assistant to the Town Manager  
February 24, 2013*

March 4, 2013  
*Date of Approval*

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*Council Chair*