

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

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Adjustments to the Agenda:

**MANAGER’S REPORT:**

- (a) Financial Update
- (b) Council Committee Updates
- (c) Update on Police Station
- (d) Update on train quiet zones and idling train parking schedule

**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.

**HEARING/ACTION**

**NEW BUSINESS**

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

**ACTION**

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)

**ACTION**

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)

**ACTION**

**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

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

**Brunswick Town Council**  
**Agenda**  
**February 19, 2013**  
**Council Notes and Suggested Motions**

**MANAGER'S REPORT:**

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

*Suggested Motion:* No motion is required.

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

*Suggested Motion:* No motion is required.

- (c) Update on Police Station: Councilor Perreault requested this item to receive an update on this project. Copies of information from Ledgewood regarding change orders and the project schedule are included in your packet.

*Suggested motion:* No motion required.

- (d) Update on train quiet zones and idling train parking schedule: Councilor Perreault requested this item to receive an update on these train issues. Copies of memos from Manager Brown and a letter from Pan Am Railways are included in your packet.

*Suggested motion:* No motion required.

**PUBLIC HEARINGS**

16. This item is the required public hearing on this renewal Special Amusement license. The Knights of Columbus are requesting to have functions including weddings, dances and other similar events. Copies of the public hearing notice and the application are included in your packet.

*Suggested motion:*

Motion to approve a Special Amusement license for Knights of Columbus located at 2 Columbus Drive.

**NEW BUSINESS**

17. This item is for the Council to discuss options regarding possible changes to the Village Review Zone ordinance. The Planning Board reviewed five options regarding this zone. The options are laid out in a memo from the Planning Department. The preferred

alternative chosen by the Planning Board and Village Review Board is option #2, which keeps VRB substantive jurisdiction as is and expands the geographic jurisdiction as recommended by the 2008 Comprehensive Plan. At this point, it is the Council's opportunity to weigh in on the different options. Copies of memos from Manager Brown and the Planning Department and sample ordinances from other communities, per Councilor Favreau's request, are included in your packet.

Suggested motion:

Staff is not providing a recommended motion since there are five options to consider.

18. This item is to add the Perryman Village housing complex to the list of designated "Drug Free Safe Zones." Additional locations were added last November, with the proposed location to be included, but the Council did not feel comfortable that time including the Village since there was no letter of support from the Housing Authority. A letter had been prepared by John Hodge, the Executive Director, last June making a request to make this location a drug free zone, but had not been included in the November Council packet. Recently Mr. Hodge met with the Town Manager and requested this action be taken. The recreation properties at McKeen Street Landing will also be included since the Town now owns them. A copy of the letter of request from the Housing Authority is included in your packet.

Suggested motion:

Motion 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.

19. This item, sponsored by Councilor Tucker and Councilor Richardson, is to set a public hearing to re-designate the MRRA TIF Districts for the Executive Airport area and Brunswick Landing Municipal Development District. The districts are very similar to last year's proposal, except the area of the Molnlycke TIF district has been removed. Copies of the applications for the two districts are included in your packet.

Suggested motion:

Motion to set a public hearing for March 4, 2013, for the purpose of designating tax increment financing districts at Brunswick Landing.

**CONSENT AGENDA**

- (a) Approval of the Minutes of February 4, 2013: A copy of the minutes is included in your packet.
- (b) Approval of request for use of mall by Pejepsot Historical Society: This request is for approval to use the mall to hold their Civil War Sesquicentennial from August 9 to 11, 2013. The approval is under Chapter 10-26(14) of the ordinance. This approval will also waive the fee. This event has occurred in the past, but staff discovered that it should have been given to the Council for your approval since it is an overnight event. Copies of the letter of request and application are included in your packet.

(c) Approval of CIP Policy: This policy was discussed at your recent CIP workshop and comes to the Council for your formal approval. A copy of the policy is included in your packet.

Suggested Motion:

Motion to approve the Consent Agenda.

Suggested Motion:

Motion to adjourn the meeting.

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

FOR 2013 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>00 Fill</u>							
19000 General Fund Transfers Out	1,635,000	1,635,000.00	1,997,250.00	.00	.00	-362,250.00	122.2%
TOTAL Fill	1,635,000	1,635,000.00	1,997,250.00	.00	.00	-362,250.00	122.2%
<u>10 General Government</u>							
11000 Administration	443,895	443,895.00	276,226.49	30,154.23	325.00	167,343.51	62.3%
11100 Finance Department	676,347	676,347.00	356,104.30	50,564.60	357.91	319,884.79	52.7%
11150 Technology Services Dept	309,447	309,447.00	199,024.39	15,849.71	20,022.02	90,400.59	70.8%
11200 Municipal Officers	127,615	127,615.00	73,162.99	22,196.54	.00	54,452.01	57.3%
11220 Municipal Building	185,178	185,178.00	82,677.96	14,350.08	847.00	101,653.04	45.1%
11230 Risk Management	429,050	429,050.00	295,314.68	146,596.26	56,382.00	77,353.32	82.0%
11240 Employee benefits	0	.00	-86,171.71	794.85	.00	86,171.71	100.0%
11250 Cable TV	66,983	66,983.00	35,972.90	4,713.13	2,177.00	28,833.10	57.0%
11300 Assessing	279,406	279,406.00	138,964.38	18,241.92	6,596.22	133,845.40	52.1%
11400 Codes Enforcement	0	.00	8.33	.00	.00	-8.33	100.0%
11600 Town Clerk & Elections	352,539	352,539.00	199,340.24	25,380.01	.00	153,198.76	56.5%
11900 Planning Department	443,416	443,416.00	217,741.47	30,051.47	.00	225,674.53	49.1%
11950 Economic Development Dept	94,751	94,751.00	57,831.60	7,055.79	.00	36,919.40	61.0%
TOTAL General Government	3,408,627	3,408,627.00	1,846,198.02	365,948.59	86,707.15	1,475,721.83	56.7%
<u>20 Public Safety</u>							
12100 Fire Department	2,944,930	2,944,930.00	1,619,889.13	227,240.24	20,195.75	1,304,845.12	55.7%
12200 Police Department	3,763,288	3,763,288.00	1,969,632.14	279,716.54	134,833.59	1,658,822.27	55.9%
12210 Police Special Detail	0	.00	14,692.49	2,048.54	.00	-14,692.49	100.0%
12220 Emergency Services Dispatc	715,702	715,702.00	392,787.17	56,295.14	.00	322,914.83	54.9%
12310 Streetlights	190,000	190,000.00	105,747.37	16,667.52	.00	84,252.63	55.7%
12320 Traffic Signals	31,600	31,600.00	11,129.83	502.29	.00	20,470.17	35.2%
12330 Hydrants	407,770	407,770.00	200,150.85	101,226.95	.00	207,619.15	49.1%
12340 Civil Emergency Preparedne	2,000	2,000.00	800.00	800.00	.00	1,200.00	40.0%
TOTAL Public Safety	8,055,290	8,055,290.00	4,314,828.98	684,497.22	155,029.34	3,585,431.68	55.5%
<u>30 Public Works</u>							

FOR 2013 07

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13100	Public Works Administratio	412,725	412,725.00	220,578.75	30,179.87	2,200.00	189,946.25	54.0%
13110	PW General Maintenance	1,627,417	1,627,417.00	706,153.11	157,190.93	73,861.98	847,401.91	47.9%
13120	PW Winter Maintenance	0	.00	.00	-28,066.43	.00	.00	.0%
13130	Refuse Collection	583,765	583,765.00	254,782.48	41,384.10	190,674.50	138,308.02	76.3%
13140	Recycling	273,792	273,792.00	140,421.84	21,653.50	154,775.50	-21,405.34	107.8%
13150	PW Central Garage	724,623	724,623.00	414,448.98	85,525.14	28,928.58	281,245.44	61.2%
	TOTAL Public Works	3,622,322	3,622,322.00	1,736,385.16	307,867.11	450,440.56	1,435,496.28	60.4%
40 Human Services								
14100	General Assistance	166,695	166,695.00	87,175.24	15,077.00	2,088.81	77,430.95	53.5%
14120	Health & Social Services	2,744	2,744.00	1,379.77	.00	.00	1,364.23	50.3%
	TOTAL Human Services	169,439	169,439.00	88,555.01	15,077.00	2,088.81	78,795.18	53.5%
45 Education								
14500	School Department	33,491,029	33,491,029.00	16,423,531.80	2,155,125.58	.00	17,067,497.20	49.0%
	TOTAL Education	33,491,029	33,491,029.00	16,423,531.80	2,155,125.58	.00	17,067,497.20	49.0%
50 Recreation and Culture								
15000	Recreation Administration	417,915	417,915.00	224,445.73	32,173.34	.00	193,469.27	53.7%
15050	Rec Buildings and Grounds	668,672	668,672.00	374,661.07	40,947.58	12,002.36	282,008.57	57.8%
15300	Teen Center	5,000	5,000.00	5,000.00	.00	.00	.00	100.0%
15310	People Plus	75,000	75,000.00	75,607.18	.00	.00	-607.18	100.8%
15400	Curtis Memorial Library	1,192,405	1,192,405.00	686,819.60	98,117.08	.00	505,585.40	57.6%
	TOTAL Recreation and Culture	2,358,992	2,358,992.00	1,366,533.58	171,238.00	12,002.36	980,456.06	58.4%
60 Intergovernmental								
16000	County tax	1,183,264	1,183,264.00	1,183,264.00	.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,183,264	1,183,264.00	1,183,264.00	.00	.00	.00	100.0%

FOR 2013 07

70	Unclassified	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
70 Unclassified								
17000	Promotion and Development	161,558	161,558.00	128,685.66	10.83	.00	32,872.34	79.7%
17010	Additional School Assistan	10,000	10,000.00	10,000.00	10,000.00	.00	.00	100.0%
17020	Cemetery Care	3,000	3,000.00	750.00	.00	.00	2,250.00	25.0%
17030	Wage Adjustment Account	35,000	35,000.00	.00	.00	.00	35,000.00	.0%
17051	Longfellow School Building	0	.00	45,229.80	10,200.00	42,722.05	-87,951.85	100.0%
17052	School Master Plan	0	.00	65,219.97	18,599.86	.00	-65,219.97	100.0%
	TOTAL Unclassified	209,558	209,558.00	249,885.43	38,810.69	42,722.05	-83,049.48	139.6%
80 Debt Service								
18010	2003 High School Refunding	0	.00	-13,737.50	.00	.00	13,737.50	100.0%
18020	2006 CIP G/O Bonds	268,000	268,000.00	236,000.00	.00	.00	32,000.00	88.1%
18030	2011 GO CIP Bonds	274,010	274,010.00	244,465.00	-79,015.00	.00	29,545.00	89.2%
18050	2010 Elementary School Bon	0	.00	-250,328.14	.00	.00	250,328.14	100.0%
	TOTAL Debt Service	542,010	542,010.00	216,399.36	-79,015.00	.00	325,610.64	39.9%
	GRAND TOTAL	54,675,531	54,675,531.00	29,422,831.34	3,659,549.19	748,990.27	24,503,709.39	55.2%

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

FOR 2013 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>10 Taxes</u>						
<a href="#">111190 41101 Property Taxes</a>	32,225,201	32,225,201.00	32,770,605.49	-407,554.94	-545,404.49	101.7%
<a href="#">111190 41103 Deferred Property Tax</a>	-200,000	-200,000.00	.00	.00	-200,000.00	.0%
<a href="#">111190 41104 Tax Abatements</a>	-75,000	-75,000.00	-21,096.32	-75.78	-53,903.68	28.1%
<a href="#">111190 41105 Interest on Taxes</a>	76,000	76,000.00	39,944.95	3,673.10	36,055.05	52.6%
<a href="#">111190 41106 Tax Lien Costs Revenue</a>	13,000	13,000.00	12,932.95	816.50	67.05	99.5%
<a href="#">111190 41107 Tax Lien Interest Rev</a>	0	.00	15,078.55	.00	-15,078.55	100.0%
<a href="#">111190 41109 Payment in Lieu of Ta</a>	260,000	260,000.00	136,812.94	3,139.89	123,187.06	52.6%
<a href="#">111190 41197 BETE reimbursement</a>	134,838	134,838.00	163,112.00	.00	-28,274.00	121.0%
<a href="#">111190 41198 Homestead exemption r</a>	384,439	384,439.00	293,057.00	.00	91,382.00	76.2%
<a href="#">111190 41199 Miscellaneous tax adj</a>	-4,842	-4,842.00	.00	.00	-4,842.00	.0%
<a href="#">111191 41110 Excise Tax - Auto</a>	2,550,000	2,550,000.00	1,548,222.72	215,159.92	1,001,777.28	60.7%
<a href="#">111191 41111 Excise Tax Boat/ATV/S</a>	25,000	25,000.00	3,697.40	533.90	21,302.60	14.8%
<a href="#">111191 41112 Excise Tax - Airplane</a>	0	.00	1,060.79	1,060.79	-1,060.79	100.0%
TOTAL Taxes	35,388,636	35,388,636.00	34,963,428.47	-183,246.62	425,207.53	98.8%
TOTAL REVENUES	35,388,636	35,388,636.00	34,963,428.47	-183,246.62	425,207.53	
<u>20 Licenses &amp; Fees</u>						
<a href="#">121111 42207 Passport Fees</a>	8,000	8,000.00	3,518.95	693.95	4,481.05	44.0%
<a href="#">121111 42208 Postage Fees</a>	0	.00	189.50	.00	-189.50	100.0%
<a href="#">121111 42209 Passport Picture Reve</a>	1,500	1,500.00	1,392.00	324.00	108.00	92.8%
<a href="#">121411 42100 Building Permits</a>	100,000	100,000.00	76,546.27	6,042.10	23,453.73	76.5%
<a href="#">121411 42101 Electrical Permits</a>	27,000	27,000.00	29,829.69	7,123.44	-2,829.69	110.5%
<a href="#">121411 42102 Plumbing Permits</a>	12,000	12,000.00	10,785.00	1,245.00	1,215.00	89.9%
<a href="#">121411 42103 Zoning Board Fees</a>	0	.00	75.00	.00	-75.00	100.0%
<a href="#">121611 42200 Hunting &amp; Fishing Lic</a>	1,000	1,000.00	670.25	110.75	329.75	67.0%
<a href="#">121611 42201 Dog License Fee</a>	2,302	2,302.00	2,182.00	1,202.00	120.00	94.8%
<a href="#">121611 42202 Vital Statistics</a>	46,000	46,000.00	31,224.60	4,900.80	14,775.40	67.9%
<a href="#">121611 42203 General Licenses</a>	24,230	24,230.00	11,655.00	6,140.00	12,575.00	48.1%
<a href="#">121611 42204 Victulars Licenses</a>	22,875	22,875.00	2,450.00	125.00	20,425.00	10.7%
<a href="#">121611 42205 Shellfish Licenses</a>	20,250	20,250.00	450.00	.00	19,800.00	2.2%
<a href="#">121611 42206 Neutered/Spayed Dog L</a>	4,210	4,210.00	3,976.00	2,188.00	234.00	94.4%
<a href="#">121611 42208 Postage Fees</a>	0	.00	21.85	18.95	-21.85	100.0%
<a href="#">121911 42300 Planning Board Appl F</a>	10,000	10,000.00	25,147.40	300.00	-15,147.40	251.5%
<a href="#">122121 42400 Fire Permits</a>	900	900.00	250.00	120.00	650.00	27.8%
<a href="#">122221 42500 Conc Weapons Permits</a>	600	600.00	775.75	230.75	-175.75	129.3%
<a href="#">123131 42600 Public Works Opening</a>	500	500.00	72.00	.00	428.00	14.4%

FOR 2013 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL Licenses & Fees	281,367	281,367.00	201,211.26	30,764.74	80,155.74	71.5%
TOTAL REVENUES	281,367	281,367.00	201,211.26	30,764.74	80,155.74	
<u>30 Intergovernmental</u>						
131122 43505 FD EMPG grant	0	.00	8,512.97	4,407.85	-8,512.97	100.0%
131122 43506 FD SAFER grant	20,000	20,000.00	5,417.50	.00	14,582.50	27.1%
131132 43103 Highway Grant Fund	215,000	215,000.00	104,272.00	.00	110,728.00	48.5%
131142 43104 State General Assista	35,000	35,000.00	7,510.96	624.06	27,489.04	21.5%
131190 43102 State Tax Exemption R	26,000	26,000.00	5,284.07	.00	20,715.93	20.3%
131192 43101 State Revenue Sharing	1,450,000	1,450,000.00	841,229.43	127,511.47	608,770.57	58.0%
131192 43105 Emergency Management	4,288	4,288.00	.00	.00	4,288.00	.0%
131192 43106 Snowmobile Receipts	1,500	1,500.00	1,264.42	1,264.42	235.58	84.3%
134546 43120 State Education Subsi	10,451,354	10,451,354.00	6,709,148.57	678,804.38	3,742,205.43	64.2%
134546 43121 State Adult Educ. Sub	31,000	31,000.00	32,967.59	.00	-1,967.59	106.3%
134546 43150 Federal Education Sub	0	.00	92,911.62	16,299.41	-92,911.62	100.0%
TOTAL Intergovernmental	12,234,142	12,234,142.00	7,808,519.13	828,911.59	4,425,622.87	63.8%
TOTAL REVENUES	12,234,142	12,234,142.00	7,808,519.13	828,911.59	4,425,622.87	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	50,000	50,000.00	28,745.00	3,589.00	21,255.00	57.5%
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500.00	589.00	121.00	911.00	39.3%
141611 44131 Advertising Fees	0	.00	874.82	438.26	-874.82	100.0%
142121 44155 Ambulance Service Fee	800,000	800,000.00	588,559.79	87,867.10	211,440.21	73.6%
142121 44166 Special Detail - Fire	500	500.00	1,082.64	.00	-582.64	216.5%
142221 44161 Witness Fees	3,500	3,500.00	1,800.00	.00	1,700.00	51.4%
142221 44162 Police Reports	3,600	3,600.00	2,315.00	670.00	1,285.00	64.3%
142221 44163 School Resource Offic	77,424	77,424.00	77,424.00	.00	.00	100.0%
142221 44165 Special Detail - Poli	1,000	1,000.00	18,782.50	3,186.00	-17,782.50	1878.3%
142221 44167 Dispatch Services fee	135,000	135,000.00	83,492.83	10,609.00	51,507.17	61.8%
143431 44175 Recycling Revenue	25,000	25,000.00	14,550.68	1,814.68	10,449.32	58.2%
144545 44100 School Tuition, etc	220,812	220,812.00	170,741.01	158,008.07	50,070.99	77.3%
TOTAL Charges for services	1,318,336	1,318,336.00	988,957.27	266,303.11	329,378.73	75.0%
TOTAL REVENUES	1,318,336	1,318,336.00	988,957.27	266,303.11	329,378.73	
<u>50 Fines &amp; Penalties</u>						
151621 45103 Unlicensed Dog Fines	6,750	6,750.00	600.00	.00	6,150.00	8.9%

FOR 2013 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>152121 45104 False Alarm Fire</u>	2,000	2,000.00	650.00	.00	1,350.00	32.5%
<u>152121 45107 Fire Code Violation F</u>	0	.00	200.00	.00	-200.00	100.0%
<u>152221 45100 Ordinance Fines</u>	600	600.00	268.00	105.00	332.00	44.7%
<u>152221 45101 Parking Tickets</u>	6,000	6,000.00	10,752.00	1,080.00	-4,752.00	179.2%
<u>152221 45102 Leash Law Fines</u>	500	500.00	425.00	.00	75.00	85.0%
<u>152221 45105 False Alarm Police</u>	300	300.00	-45.00	.00	345.00	15.0%
TOTAL Fines & Penalties	16,150	16,150.00	12,850.00	1,185.00	3,300.00	79.6%
TOTAL REVENUES	16,150	16,150.00	12,850.00	1,185.00	3,300.00	
<u>60 Interest earned</u>						
<u>161193 46100 Interest Earned</u>	100,000	100,000.00	11,742.86	1,727.38	88,257.14	11.7%
TOTAL Interest earned	100,000	100,000.00	11,742.86	1,727.38	88,257.14	11.7%
TOTAL REVENUES	100,000	100,000.00	11,742.86	1,727.38	88,257.14	
<u>70 Donations</u>						
<u>171952 47000 BDC Contrib to Econ D</u>	75,000	75,000.00	75,000.00	.00	.00	100.0%
<u>171952 47001 MRRA - Eco Dev positi</u>	50,000	50,000.00	24,996.00	4,166.00	25,004.00	50.0%
<u>171952 47002 MRRA - MCOG DUES</u>	15,000	15,000.00	15,208.50	.00	-208.50	101.4%
TOTAL Donations	140,000	140,000.00	115,204.50	4,166.00	24,795.50	82.3%
TOTAL REVENUES	140,000	140,000.00	115,204.50	4,166.00	24,795.50	
<u>90 Other</u>						
<u>191111 49000 Finance Miscellaneous</u>	1,000	1,000.00	10,479.81	110.09	-9,479.81	1048.0%
<u>191111 49104 Property &amp; Casualty R</u>	0	.00	10,039.00	.00	-10,039.00	100.0%
<u>191111 49105 Postage &amp; Handling</u>	0	.00	1,546.00	216.00	-1,546.00	100.0%
<u>191111 49106 W/C Proceeds</u>	0	.00	12,080.85	3,027.79	-12,080.85	100.0%
<u>191111 49210 Insurance Proceeds</u>	0	.00	420.00	.00	-420.00	100.0%
<u>191192 49100 Cable Television</u>	200,000	200,000.00	63,648.52	9,000.00	136,351.48	31.8%
<u>191194 49150 Gen Govt Asset Sales</u>	0	.00	262.00	.00	-262.00	100.0%
<u>191611 49000 Town Clerk Miscellane</u>	1,200	1,200.00	722.90	92.50	477.10	60.2%
<u>191911 49000 Planning Miscellaneou</u>	200	200.00	79.00	1.00	121.00	39.5%
<u>192121 49000 Fire Miscellaneous</u>	9,000	9,000.00	11,344.37	10.00	-2,344.37	126.0%

FOR 2013 07

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<a href="#">192221 49000 Police Miscellaneous</a>	9,000	9,000.00	11,773.04	769.06	-2,773.04	130.8%
<a href="#">192294 49153 Police Vehicle Sales</a>	16,000	16,000.00	.00	.00	16,000.00	.0%
<a href="#">193131 49000 Public Works Miscella</a>	0	.00	-845.15	.00	845.15	100.0%
<a href="#">194141 49000 Human Services Misc</a>	0	.00	1.00	.00	-1.00	100.0%
<a href="#">194141 49103 General Assistance Re</a>	0	.00	5,928.88	.00	-5,928.88	100.0%
<a href="#">194545 49000 School Miscellaneous</a>	174,500	174,500.00	170,749.37	26,991.32	3,750.63	97.9%
<a href="#">195051 49000 Recreation Miscellane</a>	0	.00	7,100.17	525.23	-7,100.17	100.0%
<a href="#">199980 48100 General Fund Transfer</a>	200,000	200,000.00	200,000.00	.00	.00	100.0%
TOTAL Other	610,900	610,900.00	505,329.76	40,742.99	105,570.24	82.7%
TOTAL REVENUES	610,900	610,900.00	505,329.76	40,742.99	105,570.24	
GRAND TOTAL	50,089,531	50,089,531.00	44,607,243.25	990,554.19	5,482,287.75	89.1%

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

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

# MANAGER'S REPORT - C BACK UP MATERIALS



# Brunswick Police Station Construction Schedule February 5, 2013

**Donham & Sweeney**  
**ARCHITECTS**

ID	Task Name	Duration	Start	Finish	Actual Finish	% Complete	January 1		February 1		March 1		April 1		May 1		June
							12/23	1/6	1/20	2/3	2/17	3/3	3/17	3/31	4/14	4/28	5/12
1	Receive Approval from Town	0 days	Thu 11/15/12	Thu 11/15/12	Thu 11/15/12	100%											
2	Award & Issue Subcontracts	6 days	Fri 11/16/12	Fri 11/23/12	Fri 11/23/12	100%											
3	Start Construction	0 days	Mon 11/26/12	Mon 11/26/12	Mon 11/26/12	100%											
4	Mobilization	0 days	Mon 11/26/12	Mon 11/26/12	Mon 11/26/12	100%											
5	Temporary Construction Fencing	4 days	Tue 11/27/12	Fri 11/30/12	Fri 11/30/12	100%											
6	Erosion Control	4 days	Tue 11/27/12	Fri 11/30/12	Fri 11/30/12	100%											
7	Grub / Site Demolition	2 days	Thu 11/29/12	Fri 11/30/12	Fri 11/30/12	100%											
8	<b>Building Shell</b>	<b>145 days</b>	<b>Tue 11/20/12</b>	<b>Mon 6/10/13</b>	<b>NA</b>	<b>31%</b>											
9	Foundation Excavation	1 day	Fri 12/7/12	Fri 12/7/12	Fri 12/7/12	100%											
10	Underslab Utilities	25 days	Wed 12/12/12	Tue 1/15/13	Tue 1/15/13	100%											
11	Prep Building Pad	18 days	Mon 12/24/12	Wed 1/16/13	Wed 1/16/13	100%											
12	Install Temp. Heat Piping & Vapor Barrier	17 days	Tue 12/25/12	Wed 1/16/13	Wed 1/16/13	100%											
13	Mat Slab Reinforcing Part "A"	11 days	Fri 12/28/12	Fri 1/11/13	Fri 1/11/13	100%											
14	Place & Finish Mat Slab Part "A"	6 days	Fri 1/4/13	Sat 1/12/13	Sat 1/12/13	100%											
15	Mat Slab Reinforcing Part "B"	10 days	Fri 1/4/13	Thu 1/17/13	Thu 1/17/13	100%											
16	Place & Finish Mat Slab Part "B"	6 days	Fri 1/11/13	Fri 1/18/13	Fri 1/18/13	100%											
17	Foundation	30 days	Mon 1/7/13	Fri 2/15/13	NA	35%											
18	Steel Shop Drawings	47 days	Tue 11/20/12	Wed 1/23/13	Wed 1/23/13	100%											
19	Steel Fabrication	50 days	Tue 12/4/12	Mon 2/11/13	NA	75%											
20	Steel Erection	15 days	Mon 2/25/13	Fri 3/15/13	NA	0%											
21	Exterior Wall Framing & Sheathing	30 days	Mon 3/18/13	Fri 4/26/13	NA	0%											
22	Roof Truss submittal/approvals	24 days	Tue 12/11/12	Fri 1/11/13	Fri 1/11/13	100%											
23	Roof Truss material lead time	20 days	Fri 1/11/13	Thu 2/7/13	NA	90%											
24	Roof Truss, Sheathing & Trim Framing	15 days	Mon 3/18/13	Fri 4/5/13	NA	0%											
25	Interior Masonry	30 days	Tue 4/30/13	Mon 6/10/13	NA	0%											
26	Metal Fascis and Soffits	15 days	Mon 4/1/13	Fri 4/19/13	NA	0%											
27	Roofing	15 days	Mon 4/8/13	Fri 4/26/13	NA	0%											
28	Marvin window submittal/approvals	35 days	Mon 1/7/13	Fri 2/22/13	NA	0%											
29	Marvin window material lead time	15 days	Fri 3/1/13	Thu 3/21/13	NA	0%											
30	Storefront submittal/approvals	28 days	Wed 1/16/13	Fri 2/22/13	NA	0%											
31	Storefront material lead time	30 days	Mon 2/25/13	Fri 4/5/13	NA	0%											
32	Window Installation	20 days	Mon 4/8/13	Fri 5/3/13	NA	0%											
33	Weather Tight	0 days	Fri 5/3/13	Fri 5/3/13	NA	0%											
34	Elevator Shaft Wall	5 days	Mon 5/6/13	Fri 5/10/13	NA	0%											
35	Elevator submittal/approvals	14 days	Fri 1/18/13	Wed 2/6/13	NA	0%											

Project: Construction Schedule - O  
Date: Fri 2/1/13

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Critical	
Milestone		External Milestone		Manual Task		Start-only		Critical Split	
Summary		Inactive Task		Duration-only		Finish-only		Progress	

ID	Task Name	Duration	Start	Finish	Actual Finish	% Complete	January 1		February 1		March 1		April 1		May 1		June	
							12/23	1/6	1/20	2/3	2/17	3/3	3/17	3/31	4/14	4/28	5/12	5/26
36	Elevator material lead time	65 days	Fri 2/8/13	Thu 5/9/13		NA	0%											
37	Elevator	20 days	Mon 5/13/13	Fri 6/7/13		NA	0%											
38	Sprinkler submittal/approvals	15 days	Mon 3/4/13	Fri 3/22/13		NA	0%											
39	Diesel generator submittal/approvals	15 days	Mon 1/14/13	Fri 2/1/13		NA	0%											
40	Diesel generator material lead time	40 days	Mon 2/4/13	Fri 3/29/13		NA	0%											
41	MEP/FP coordination drawing submit	50 days	Mon 12/24/12	Fri 3/1/13		NA	0%											
42	MEP/FP coordination drawing approval	15 days	Mon 3/4/13	Fri 3/22/13		NA	0%											
43																		
44	<b>Exterior</b>	<b>186 days</b>	<b>Fri 12/21/12</b>	<b>Fri 9/6/13</b>		<b>NA</b>	<b>5%</b>											
45	Storm Drainage	20 days	Fri 12/21/12	Thu 1/17/13	Thu 1/17/13	NA	100%											
46	Gravel Parking Lot	20 wks	Fri 12/28/12	Thu 5/16/13		NA	0%											
47	Water Service	5 days	Mon 5/6/13	Fri 5/10/13		NA	0%											
48	Masonry submittal/ approvals	23 days	Wed 1/23/13	Fri 2/22/13		NA	0%											
49	Masonry material lead time	30 days	Mon 3/4/13	Fri 4/12/13		NA	0%											
50	Masonry	40 days	Mon 4/15/13	Fri 6/7/13		NA	0%											
51	Site Lighting	10 days	Mon 5/6/13	Fri 5/17/13		NA	0%											
52	Concrete Sidewalks	10 days	Mon 5/20/13	Fri 5/31/13		NA	0%											
53	Fine Grade and Pavement Binder	10 days	Mon 6/10/13	Fri 6/21/13		NA	0%											
54	Curbing	3 days	Mon 6/24/13	Wed 6/26/13		NA	0%											
55	Pavers	5 days	Thu 6/27/13	Wed 7/3/13		NA	0%											
56	Loam & Seed	5 days	Thu 7/4/13	Wed 7/10/13		NA	0%											
57	Landscaping	10 days	Mon 8/12/13	Fri 8/23/13		NA	0%											
58	Site Furnishing	10 days	Mon 8/12/13	Fri 8/23/13		NA	0%											
59	Finish Pavement	5 days	Mon 8/26/13	Fri 8/30/13		NA	0%											
60	Stripping & Signage	5 days	Mon 9/2/13	Fri 9/6/13		NA	0%											
61																		
62	<b>Interior - Basement</b>	<b>85 days</b>	<b>Tue 4/30/13</b>	<b>Mon 8/26/13</b>		<b>NA</b>	<b>0%</b>											
63	Interior Framing	5 days	Tue 4/30/13	Mon 5/6/13		NA	0%											
64	MEP Rough-In	15 days	Tue 5/7/13	Mon 5/27/13		NA	0%											
65	Door Frames	2 days	Fri 5/3/13	Mon 5/6/13		NA	0%											
66	Sheetrock, Tape & Finish	10 days	Tue 5/28/13	Mon 6/10/13		NA	0%											
67	Prime & First Coat Paint	5 days	Tue 6/11/13	Mon 6/17/13		NA	0%											
68	Ceilings	5 days	Tue 6/18/13	Mon 6/24/13		NA	0%											
69	Millwork	10 days	Tue 6/25/13	Mon 7/8/13		NA	0%											
70	MEP Finish	10 days	Tue 6/25/13	Mon 7/8/13		NA	0%											

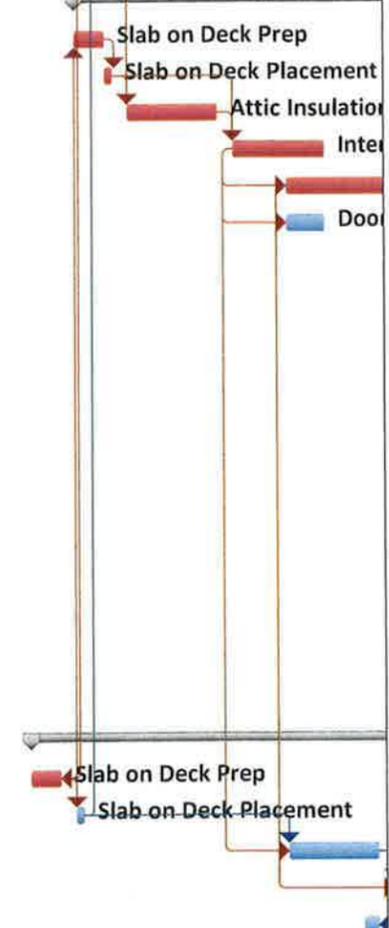
Project: Construction Schedule - O Date: Fri 2/1/13	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Critical	
	Milestone		External Milestone		Manual Task		Start-only		Critical Split	
	Summary		Inactive Task		Duration-only		Finish-only		Progress	



## Brunswick Police Station Construction Schedule February 5, 2013

**Donham & Sweeney**  
**ARCHITECTS**

ID	Task Name	Duration	Start	Finish	Actual Finish	% Complete	January 1		February 1		March 1		April 1		May 1		June
							12/23	1/6	1/20	2/3	2/17	3/3	3/17	3/31	4/14	4/28	5/12
71	Ceramic Tile	5 days	Tue 6/11/13	Mon 6/17/13		NA	0%										
72	Lockers	10 days	Tue 6/25/13	Mon 7/8/13		NA	0%										
73	Flooring	10 days	Tue 7/9/13	Mon 7/22/13		NA	0%										
74	Final Painting	10 days	Tue 7/23/13	Mon 8/5/13		NA	0%										
75	Contractor punchlist submittal	0 days	Tue 8/20/13	Tue 8/20/13		NA	0%										
76	Punch List	10 days	Tue 8/6/13	Mon 8/19/13		NA	0%										
77	Final Cleaning	5 days	Tue 8/20/13	Mon 8/26/13		NA	0%										
78																	
79	<b>Interior - Second Floor</b>	<b>100 days</b>	<b>Mon 4/29/13</b>	<b>Fri 9/13/13</b>		<b>NA</b>	<b>0%</b>										
80	Slab on Deck Prep	4 days	Mon 4/29/13	Thu 5/2/13		NA	0%										
81	Slab on Deck Placement	1 day	Fri 5/3/13	Fri 5/3/13		NA	0%										
82	Attic Insulation & GWB Cap	10 days	Mon 5/6/13	Fri 5/17/13		NA	0%										
83	Interior Framing	10 days	Mon 5/20/13	Fri 5/31/13		NA	0%										
84	MEP Rough-In	15 days	Mon 5/27/13	Fri 6/14/13		NA	0%										
85	Door Frames	5 days	Mon 5/27/13	Fri 5/31/13		NA	0%										
86	Sheetrock, Tape & Finish	10 days	Mon 6/17/13	Fri 6/28/13		NA	0%										
87	Prime & First Coat Paint	5 days	Mon 7/1/13	Fri 7/5/13		NA	0%										
88	Ceilings	5 days	Mon 7/8/13	Fri 7/12/13		NA	0%										
89	Millwork	10 days	Mon 7/15/13	Fri 7/26/13		NA	0%										
90	MEP Finish	15 days	Mon 7/15/13	Fri 8/2/13		NA	0%										
91	Ceramic Tile	5 days	Mon 7/1/13	Fri 7/5/13		NA	0%										
92	Flooring	10 days	Mon 7/29/13	Fri 8/9/13		NA	0%										
93	Final Painting	10 days	Mon 8/12/13	Fri 8/23/13		NA	0%										
94	Contractor punchlist submittal	0 days	Mon 9/9/13	Mon 9/9/13		NA	0%										
95	Punch List	10 days	Mon 8/26/13	Fri 9/6/13		NA	0%										
96	Final Cleaning	5 days	Mon 9/9/13	Fri 9/13/13		NA	0%										
97																	
98																	
99	<b>Interior - First Floor</b>	<b>114 days</b>	<b>Tue 4/23/13</b>	<b>Fri 9/27/13</b>		<b>NA</b>	<b>0%</b>										
100	Slab on Deck Prep	4 days	Tue 4/23/13	Fri 4/26/13		NA	0%										
101	Slab on Deck Placement	1 day	Mon 4/29/13	Mon 4/29/13		NA	0%										
102	Interior Framing	10 days	Mon 5/27/13	Fri 6/7/13		NA	0%										
103	MEP Rough-In	15 days	Mon 6/10/13	Fri 6/28/13		NA	0%										
104	Door Frames	2 days	Thu 6/6/13	Fri 6/7/13		NA	0%										
105	Sheetrock, Tape & Finish	15 days	Mon 7/1/13	Fri 7/19/13		NA	0%										



Project: Construction Schedule - O Date: Fri 2/1/13	Task		Project Summary		Inactive Milestone		Manual Summary Rollup	Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary	Critical	
	Milestone		External Milestone		Manual Task		Start-only	Critical Split	
	Summary		Inactive Task		Duration-only		Finish-only	Progress	



## Brunswick Police Station Construction Schedule February 5, 2013

**Donham & Sweeney**  
**ARCHITECTS**

ID	Task Name	Duration	Start	Finish	Actual Finish	% Complete	January 1		February 1		March 1		April 1		May 1		June	
							12/23	1/6	1/20	2/3	2/17	3/3	3/17	3/31	4/14	4/28	5/12	5/26
106	Prime & First Coat Paint	5 days	Mon 7/22/13	Fri 7/26/13		NA	0%											
107	Ceilings	5 days	Mon 7/29/13	Fri 8/2/13		NA	0%											
108	Millwork	10 days	Mon 8/5/13	Fri 8/16/13		NA	0%											
109	MEP Finish	15 days	Mon 8/5/13	Fri 8/23/13		NA	0%											
110	Ceramic Tile	5 days	Mon 7/22/13	Fri 7/26/13		NA	0%											
111	Flooring	10 days	Mon 8/5/13	Fri 8/16/13		NA	0%											
112	Final Painting	10 days	Mon 8/26/13	Fri 9/6/13		NA	0%											
113	Contractor punchlist submittal	0 days	Mon 9/9/13	Mon 9/9/13		NA	0%											
114	Punch List	10 days	Mon 9/9/13	Fri 9/20/13		NA	0%											
115	HVAC testing and Balanace	8 days	Wed 8/28/13	Fri 9/6/13		NA	0%											
116	MEP Commisioning	10 days	Mon 9/16/13	Fri 9/27/13		NA	0%											
117	Final Cleaning	5 days	Mon 9/23/13	Fri 9/27/13		NA	0%											
118																		
119	Occupancy Inspection	0 days	Fri 9/6/13	Fri 9/6/13		NA	0%											
120	Delivery of attic stock	5 days	Mon 9/9/13	Fri 9/13/13		NA	0%											
121	Owner training	4 days	Mon 9/16/13	Thu 9/19/13		NA	0%											
122	Architects inspection	1 day	Tue 9/10/13	Tue 9/10/13		NA	0%											
123	Complete Architects punchlist	9 days	Wed 9/11/13	Mon 9/23/13		NA	0%											
124	Architects final inspection	1 day	Tue 9/24/13	Tue 9/24/13		NA	0%											
125	Permanent lock change over	2 days	Thu 9/26/13	Fri 9/27/13		NA	0%											
126	BuildingTurn Over	0 days	Fri 9/27/13	Fri 9/27/13		NA	0%											

Project: Construction Schedule - O Date: Fri 2/1/13	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Critical	
	Milestone		External Milestone		Manual Task		Start-only		Critical Split	
	Summary		Inactive Task		Duration-only		Finish-only		Progress	



**All Prime Contract Change Orders**

#	Revision	Title	CORs	PCOs	Designated Reviewer	Amount	Due Date	Status	Review Date
002	0	Change order #2	#009: Added rebar per ASI #6 #005: Ledge removal inside foundation #003: Remove unsuitable soils	#009: Added rebar per ASI #6 #005: Ledge removal inside foundation #002: Remove unsuitable soils	Unassigned	12,406.00		Approved	01/29/13
001	0	Change order #1	#002: Ledge #001: DHM-1 ledge removal	#004: DHM-1 ledge removal #001: Ledge	Unassigned	105,116.00		Approved	01/29/13
<b>Total:</b>						<b>117,522.00</b>			

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# MANAGER'S REPORT - D 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 13, 2013

RE: Quiet Zone update

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The extension of the existing quiet zone to include Union and Stanwood streets has been delayed as a result of an objection that has been raised by Pan Am railroad. The basis of their objection is that due to the number of expected crossings of trains on Union Street, we are not allowed to extend the quiet zone. The train crossings that trigger this are the Maine Eastern train. The Maine Eastern has to utilize the wye to turn the train around. In order to use the wye to turn the train, the train crosses Union Street twice. Maine Eastern has also advised us that they intend to start and end their runs in Brunswick this summer.

Jim Higgins, Engineering Aid for the Department of Public Works has been working with the railroads and the Federal Rail Authority on this project and continues to explore options for quiet zones. At this time, we remain waiting to hear from the FRA.

As this issue continues to develop, we will keep the Council and the public informed.



# PAN AM RAILWAYS

IRON HORSE PARK  
No. BILLERICA, MA 01862

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January 18, 2013

Mr. James R. Higgins  
Town of Brunswick  
Public Works Department  
9 Industry Road  
Brunswick, ME 04011

RE: Establishment of the Brunswick Urban Quiet Zone

Dear Mr. Higgins,

Pan Am Railways (Pan Am) has reviewed the Notice of Quiet Zone Establishment for the "Brunswick Urban Quiet Zone" dated December 12, 2012 that we received from you. We have determined that the data used in the FRA Quiet Zone Calculator to calculate the Quiet Zone Risk Index (QZRI) is inaccurate for the Total Trains, Day Through Trains, and Total Switching Trains fields. We ran the Quiet Zone Calculator using the correct number of trains for each crossing, and found that the QZRI exceeds the Nationwide Significant Risk Threshold (NSRT) for the zone.

As you are aware, Amtrak's Downeaster Service runs through this Quiet Zone, as does Maine Eastern Railroad's seasonal passenger service. Pan Am Railways and Maine Eastern Railroad also interchange freight cars in Brunswick. Any passenger or freight train from Amtrak, Pan Am, or Maine Eastern has the ability to operate through all four of the crossings in the Quiet Zone at any time, a fact that makes it somewhat challenging to determine the number of train moves through the crossings to expect in any given day.

We decided that the most reasonable design case to use for determining train counts through the crossing is a typical summer day when both Amtrak and Maine Eastern are running trains. We excluded from the train count all freight service and any atypical moves through the crossings by passenger trains, because while these moves do occur, the frequency and timing of the moves is unpredictable. Amtrak runs on a published schedule, and Maine Eastern will as well, although their schedule for 2013 is not yet available. We therefore used their 2012 schedule, assuming the 2013 schedule will be similar and almost certainly not include less train moves. It should be noted that each Maine Eastern train that arrives in Brunswick turns on the wye, a move on which they run through Union Street at least twice and will set off the lights gates on Stanwood Street, if not actually running through Stanwood Street (a Switching Train move). In order to depart the platform, wye the train, and return to the platform, another switching move through either Union Street or through Maine Street and Park Row is also

necessary, but this switching move is excluded from the analysis due to the fact that we are unsure at this time how it will actually regularly occur.

With that background established, here is the train schedule for a typical day, Wednesday through Saturday, June through October:

1. Amtrak train 679 arrives in Brunswick 6:45 am through Stanwood and Union Streets  
- (1 daytime train move through each crossing)
2. Amtrak train 682 departs Brunswick 7:05 am through Union and Stanwood Streets  
- (1 daytime train move through each crossing)
3. Maine Eastern train 1 arrives in Brunswick 9:45 am through Park Row and Maine St.  
- (1 daytime train move through each crossing)
4. Maine Eastern train 1 then must wye the train and get back into the station - (2 daytime train moves through Union St. and a Switching Train move through Stanwood St.)
5. Maine Eastern train 2 departs Brunswick 10:30 am through Park Row and Maine St.  
- (1 daytime train move through each crossing)
6. Amtrak train 681 arrives in Brunswick 12:30 pm through Stanwood and Union Streets  
- (1 daytime train move through each crossing)
7. Amtrak train 681 then moves from the station to the siding to layover for the afternoon through Union and Stanwood Streets - (1 daytime train move through each crossing)
8. Maine Eastern train 3 arrives in Brunswick sometime in the afternoon through Park Row and Maine St. (schedule last year was 5:50 pm, but that will now conflict with Amtrak) – (1 daytime train move through each crossing)
9. Maine Eastern train 3 then must wye the train and get back into the station - (2 daytime train moves through Union St. and a Switching Train move through Stanwood St.)
10. Maine Eastern train 4 departs Brunswick sometime in the afternoon through Maine St. and Park Row – (1 daytime train move through each crossing)
11. Amtrak train 688 moves from the layover track to the station through Stanwood and Union Streets (1 daytime train move through each crossing)
12. Amtrak train 688 departs Brunswick 5:55 pm through Union and Stanwood Streets  
- (1 daytime train move through each crossing)
13. Amtrak train 685 arrives in Brunswick 8:20 pm through Stanwood and Union Streets  
- (1 train move through each crossing)
14. Amtrak train 676 departs Brunswick 8:30pm through Union and Stanwood Streets  
- (1 train move through each crossing)

This results in the following totals for each crossing:

Stanwood Street – 8 total trains, 6 day through trains, 2 total switching trains

Union Street – 12 total trains, 10 day through trains

Maine Street – 4 total trains, 4 day through trains

Park Row – 4 total trains, 4 day through trains

Entering this data for train moves and keeping the remaining data used in your submission the same, the QZRI is 14126.5 which exceeds the NSRT of 13722.0.

We also find it concerning that the QZRI is brought down so dramatically by the inclusion of Park Row in the Quiet Zone, yet Park Row sees an order of magnitude less traffic than the other three crossings. If Park Row is excluded from the Quiet Zone calculation, the QZRI for the other three crossings is 17048.88, a significantly higher number. Why exactly the inclusion of a less frequently used crossing in a Quiet Zone somehow makes the zone "safer" for the other three crossings is perplexing to say the least. We do realize this is how the FRA Quiet Zone calculator works, so we are not suggesting that Brunswick did anything incorrectly with the calculation in this regard. Rather, as an organization that holds safety as its paramount principle, we wish to express our dissatisfaction with the FRA Quiet Zone calculator for what we see as a flaw in its methodology.

In conclusion, for the reasons outlined above, Pan Am does not believe that the Brunswick Urban Quiet Zone has been properly established, and will thus not consider the Quiet Zone to be in effect at this time.

If you have any questions or require additional information regarding this letter, please do not hesitate to me at (978) 663-1108.

Very truly yours,

MAINE CENTRAL RAILROAD CO./  
SPRINGFIELD TERMINAL RAILWAY CO.

A handwritten signature in blue ink, appearing to read "Ted Krug".

Ted Krug, PE  
Chief Engineer of Design & Construction

CC: JJS/JS/File

Print This Page

Home | Help | Contact | [logoff tkrug@panam.com](#)

Change Scenario: BRUNSWICK \_39112

[Create New Zone](#)  
[Manage Existing Zones](#)  
[Log Off](#)

Crossing	Street	Traffic	Warning Device	Pre-SSM	SSM	Risk	
364794R	STANWOOD STREET	5350	Gates	0	0	16,774.90	<input type="button" value="MODIFY"/>
364802F	UNION ST	4270	Gates	0	0	15,187.97	<input type="button" value="MODIFY"/>
364803M	MAINE STREET	17470	Gates	0	0	19,183.78	<input type="button" value="MODIFY"/>
364804U	PARK ST	500	Gates	0	0	5,359.36	<input type="button" value="MODIFY"/>

**Step by Step Instructions:**

**Step 1:** To specify New Warning Device (For Pre-Rule Quiet Zone Only) and/or SSM, click the [MODIFY](#) Button

**Step 2:** Select proposed warning device or SSM. Then click the [UPDATE](#) button. To generate a spreadsheet of the values on this page, click on [ASM](#) button—This spreadsheet can then be used for ASM calculations.

**Step 3:** Repeat Step (2) until the [SELECT](#) button is shown at the bottom right side of this page. Note that the [SELECT](#) button is shown ONLY when the Quiet Zone Risk Index falls below the NSRT or the Risk Index with Horn.

**Step 4:** To save the scenario and continue, click the [SELECT](#) button

\* Only Public At Grade Crossings are listed.

Click for [Supplementary Safety Measures \[SSM\]](#)

Click for ASM spreadsheet: [ASM](#) \* Note: The use of ASMs requires an application to and approval from the FRA.

Summary	
<b>Proposed Quiet Zone:</b>	BRUNSWICK LETTER
<b>Type:</b>	New 24-hour QZ
<b>Scenario:</b>	BRUNSWICK _39112
<b>Estimated Total Cost:</b>	\$0.00
<b>Nationwide Significant Risk Threshold:</b>	13722 .00
<b>Risk Index with Horns:</b>	8469.13
<b>Quiet Zone Risk Index:</b>	14126.5

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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 13, 2013

RE: Train idling

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Councilor Perreault has asked for information regarding the idling of the AMTRAK train that usually occurs between noon and 5:30 PM. Train 681 is scheduled to arrive in Brunswick at 12:25 PM and then train 688 is scheduled to depart Brunswick at 5:50 PM.

When service began in early November, the train was placed between Union and Spring Streets while work was being done in the rail yard to accommodate the train to be placed there. In late January the train began to layover in the rail yard as the work was completed to allow for that location to be used. On at least one occasion since service began, the train was located east of Park Row.

Councilor Perreault has asked if there is a schedule of when and where the train will be parked and idling. I have asked for contact information from Pan Am Railroad, but as of now I have not been in contact with anyone from Pan Am.

NNEPRA has advised me that the "routine" location for the Downeaster train is the rail yard location on the new siding. That, however, is subject to change based on railroad operations on an as needed basis.

ITEM 16

BACK UP MATERIALS



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

## **PUBLIC HEARING**

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 2/19/2013 on the following Special Amusement license applications:

### **Special Amusement**

Columbus Club, Inc.

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

Bruce Talbot, G.K.

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

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

Fran Smith  
Town Clerk

**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

Please complete:

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

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

Corporation-Corporation Name: Knights of Columbus DBA/Columbus Club Inc

Incorporation Date: NOV. 10 1938 Incorporation State: ME

New License: Opening Date \_\_\_\_\_  Renewal License: Expiration Date: 3-28-2013

Business Name: Columbus Club of Brunswick <sup>PAC</sup> E-Mail: \_\_\_\_\_

Business Address: 2 Columbus Dr. Business Phone Number: 7296552

Name of Contact Person: Bruce Talbot Contact's Phone Number: 7296552

Mailing Address for Correspondence: 2 Columbus Dr, Brunswick ME 04011

Signature of Applicant: Bruce A. Talbot Date: 1-11-2013

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: 2 Columbus Dr Brunswick ME Phone #: 7296552

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Bruce Talbot</u>	<u>Grand Knight</u>	<u>2 Mt Don Dr Brunswick ME</u>	<u>0%</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: 2-19-13

Type of License: Special Amusement Paid Fee: \$ 100 Cash  Date: 1-22-13

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>

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

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

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

(Signature of owner, officer, partner or agent)

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

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

Describe in detail kind and nature of entertainment- *Rentals i.e. weddings, anniversary, Friends Birthdays, Business mtgs. etc. - Dances, Comedy Nights*

Describe in detail room or rooms to be used under this permit- *Hall is 50' x 100' + Kitchen Facility*

Signature of Owner, officer, partner or agent: *Bruce A. Talbot*

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

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

ITEM 17

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 13, 2013

RE: VRB/Planning Board recommendations

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The Council will be discussing a progress report from the Planning Board regarding the request by the Council to make recommendations to the Brunswick Zoning Ordinance specific to Section 216, Village Review Overlay Zone (VRZ).

The memo from the Anna Breinich, Director of Planning and Development summarizes the options that have been considered by the Planning Board and by the Village Review Board. The preferred option of the two Boards is identified as option 2. This option makes no jurisdictional changes to the ordinance in regards to the Village Review Board and it also expands the geographic jurisdiction as recommended in the 2008 Comprehensive Plan.

The initial intent of the Council when this matter was addressed in late 2012 was to provide clarity in the Ordinance, particularly on projects that involved demolition. Members of the Village Review Board have also expressed frustration regarding the language in the Ordinance that has made it difficult for them to apply the language and grant demolition permits.

If the Council provides the Planning Board with the direction to develop language in response to option 2, I would encourage that there be an emphasis on developing review criteria that can accomplish the goal of preserving structures where appropriate but also to give the VRB guidance to permit the demolition of buildings where it is equally appropriate.



## TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, AICP

PHONE: 207-725-6660

DIRECTOR OF PLANNING & DEVELOPMENT

FAX: 207-725-6663

February 13, 2013

**To:** Brunswick Town Council  
Gary Brown, Town Manager  
**From:** Anna Breinich, AICP and Pat Scully  
**Subject:** Village Review Zone Amendment Update: Jurisdiction Alternatives

The Planning Board and Village Review Board have met twice in joint workshops regarding the review and rewrite of the Zoning Ordinance, Section 216, Village Review Overlay Zone (VRZ), in particular, the review and approval of demolitions in the VRZ. Staff developed the attached timetable with completion of the amendment and Planning Board recommendation to Town Council by your first meeting in June as requested. Staff also recommended that a comprehensive rewrite of the VRZ be drafted at this time so that the overlay provisions will be complete and ready for insertion into a new ordinance later.

A number of key Village Review Zone (VRZ) ordinance elements were discussed at the January 29th joint workshop of the Planning Board and Village Review Board in order to provide staff guidance in developing a concept draft. Those key elements included Village Review Board composition, geographic and substantive jurisdiction, and review criteria for non-demolition and demolition applications. The purpose of the concept draft is to provide more detail to alternatives for the Boards' review and recommendation from which a draft ordinance could then be developed.

As staff began this task, it became evident that a very key component is the question of geographic and substantive jurisdiction of the Village Review Board as it will influence all other ordinance sections. A follow-up joint workshop was held February 12<sup>th</sup> to review the following jurisdiction alternatives and reach consensus on preference.

Based on our work to date, staff identified a few alternatives:

1. Keep Village Review Board jurisdiction as is, both geographic and substantive, including jurisdiction of demolitions, with improved review criteria.
2. Same as Option 1, but expand the Village Review Board jurisdiction geographically as suggested in the 2008 Comprehensive Plan (include the west side of Maine Street between Pleasant Street and Bath Road/Noble Street).

3. Same as Option 1, but alter VRB jurisdiction to apply only to the portion of the existing or expanded VRZ that is designated as an historic sub-district.

4. Change the Village Review Board's jurisdiction to make it more of an Historic Preservation Review Board with jurisdiction over all MHPC designated contributing properties within the Town's three National Register listed Historic Districts, National Register listed properties, as well as professionally designated local historically significant structures outside the listed Historic Districts. Demolitions, modifications, alterations, additions and new construction involving non-contributing properties within the three Historic Districts would be subject to specific design standards administered by the Planning Department or the Planning Board (in the case of projects otherwise triggering Planning Board jurisdiction).

5. Same as Option 4, but limited geographically to the existing or expanded Village Review Zone.

The preferred alternative chosen by Planning Board and Village Review Board is #2, which keeps VRB substantive jurisdiction as is and expands the geographic jurisdiction as recommended in the 2008 Comprehensive Plan.

Prior to staff drafting ordinance language, we respectfully request Town Council's consideration of the above alternatives and either concur with the Boards' preferred alternative or indicate your preference.

Staff and members of both Boards will be available for questions at your meeting.

## **Village Review Zone Amendment**

### **Draft Process by Month**

- January 29: 1<sup>st</sup> joint workshop session with Planning Board and Village Review Board
- Discuss “big picture” issues (staff listing for discussion purposes); examples of other ordinances (key elements summarized by staff)
  - Review process/timetable
- February 26: 2<sup>nd</sup> joint workshop session
- Review 1<sup>st</sup> draft (Pat/Anna)
- March 26: 3<sup>rd</sup> joint workshop session
- Review 2<sup>nd</sup> draft (Pat/Anna); prepare for joint public workshop to accept comments prior to Planning Board Public Hearing
- April: Hold joint public workshop/set public hearing
- April/May: Hold Planning Board public hearing
- May 29: Recommended amendment submitted for Town Council agenda packet
- June 3: Amendment considered/scheduled for public hearing by Town Council
- June 17: Town Council Public Hearing/Action on Amendment

**Sample Ordinance from other communities  
available for viewing in the Town  
Manager's office**

ITEM 18

BACK UP MATERIALS



**BRUNSWICK HOUSING AUTHORITY**

**Commissioners**

*Paul Clark III, Chair  
James MacLeod, Vice Chair  
Anne George  
Russell Pierce  
John Donovan  
Suan Morgan  
Gail Michael*

**Executive Director**  
*John Hodge*

June 22, 2012

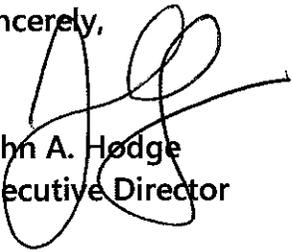
Gary Brown, Town Manager  
28 Federal Street  
Brunswick, Maine 04011

Dear Gary,

The Brunswick Housing Authority owns and manages the Perryman Village housing complex off route 24 and is very much interested in having the Town declare this complex as a Drug Free Zone. We have many families in this 50 unit family development with young children and we are most desirous in protecting them from the negative influence of drugs.

If you need a description of the property or any additional information for the Town Council to deliberate this request, please do not hesitate to ask.

Sincerely,

  
John A. Hodge  
Executive Director

ITEM 19

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.

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 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 is in 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**

#### **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 [REDACTED], 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**

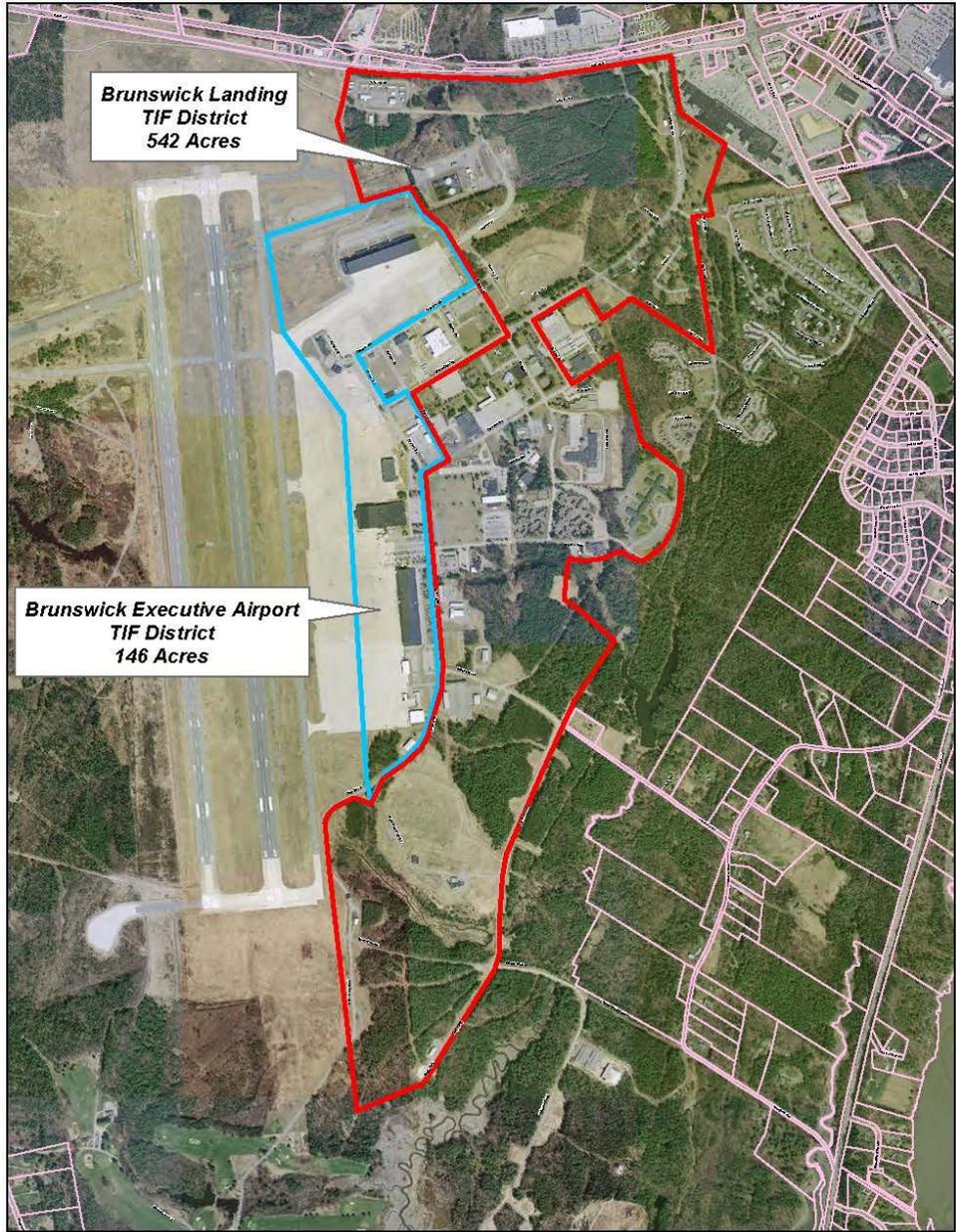
Attached as Exhibit F is a copy of the Brunswick Town Council Resolution designating the District, which Resolution was adopted by the Council at a meeting of the Council duly called and held on March 4, 2013.

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

---



**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.

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

**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 is in 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 \_\_\_\_\_, 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**

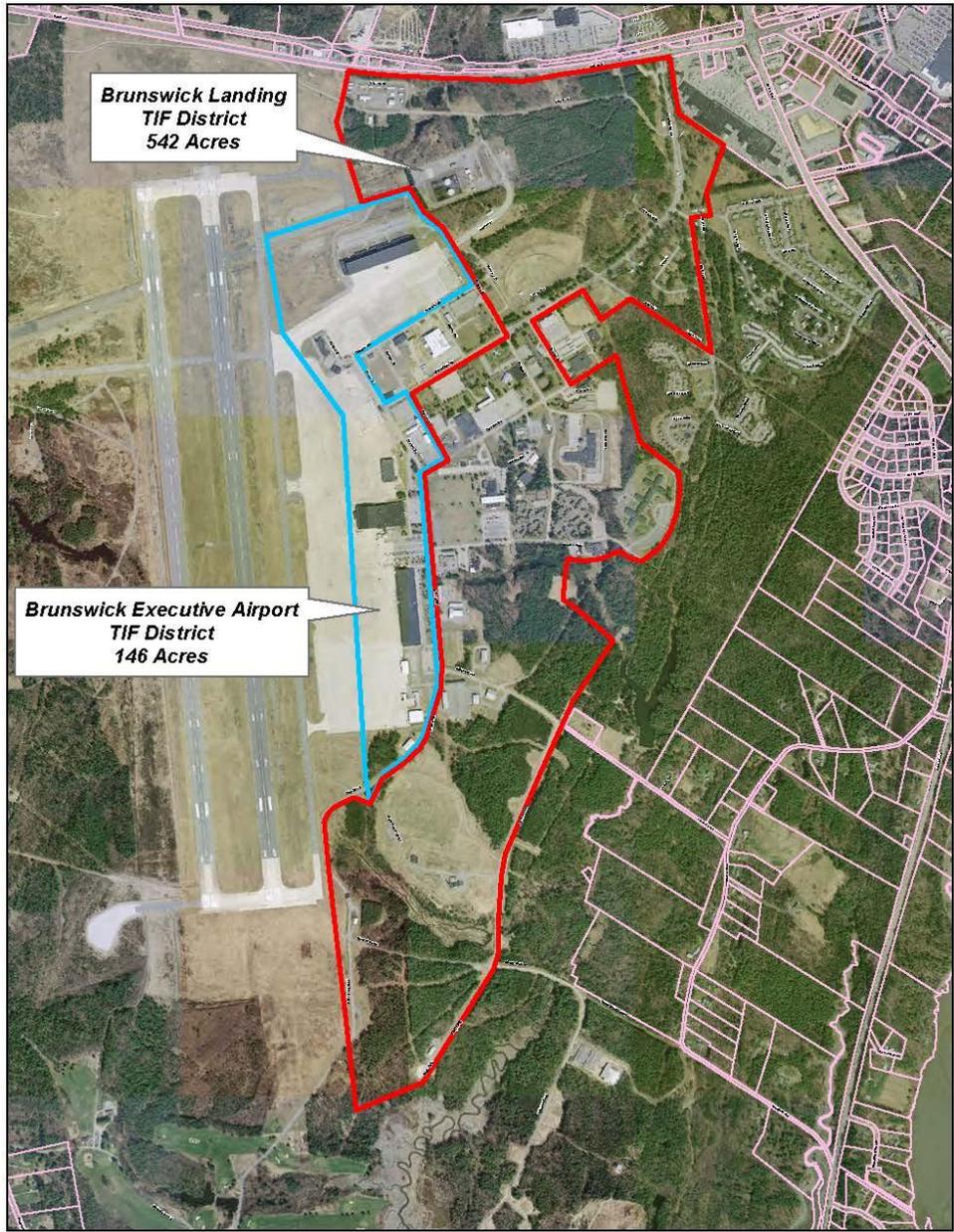
Attached as Exhibit F is a copy of the Brunswick Town Council Resolution designating the District, which Resolution was adopted by the Council at a meeting of the Council duly called and held on March 4, 2013.

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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%)	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)	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

---

**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.

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*

---

**EXHIBIT E**

*Minutes of Public Hearing and Town Council Meeting*

---

**EXHIBIT F**  
*Town Council Resolution*

---

**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

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# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**February 4, 2013**  
**7:00 P.M.**  
**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, John Richardson, Jr., and Benet Pols

**Councilors Absent:** None

**Town Staff Present:** Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; John Eldridge, Finance Director; Tom Farrell, Parks and Recreation Director; Anna Breinich, Director of Planning and Development; Ken Brilliant, Fire Chief; Dan Devereaux, Marine Resource Officer; Russ Wrede, Police Sergeant; and TV video crew

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

**Public Comment:**

**Jim Friedlander** spoke regarding a rule that prohibits the Council from taking action on items outside of the town, involving State or Federal government.

**LeonThayer** spoke on clean energy projects.

**Margie Greenhut** asked that smaller garbage bags be considered.

**Correspondence:**

Councilor Perreault spoke on behalf of some Bouchard area residents regarding the idling of the train near their neighborhood. Manager Brown responded by providing information he received from Patricia Quinn of NNEPRA.

Councilor Brayman inquired about the Council agenda not being in the Times Record. Fran Smith, Town Clerk, responded.

**Adjustments to the Agenda:**

To add item 15 regarding a resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages.

To move Item 13 after the public hearing.

**MANAGER'S REPORT:**

**(a) Council Committee Updates**

Reports were given on the following committees: Downtown and Outer Pleasant Street Corridor Master Plan Implementation Committee, Recycling and Sustainability Committee, Recreation Trails and Open Space Committee, and the MMA Legislative Policy Committee.

**Alex Anesko**, Chair of the Recycling and Sustainability Committee, provided a report on this committee's activities. He responded to questions from Councilor Favreau.

*(A copy of Mr. Anesko's report will be attached to the official minutes.)*

**(b) Report from the Marine Resource Committee requesting the authority to open and close coastal waters (*Action required*)**

**Chair Wilson moved, Councilor Tucker seconded, to authorize the Marine Resource Committee to open and close coastal waters per Chapter 11, Marine Activities Structures and Ways, Section 11-161 Opening and Closing of Coastal Waters. The motion carried with nine (9) yeas.**

**(c) Acceptance of funds from New England Amateur Radio Festival (*Action required*)**

Chief Brillant spoke regarding this item. He responded to questions from Councilor Brayman.

Councilor Favreau spoke regarding this item.

**Councilor Watson moved, Councilor Favreau seconded, to accept and expend funds in the amount of \$4,100 from the New England Amateur Radio Festival to purchase equipment on behalf of the CERT/ARES Team. The motion carried with nine (9) yeas.**

*(A copy of the funding request submitted to NEAR-Fest and a list of the equipment they intend to purchase will be attached to the official minutes.)*

**PUBLIC HEARINGS**

**9. The Town Council will hold a public hearing on the following Alcoholic Beverage license, and will take any appropriate action. (Manager)**

**Full-Time Spirituous, Vinous & Malt**  
Trattoria Athena, LLC  
D/B/A: Enoteca Athena  
97 Maine Street

**Timothy O'Brien & Marc Provencher**

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

**Councilor Knight moved, Councilor Brayman seconded, to approve an Alcoholic Beverage license for Enoteca Athena, located at 97 Maine Street. The motion carried with nine (9) yeas.**

**NEW BUSINESS**

Item 13 was taken up prior to Item 10.

10. **The Town Council will update the public on the nominee selection process for the MRRRA Board, and will determine if any action is necessary. (Chair Wilson and Councilor Knight)**

Councilor Knight introduced this item.

Councilor Favreau, Councilor Richardson, Councilor Perreault, Councilor Tucker, and Chair Wilson spoke regarding this item.

11. **The Town Council will consider authorizing the Town to seek bids for activities and items relative to the development of the Dog Park, and will take any appropriate action. (Councilor Favreau)**

Councilor Favreau introduced this item.

Councilor Perreault asked questions, to which Manager Brown responded.

Sally Loving, BARK (Brunswick Area Recreation for Kanines), spoke regarding this item and responded to questions from Councilor Pols and Councilor Brayman.

**Councilor Favreau moved, Councilor Tucker seconded, to authorize the Town to seek bids for activities and items relative to the development of the Dog Park. The motion carried with nine (9) yeas.**

*(A copy of a memo from Manager Brown and one from the Recreation Commission will be attached to the official minutes.)*

12. **The Town Council will consider requesting that the Planning Board review changes to the Zoning Ordinance regarding amending the MU3 column of "Table 206.1 Use Table" to change Residence Hall from a prohibited use (X) to a permitted use (P), and will take any appropriate action. (Councilor Favreau)**

Councilor Favreau introduced this item.

Councilor Brayman, Councilor Perreault, Councilor Pols, and Councilor Perreault spoke regarding this item.

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Anna Breinich, Director of Planning and Development, responded to questions from Councilor Brayman, Councilor Knight, and Councilor Perreault.

Councilor Pols asked a question, to which **Catherine Longley** from Bowdoin College responded.

**Councilor Favreau moved, Councilor Richardson seconded, to request the Planning Board review changes to the Zoning Ordinance regarding amending the MU3 column of “Table 206.1 Use Table” to change Residence Hall from a prohibited use (X) to a permitted use (P). The motion carried with eight (8) yeas. Councilor Perreault was opposed.**

13. **The Town Council will consider adopting the “Resolution Supporting an Amendment to the United States Constitution to Provide that Corporations are not Entitled to the Rights of Natural Persons with Regard to the Expenditure of Money to Influence Elections,” and will take any appropriate action. (Councilor Brayman and Councilor Richardson)**

**Councilor Richardson moved, Councilor Brayman seconded, to adopt the “Resolution Supporting an Amendment to the United States Constitution to Provide that Corporations are not Entitled to the Rights of Natural Persons with Regard to the Expenditure of Money to Influence Elections” and to request the Clerk read the resolution.**

Councilor Richardson spoke regarding this item.

Councilor Brayman provided a petition from citizens and asked that it be attached to the resolution.

Clerk Smith read the draft resolution.

The following people spoke regarding this item.

**Steve Kercel**

**Julie Pease**, 13 Chestnut Street

**Leon Thayer**, Mere Point Road

Chair Wilson opened the floor to Councilors to speak on the issue.

Councilor Tucker, Councilor Pols, Councilor Perreault, Councilor Favreau, Councilor Knight, Councilor Watson, and Chair Wilson spoke regarding this item.

Vote on the motion:

**Councilor Richardson moved, Councilor Brayman seconded, to adopt the “Resolution Supporting an Amendment to the United States Constitution to Provide that**

**Corporations are not Entitled to the Rights of Natural Persons with Regard to the Expenditure of Money to Influence Elections” and to request the Clerk read the resolution. The motion carried with six (6) yeas. Councilor Watson, Councilor Favreau, and Chair Wilson were opposed.**

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

*The citizen petition will be filed in the Town Clerk’s office, attached to the adopted resolution.*

14. **The Town Council will discuss resumption of the TIF programs with the Midcoast Regional Redevelopment Authority and will determine if any action is required. (Chair Wilson)**

Chair Wilson introduced this item.

There was a consensus to have negotiations with MRRA begin again, with Councilor Tucker and Councilor Richardson as the Council representatives.

15. **(ADDED) The Town Council will consider a Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages, and will take any appropriate action. (Manager)**

John Eldridge, Finance Director, spoke regarding this item.

**Councilor Tucker moved, Councilor Watson seconded, to adopt a “Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages” and waive the reading of the resolution. The motion carried with nine (9) yeas.**

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

#### **CONSENT AGENDA**

- (a) **Approval of the Minutes of January 22, 2013**

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

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

The meeting adjourned at 9:10 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT WWW.BRUNSWICKME.ORG.**

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*Frances Smith*  
*Town Clerk/Assistant to the Town Manager*  
*February 5, 2013*

February 19, 2013  
*Date of Approval*

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*Council Chair*

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# CONSENT AGENDA - B BACK UP MATERIALS



PEJEPSCOT  
HISTORICAL  
SOCIETY

*Making History Live!* 159 Park Row, Brunswick, ME 04011 (207) 729-6606 [pejepscothistorical.org](http://pejepscothistorical.org)  
January 31, 2013

Ms. Fran Smith  
Town Clerk  
Brunswick Municipal Building  
28 Federal Street, Suite 2  
Brunswick, Maine 04011

Dear Ms. Smith,

Attached please find Pejepscot Historical Society's request for use of the Maine Street Mall and Gazebo on August 9-11, 2013.

To commemorate the Civil War Sesquicentennial (1861-1865 / 2011-2015), we are planning a particularly vibrant Chamberlain Days celebration for those dates. Our offerings will complement those being planned by Bowdoin College as an "alumni college" focused on the Civil War anniversary.

Our plans include a keynote address by a prominent historian, performances of Americana music, a reception/dinner, and an encampment by one, and possibly two, Civil War reenactor groups. I have a firm commitment from one of these groups; they'd like to set up camp on the mall, as they have done in years past, and present different vignettes of life during the Civil War throughout the weekend (medical services, commerce, music, cooking, etc.).

As it has during Chamberlain Days in years past, the reenactors' participation would involve spending the night on the mall—likely both Friday and Saturday nights (8/9 and 8/10). Our request for use of the space includes permission for these overnights as well as permission for the reenactors to dig a small pit for a campfire (which they would repair and recover with sod after use) and to fire black powder (blanks) from their muskets during daytime demonstrations. According to PHS records, this permission has been granted by the Town in the past, and we would be most grateful to receive that permission again in 2013.

We would also be deeply grateful if the Town would waive the \$500 event fee for Chamberlain Days, as it has done in years past. We will be stretching our resources to their limit in order to provide the most robust, engaging, and comfortable experience possible for our guests, and a waiver of this fee would be a tremendous help.

We are thrilled to offer this programming to the citizens of Brunswick and to visitors to our community. Thank you for considering our request. If I can provide any additional information, please don't hesitate to contact me.

Yours sincerely,

Jennifer Blanchard  
Executive Director

**Instructions:** Fill out form completely (please print) and return. A written confirmation or denial will be mailed within one week of the receipt of this request. Please call 725-6658 if you have any questions. Incomplete forms will not be processed.

Return to: Town Clerk  
Brunswick Municipal Building  
28 Federal Street, Suite 2  
Brunswick, Maine 04011-1583

Group Sponsoring Event: Pejepscot Historical Society Non-Profit?  Yes  No

Indicate Date/Time for Mall Use, Anticipated Attendance and Activity:

Date(s)	From (Time)	To (Time)	Estimated Attendance	Describe Activity
Aug 9-11, 2013	3pm 8/9	1pm 8/11	300	Chamberlain Days Celebration *with retractor encampment

Will you be selling any items/goods/prizes?  Yes  No  
If Yes describe sales: Chamberlain shirts, hats, books, etc.  
Will you have a tent(s)? Yes - for info + goods - also retractor's tents

Do you wish to use the Gazebo?  Yes  No  
If Yes describe use: concert evening of 8/10  
Will you have portable toilets? Yes

Do you wish electricity at Gazebo?  Yes  No  
If Yes describe electric use/load: PA system (e.g., PA system, cooler, etc.)

Applicant/Contact Person: Jennifer Blanchard Applicant's Affiliation with Organization: Executive Director  
Email Address: director@pejepscothistorical.org

Applicant's Mailing Address: 159 Park Row Brunswick ME 04011 Applicant's Phone Number: Home: \_\_\_\_\_ Work: 207.729.6606

I, the undersigned applicant for use of the Mall, hereby attest that the information provided is true and accurate, and that I will indemnify and hold harmless the Town of Brunswick from any loss, damage, claim, demand, suits, judgments, or liabilities which I may incur and any costs or expenses which may arise by reason of any injury or death to persons or property or any claim on account thereof resulting from my use of the Mall and/or Gazebo. I further agree to leave the property in the condition in which it was found and to remove all debris generated by my use of the Mall and/or Gazebo.

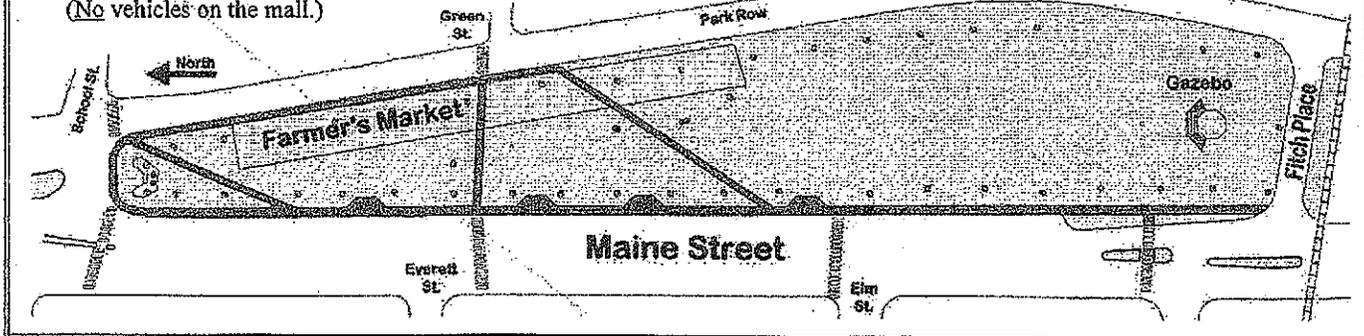
Jennifer Blanchard Authorized Signature Date: 1/31/13

**For Office Use Only (Do Not Write Below)**

Request Denied. The above request has been denied because:  
 Application form was incomplete  
 Another activity has been scheduled for the date/time requested.  
 Other: \_\_\_\_\_

Insurance Certificate:  
 Not Applicable  
 Reviewed and Approved.

Request Approved. The above request to use the  Mall  Gazebo has been approved subject to:  
 1. Any change in dates or times must be approved by the Town prior to the event.  
 2. The below marked area of the mall has been designated for your use:  
 (No vehicles on the mall.)



Approved By Town Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

# CONSENT AGENDA - C BACK UP MATERIALS

## **Town of Brunswick, Maine Capital Improvement Program Policy**

### Purpose of this Policy

The purpose of this policy is to establish guidelines for the annual development of the Town's Capital Improvement Program (CIP). Further, it defines the components of the CIP documents and the definition of projects and items eligible for inclusion in the CIP.

### Background and Consideration

Article VI of the charter of the Town of Brunswick, Maine requires the Town to have a capital improvement program (CIP). A CIP is universally recognized as a fundamental financial management tool. The top three bond rating agencies in the United States all emphasize the importance of a valid CIP in their evaluation of a municipality's finances and as an important factor in a community's bond rating. The Government Finance Officers Association (GFOA) has several recommended best practices that speak to the importance of a CIP and how one should be developed.

In 2003, the Town developed its first systematic approach to the development of a CIP. That system or a variant of it has been used since, with varying degrees of success. In 2012, the Town decided to revisit many of the assumptions upon which that model was based, with the goal of improving the document as a planning and financial management tool. A CIP committee was appointed to develop a new process and new documentation. Based on experience with the old model and input from staff, the Committee adopted the following guiding principles for its work in developing a new process and revised documents:

- Focus on larger projects with significant cost and life expectancy that may also result in the issuance of debt.
- Establish a mechanism and annual funding for the replacement of vehicles that is consistent among all departments.
- Enhance public and stakeholder opportunities for involvement.

### CIP Committee

The Town Council shall establish a subcommittee, consisting of three (3) members of the Town Council, to:

- administer this policy and make recommendations regarding amendments to the policy;
- develop and administer any procedures consistent with this policy as necessary to meet the goals of this policy;
- review the Town Manager's proposed CIP and deliver the committee's recommendations to the Town Council no later than December 31<sup>st</sup>;

### Public and Stakeholder Participation

The CIP Committee shall establish procedures to insure participation in the development and review of the CIP. At a minimum, the Committee shall establish two dates during the development and review period to allow for input from the public, the Town's departments, and other stakeholders.

## CIP Project Classifications

Projects in the CIP shall be listed in four classifications:

- I. *CIP Projects Recommended for Funding* - Projects and acquisitions included shall have been sufficiently developed and defined as to clearly identify the scope and cost of the project and the recommended funding sources. It is highly likely that projects in this class will eventually be authorized for completion and funding.
- II. *CIP Projects In Development* - Projects and acquisitions of this class are under active consideration but have not been sufficiently developed or defined to clearly identify the scope or cost of the project. Typically, projects in this category are being evaluated from several alternatives, or there is not sufficient confidence in the cost estimates to determine whether the project should be recommended for funding.
- III. *CIP Projects Not Recommended* - Projects and acquisitions of this class have been identified or requested by departments or others but are either insufficiently developed or defined, or have been deemed to be beyond the funding capacity of the Town. These projects may receive consideration at a future date should circumstances warrant.
- IV. *CIP Projects Non-Town Funded* - Projects to be completed and funded solely by entities other than the Town, with an estimated operational cost impact to the Town of less than \$25,000, are of interest to the Town in its planning efforts. However, as they have a minimal, or no, impact on Town finances, they are shown separately from Town funded projects.

Because operating costs, especially in situations where non-town funding is involved, can be a significant cost in evaluating the life cycle costs of a project, the Town shall include in the CIP any project or acquisition with an estimated annual operating cost or savings of \$25,000, regardless of the source of funds proposed to construct or acquire the project.

## CIP Project Categories

Within each of the four classifications identified above, the CIP committee shall establish project categories. For the initial CIP, the categories within the classifications will include:

- Facilities – New
- Facilities – Improvements
- Infrastructure
- Acquisitions
- Annual Programs
  - Vehicle Replacement
  - Work Programs
    - Road Construction/Reconstruction
    - Sidewalk Construction/Reconstruction
    - Road Resurfacing

After the initial year, the CIP Committee may amend these categories as it deems appropriate.

## Definitions

The following definitions shall guide in the development of the CIP:

*Capital Project or Acquisition* – a CIP project, item, or a network or system of items must have a cost of at least \$100,000 and a life expectancy of five years or more.

*Network or System of Items* - items that are intended to be a part of a larger network or system, that when purchased individually may have a cost of less than \$100,000. For example, a computer network may be comprised of several components, each of which cost less than \$100,000, but as a group comprise a network costing \$100,000 or more. The terms “project” and “projects” shall include items that are acquisitions.

*Vehicle Replacement Program* – a systematic annual funding process for the replacement of fleet vehicles and equipment. These programs shall be included as items in the CIP even when the annual funding is less than \$100,000.

*Work Programs* – refers to capital project work generally performed by department or contracted resources and funded annually. These programs shall be included as items in the CIP.

*Minor Capital* – Refers to items that, although capital in nature, do not meet the above definitions of a project or acquisition, or of a system or network or items. Minor capital items should be included in the Town’s annual operating budget.

*Operating costs* – Refers the ongoing annual costs associated with a capital project or acquisition. The Town shall identify the estimated annual operating cost impact (net increase or decrease) related to a project when those operating cost impact to the Town is estimated to be \$25,000 or greater.

## Project Funding Sources

*Debt Financing* – Projects or acquisitions to be funded wholly or partially with debt issued by the Town of Brunswick should have a cost to the Town of at least of \$325,000 and a life expectancy of five years or greater. However, the Town Council may authorize the issuance of debt for projects and acquisitions that have a cost to the Town of at least \$100,000. Debt shall never be issued for a term longer than the life expectancy of the project or acquisition.

*General Revenues* – Projects or acquisitions funded from general revenues or property taxation. Annual funding from this source should represent 4-7% of the total operating budget.

*Fund Balances* – Projects to be funded with fund balances shall be those that meet the purpose and intent of the fund. Funding from the unassigned general fund balance should be consistent with the Town’s General Fund Policy.

*Reserves* – Projects to be funded from reserves should be those that meet the purpose and intent of the reserve.

*Non-Town Sources* – Projects to be funded from non-town sources should meet the restrictions requirements of the funding provider.

## Vehicles and Annual Work Programs

*Vehicles in the CIP* - shall be listed in one of two categories:

1. *Annual Replacement Program* - Replacement funds, established for all departments owning vehicles, to be funded annually through the municipal budget. The replacement funds will be used to fund replacement of vehicles with a life expectancy of less than 15 years and a cost of less than \$325,000. The funds will also be used to replace the equipment that is an integral part of the vehicle.
2. *Stand Alone Consideration* – Vehicles that meet the definition of a capital item, are eligible for stand-alone consideration in the CIP as follows:
  - Replacement vehicles with a life expectancy of 15 years or greater and a cost in excess of \$325,000. (e.g. fire engine)
  - New vehicles are defined as those that expand the service capacity of the department, program, or function. (e.g. new plow truck required as the result of new or expanded plow routes)

*Work Programs in the CIP* - will be established for the public works and school departments. These programs will be funded annually through the municipal budget. The public works department work programs shall include:

- Road Construction/Reconstruction
- Sidewalk Construction/Reconstruction
- Road Resurfacing

## Projects Not in the CIP

The Town recognizes that certain projects will be proposed by or to the Town Council that are not included in the adopted CIP. Nothing prevents the Town Council from considering or funding those projects. However, prior to funding, the Town should consider the impact those projects have on the Town's ability to finance and operate the projects included in its adopted CIP.

## Staff to the CIP Committee

The CIP Committee shall be staffed by the Town Manager, Finance Director and other staff they deem appropriate.

Proposed to Council: February 19, 2013

Adopted by Council: