

BRUNSWICK TOWN COUNCIL
Agenda
June 3, 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) Council Committee Updates
- (b) Permission to create the Alex Labbe Fund (*Action required*)
- (c) Report on the opening of the Dog Park
- (d) Police Station Update
- (e) Transition planning for Parks and Recreation

PUBLIC HEARINGS

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

Special Amusement

MCM Corp
D/B/A: Hacienda Pancho Villa Mexican Restaurant
164 Pleasant Street

Fernando Saldana

Maine & Noble LLC
D/B/A: Inn at Brunswick Station
4 Noble Street

J. Hilary Rockett

HEARING/ACTION

NEW BUSINESS

61. The Town Council will consider setting a public hearing for June 17, 2013, on changes to the Zoning Ordinance relative to the Village Review Zone, and will take any appropriate action. (Manager)

ACTION

62. The Town Council will consider setting a public hearing for June 17, 2013, regarding the proposed Recreation, Trails, and Open Space Management Plan, and will take any appropriate action. (Councilor Pols)

ACTION

63. The Town Council will consider a request for Sellers of Prepared Food on Public Ways for outdoor seating, and will take any appropriate action. (Manager)

Shere Punjab, 46 Maine Street
Little Saigon Restaurant, 44 Maine Street

ACTION

64. The Town Council will consider appointments to the Town's Boards and Committees, and will take any appropriate action. (Appointments Committee)

ACTION

CONSENT AGENDA

- (a) Approval of the Minutes of May 20, 2013
(b) Approval of the Minutes of May 23, 2013

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

Brunswick Town Council
Agenda
June 3, 2013
Council Notes and Suggested Motions

CONSENT AGENDA

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

Suggested Motion: No motion is required.

- (b) Permission to create the Alex Labbe Fund (Action required): This item establishes the Alex Labbe Fund, which benefits deserving children who may not financially be able to attend the Town's Summer Vacation Camp program. Tom Farrell and members of the Labbe family will be at your meeting. Copies of a memo from Tom Farrell and draft resolution are included in your packet.

Suggested Motion:

Motion to adopt a "Resolution Establishing The Alex Labbe Fund."

- (c) Report on the opening of the Dog Park: This item is to announce the opening of the Brunswick Area Recreation for Kanines Park on Saturday, June 8, 2013. Members of the BARK will be at your meeting. Copies of the press release and pre-opening information are included in your packet.

Suggested Motion: No motion is required.

- (d) Police Station Update: This is the monthly update on this project.

Suggested Motion: No motion is required.

- (e) Transition planning for Parks and Recreation: The Town Manager will be directing the Parks and Recreation Department, with participation by the Recreation Commission, to develop a plan for the transition of the Department to Building 211 and the transition of programming as a result of the sale of the property at 30 Federal Street. A memo from the Manager is included in your packet.

Suggested Motion: No motion is required.

PUBLIC HEARINGS

60. This item is the required public hearing for two renewal special amusement licenses. Hacienda Pancho Villa Mexican Restaurant and The Inn at Brunswick Station both would like to have D.J.s and live music. Copies of their applications are included in your packet.

Suggested Motion:

Motion to approve special amusement licenses for Hacienda Pancho Villa Mexican Restaurant, 164 Pleasant Street, and Inn at Brunswick Station, 4 Noble Street.

NEW BUSINESS

61. This item returns to the Council from the Planning Board for your consideration. At your October 1, 2012 meeting, the Town Council requested the Brunswick Planning Board to prepare an amendment to Section 216 of the Town's Zoning Ordinance with regard to the review and approval of demolitions. An interim approach was presented to Council by Planning Board Chair, Charlie Frizzle, to give Planning Board the authority to approve Certificates of Appropriateness for demolitions with advice provided by the Village Review Board for such demolition. This approach was suggested so that a comprehensive amendment to Section 216, addressing all deficiencies, could be drafted. On December 17, 2012, the Town Council voted 8-1 to adopt the interim amendment as previously described, with said amendment being in effect until June 1, 2013, at which time either a more comprehensive amendment to Section 216 would be recommended by the Planning Board or Section 216 would revert back to existing text. By unanimous vote on May 21, 2013, the Planning Board recommends the attached amendment to Section 216 of the Brunswick Zoning Ordinance and an expansion to the geographic boundaries of the Village Review Zone for Council's consideration. Copies of Ms. Breinich's memo and the proposed amendments are included in your packet.

Suggested Motion:

Motion to set a public hearing for June 17, 2013, on changes to the Zoning Ordinance relative to the Village Review Zone.

62. This item, sponsored by Councilor Pols, is to set a public hearing for June 17, 2013, regarding the proposed Recreation, Trails, and Open Space Management Plan for Public Benefit Conveyances from the BNAS property. For the past two years, the stakeholders committee has been meeting to develop this plan. The process included public meetings to allow for input. Copies of a memo from Denise Clavette and the Plan's Executive Summary are included in your packet. The full plan will be emailed to you and will be available on-line. At the June 17th meeting, the full plan will be included in your packet as you will be asked to approve it.

Suggested Motion:

Motion to set a public hearing for June 17, 2013, regarding the proposed Recreation, Trails, and Open Space Management Plan for Public Benefit Conveyances from BNAS property.

63. This item is the approval of Sellers of Prepared Food on Public Ways on Sidewalks for two applications for Shere Punjab and Little Saigon Restaurant. There is no license fee except for a \$25 application fee, but it does require Council approval. The Clerk will be available to answer any questions. Copies of the applications are included in your packet.

Suggested Motion:

Motion to approve licenses for Sellers of Prepared Food on Public Ways on a Sidewalk for the Shere Punjab, 46 Maine Street and Little Saigon Restaurant, 44 Maine Street.

64. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the applications are included in your packet.

Suggested Motion:

Nominations will be made, with no seconds required, and the Council will then vote on the nominations.

CONSENT AGENDA

- (a) Approval of the Minutes of May 20, 2013: A copy of the minutes is included in your packet.
(b) Approval of the Minutes of May 23, 2013: A copy of the minutes 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

MANAGER'S REPORT - B BACK UP MATERIALS

Memo

To: Members of the Brunswick Town Council
From: Thomas M. Farrell, Director 
Date: May 29, 2013
Re: *Proposed Resolution Establishing the Alex Labbe Fund*

I will be in attendance at your meeting on Monday June 3rd to ask for your support in establishing the Alex Labbe Fund to benefit financially deserving children who may not otherwise be able to afford participating in the Town's Summer Vacation Camp program sponsored by the Parks and Recreation Department.

Alex Labbe was an active participant in the Brunswick Parks and Recreation Department former Summer Playground program for several years prior to his death in December of 2010. He was a very positive, happy and determined boy who exhibited a sincere compassion and concern for his peers and was admired by many.

In each of the past two years the department has received a donation of funds collected from friends of Alex Labbe that has been applied toward registration fees of financially deserving children seeking to participate in the Summer Vacation Camp program.

This year the parents of Alex Labbe have requested that a more permanent fund be established with the intent to raise additional dollars beyond those collected over the past two years to insure the fund benefits a larger number of deserving children.

The accompanying resolution would establish the fund upon your approval. Should you look favorably on the creation of this fund, Alex's parents Peter and Judy Labbe would work with department staff as members of an Awards Committee to assist in the selection of deserving candidates.

**TOWN OF BRUNSWICK
RESOLUTION ESTABLISHING THE ALEX LABBE FUND**

WHEREAS, Alex Labbe was an active participant in the Brunswick Parks and Recreation Department annual summer playground program for many years; and

WHEREAS, Alex was a young person who possessed sincere concern, compassion and respect for others; and

WHEREAS, Alex exhibited an inquisitive nature, always seeking to learn more about the world around him; and

WHEREAS, Alex consistently demonstrated integrity and determination to succeed in all he pursued; and

WHEREAS, Alex possessed a wonderful sense of humor; and

WHEREAS, Alex demonstrated a positive attitude each day he attended the Brunswick Parks and Recreation Department summer playground program; and

WHEREAS, Alex was a happy, helpful program participant with a charming expressive smile; and

WHEREAS, Alex was a very spirited boy who courageously battled a heart condition throughout his thirteen years of life; and

WHEREAS, in Alex Labbe's memory, his parent and friends wish to establish a Fund to provide for summer vacation camp scholarships for children participating in this Brunswick Parks and Recreation Department program; and

WHEREAS, Brunswick Parks and Recreation Department and the parents of Alex Labbe wish to establish the criteria for making the scholarship awards, and in determining how the fund will be administered;

NOW THEREFORE THE FOLLOWING RESOLUTION IS HEREBY ADOPTED:

The Town of Brunswick accepts contributions from past and future fundraising initiatives from the parents and friends of Alex Labbe and establishes the Alex Labbe Fund to be governed by the procedures outlined herein. The Treasurer of the Town of Brunswick is authorized to accept additional contributions to the fund.

The Town of Brunswick will establish a separate Fund to account for contributions received and scholarship awards expended. The balance in this fund will carry over at the end of each fiscal year, to be available for the following year. The finance department will provide information on the balance in the fund upon request.

There shall be an Alex Labbe Scholarship Summer Vacation Camp Award Committee (the "Award Committee") comprised of the Director and Deputy Director of the Brunswick Parks and Recreation Department and the parents of Alex Labbe.

Provided funds are available, the Award Committee shall, by the start of the annual summer vacation camp program, select scholarship recipients after a thorough review of applications for financial assistance for the program from families of eligible children. In making its selection, the Award Committee shall select children who are financially deserving and best exemplify the qualities of Alex Labbe by considering the standards expressed in the preamble above. The awards shall be made by the Director of Parks and Recreation or his or her designee.

In the event the Brunswick Parks and Recreation Department Director determines that the Fund should no longer be necessary, any amounts remaining in the Fund may be used at the discretion of the Award Committee to make any purchase or improvement at the Brunswick Parks and Recreation Department deemed to be related to the summer vacation camp program.

The Treasurer of the Town of Brunswick is empowered to invest the funds as he or she deems to be in the best interest of the Town.

Proposed: May 29, 2013

Adopted:

Resolution Establishing Alex Labbe Fund.docx

MANAGER'S REPORT - C BACK UP MATERIALS

Contact: Sally Loving
Chairperson
Phone 207.729.0188

Brunswick Dog Park
P.O. Box 821
Brunswick, ME 04011
info@barkmaine.org

BARK!
Brunswick Area
Recreation for Kanines

Press Release

Brunswick Area Gets a Dog Park! Opening Day is Saturday, June 8

Brunswick, ME, May 28, 2013: Brunswick Area Recreation for Kanines (BARK) is pleased to announce that the new Merrymeeting Dog Park in Memory of Jake Horgan will open Saturday, June 8 at 10 a.m.

Opening Day events will include welcome remarks from Brunswick town officials and a brief dedication ceremony, followed by the ribbon cutting at 10:30 a.m. Local dog trainers and several local veterinarians will be on hand to answer questions. Raffle tickets for great prizes and tee shirts will be on sale.

The dog park is located on town-owned land along the Androscoggin River Bicycle and Pedestrian Path, near the Water Street entrance in Brunswick. The 1.5 acre space with beautiful views of the river, is managed by the Parks and Recreation Department. Town staff will maintain the dog park as part of its daily, year-round maintenance of the bike path, including mowing, daily trash removal, snow-plowing, and parking lot and trail monitoring.

Nearly \$50,000 in private funding was raised for this project. The park is completely enclosed by a six foot tall vinyl-coated steel chain link fence with double gates at the two entrances. There is a larger all-dog area and a separate area for small dogs weighing less than 25 pounds. Extensive landscaping will include Northwood Red Maple trees between the bike path and the fence, native shrubs, and day lilies and flowering hypericum at the entrances. Donated benches with memorial plaques will provide seating in both areas and a "memory" path of inscribed granite paver stones will lead to the main entrance. A water line and gazebo will be added later this year.

The park is named and dedicated to the memory of Jake Horgan. Jake was a graduate of Brunswick High School and a devoted dog lover. He and his dog Riley were inseparable buddies.

The public is invited to celebrate this new amenity in Brunswick. All dogs must remain on leash until after the ceremony. Visit www.barkmaine.org to view the *Dog Park User's Guide* and for more information.

For Immediate Release

Merrymeeting Dog Park
Pre-Opening Information Sessions*

Come hear Trainer Liz Langham talk about dog park behavior - important information you need to know to have the best and safest experience at the dog park. Followed by a Q & A session.

Tuesday, May 28

5:30 – 6:30 p.m.

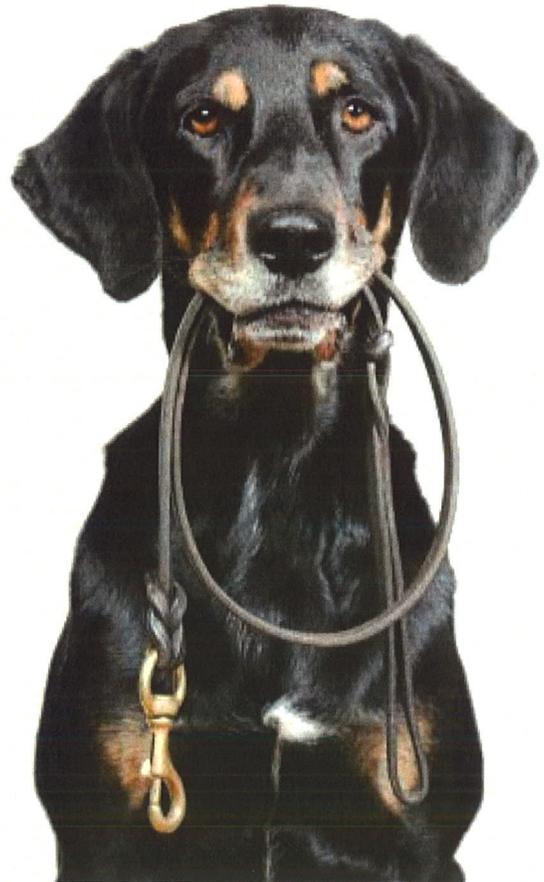
or

Saturday, June 1

2:30 – 3:30 p.m.

at the
Coastal Humane Society
Log Cabin Building
190 Pleasant St., Brunswick

**People only, no dogs please*



RSVP to info@barkmaine.org
with date choice

Opening day is Saturday, June 8 10:00 a.m.

MANAGER'S REPORT - D BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: May 29, 2013

RE: Transition of Recreation Center

In response to pending relocation of the Parks and Recreation Department to Building 211, I am proposing to direct the Parks and Recreation Department, working with the Recreation Commission to plan for the transition of programs.

The plan should include public meetings to allow interested parties to participate in the discussions. We will identify available dates for the meetings to take place in Council Chambers so that the meetings may also be televised.

The plan should address the following issues:

1. The impact of selling 30 Federal Street and putting building 211 into service will result in changes to where activities will occur. The plan will identify where programs will take place. (Examples: basketball programs previously held at 30 Federal St will be relocated to the Coffin School.)
2. The plan will identify the transition of special events (Halloween parade, Ski & Bike sale, other).
3. The plan will also address the relocation of the pre-school program.
4. Other issues that may be related to the transition and arise during the discussions with the public.

ITEM 60

BACK UP MATERIALS



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

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 6/3/2013 on the following Special Amusement license applications:

Special Amusement

MCM Corp

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

Mr. Fernando Saldana

Maine & Noble LLC

D/B/A: Inn at Brunswick Station
4 Noble Street

J. Hilary Rockett

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: MEM CORP
Incorporation Date: 02/07/05 Incorporation State: ME

New License: Opening Date _____ Renewal License

Business Name: Hacienda Panchos Villa Mexican E-Mail: Panchos1646@hotmail.com
Business Address: 164 Pleasant St Brunswick Business Phone Number: 207 729 0029
Name of Contact Person: Fernando Saldana Contact's Phone Number: _____
Mailing Address for Correspondence: Sumner
Signature of Applicant: [Signature] Date: 4-1-13

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

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

Corporations Please Complete:

Address of Incorporation: 164 Pleasant St Brunswick Phone #: 207 729 0029

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Fernando Saldana</u>	<u>4</u>	<u>Black Cherry Dr Brunswick ME 04011</u>	<u>100</u>

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature: _____

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

Waiting on: _____ Mailed or Issued Date: _____ PH Date: _____

Type of License: Special Amusement Paid Fee: \$ 100- Cash Check Date: 5-20-13

Advertising Fee: \$ _____ Paid

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

Bazaar or Flea Market-Exp. June 30th

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

_____ Annually (\$225)

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

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

Carnival or Circus

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

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

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

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

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

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

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

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

FSE: Description of Food to be sold: Mexican Food

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

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

Pawnbroker (\$75) Exp. June 30th

Peddler:

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

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

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

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

Location: _____ Exp. 1st PH in March

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

(Signature of owner, officer, partner or agent)

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

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

Describe in detail kind and nature of entertainment- D.J live music

Describe in detail room or rooms to be used under this permit- Dinner Room

Signature of Owner, officer, partner or agent: _____

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

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

TOWN OF BRUNSWICK

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: Maine & Noble, LLC dba Inn at Brunswick Station
Incorporation Date: 11/14/2008 Incorporation State: Maine

New License: Opening Date _____ Renewal License

Business Name: The Inn at Brunswick Station E-Mail: rmartin@innatbrunswickstation.com
Business Address: 4 Noble St Business Phone Number: 207-837-6565
Name of Contact Person: Rick Martin Contact's Phone Number: 207-837-6565
Mailing Address for Correspondence: 4 Noble St Brunswick, Me 04011
Signature of Applicant: [Signature] Date: 3/10/13

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

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

Corporations Please Complete:

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

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____

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

Waiting on: _____ Mailed or Issued Date: _____ PH Date: 6-3-13

Type of License: S A museum Paid Fee: \$ 100 Cash Check Date: _____

Advertising Fee: \$ _____ Paid **MAY 10 2013**

Sent to codes on 5-10-13 Scheduled for 5-14 11AM / passed

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

Bazaar or Flea Market-Exp. June 30th

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

_____ Annually (\$225)

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

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

Carnival or Circus

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

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

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

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

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

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

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

FSE: Description of Food to be sold: _____

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

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

Plus \$25 application fee for each type _____

Pawnbroker (\$75) Exp. June 30th

Peddler:

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

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

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

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

Location: _____ Exp. 1st PH in March

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

(Signature of owner, officer, partner or agent)

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

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

_____ Live Music, D.J.

_____ Robinson Room (1900 sq ft)
Meeting room, hotel lobby, outdoor patio

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

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

Handwritten notes:
about 1000
\$100-200

ITEM 61

BACK UP MATERIALS



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, AICP
DIRECTOR OF PLANNING & DEVELOPMENT

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

May 24, 2013

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Request for public hearing: Proposed Zoning Ordinance amendment to revise in its entirety Section 216, Village Review Zone (VRZ) Overlay District and to expand the geographic boundaries of the Village Review Zone

At your October 1, 2012 meeting, the Town Council requested the Brunswick Planning Board to prepare an amendment to Section 216 of the Town's Zoning Ordinance with regard to the review and approval of demolitions. An interim approach was presented to Council by Planning Board Chair, Charlie Frizzle, to give Planning Board the authority to approve Certificates of Appropriateness for demolitions with advice provided by the Village Review Board for such demolition. This approach was suggested so that a comprehensive amendment to Section 216, addressing all deficiencies, could be drafted. On December 17, 2012, the Town Council voted 8-1 to adopt the interim amendment as previously described, said amendment being in effect until June 1, 2013 at which time either a more comprehensive amendment to Section 216 would be recommended by the Planning Board or Section 216 would revert back to exist its text.

By unanimous vote on May 21, 2013, the Planning Board recommends the attached amendment to Section 216 of the Brunswick Zoning Ordinance and an expansion to the geographic boundaries of the Village Review Zone for Council's consideration.

Since January, the Planning Board and Village Review Board have held 6 joint workshops to develop the proposed amendment, representing a total rewrite of Section 216. As had been mentioned previously, many prior amendments to Section 216 left a number of internal inconsistencies in substance and formatting. As drafted, the new section is easier to use, eliminates inconsistencies and provides for a better level of predictability for an applicant.

Key revisions to address concerns previously raised by the Town Council are as follows:

- Establishment of a classification-based review system for contributing and noncontributing resources;
- Distinguishing between Minor (staff approval) and Major (staff review with Village Review Board approval) activities with a defined review process for each;
- More specific review standards for all activities to serve as a basis for findings of fact; and
- Definitions of key terms establishing their meaning within Section 216.

Staff respectfully requests the Town Council to set a public hearing to receive comment and consider the attached proposed amendment to Section 216 of the Brunswick Zoning Ordinance.

As mentioned, the Planning Board also took action to recommend an expansion (map attached) of the Village Review Zone as recommended in Chapter 7, Land Use Plan, of the Town's 2008 Comprehensive Plan Update, extended the Zone on the west side of Maine Street to Page Street on the south and Union Street to the west. During the public hearing a comment was raised regarding the geography as written in the Comprehensive Plan Land Use Plan and a conflicting action item listed in Policy 7, Key Objective #4 stating the expansion should include an area west of Maine Street to Union Street, possibly including Cedar Street, from the Androscoggin River to the north, to the Joshua L. Chamberlain Museum to the south. The Museum is located on the northeast corner of Maine and Potter Streets. Additional comments regarding the proposed area were made since the Planning Board Public Hearing prompting staff to review the specific motions by Council during the 9/15/08 adoption of the Comprehensive Plan. A motion was approved to expand the Village Review Zone from what had been proposed in Final Draft Comprehensive Plan (Noble Street to the south), to now include the Chamberlain Museum. As such, Potter Street should have been referenced in the Land Use Plan, not Page Street as currently shown.

Town Council has three options as to what, if any, southerly expansion of the Village Review Zone should be considered at this time for public hearing:

1. Planning Board recommended expansion to Page Street based on written text in Chapter 7 in the Town's 2008 Comprehensive Plan;
2. Expansion to Chamberlain Museum, subsequently Potter Street, per approved motion made as part of the 9/15/08 adoption of the 2008 Comprehensive Plan Update; or
3. Allow for a more careful analysis for any expansion as part of the Zoning Ordinance rewrite scheduled to begin to a few months.

Staff recommends option #3 for Council's consideration due to the noted discrepancies and recommendations for further consideration of the Cedar Street area contained in the Comprehensive Plan. In addition, the necessary classification of local and regionally contributing resources work to be completed by an historic architect should provide additional data in reviewing the Village Review Zone boundary. We anticipate contracting with a consultant to complete this work by mid-June. I will be in attendance at your meeting to answer any questions.

Attachments

**PROPOSED AMENDMENT TO BRUNSWICK ZONING ORDINANCE
AS RECOMMENDED BY THE BRUNSWICK PLANNING BOARD, MAY 21, 2013
Section 216, Village Review Zone (VRZ) Overlay District, in its entirety**

216 Village Review Zone (VRZ)

216.1 Purpose

The purpose of the Village Review Zone is to protect and preserve the architectural context and historical integrity of downtown neighborhoods in the Town of Brunswick by:

- A. Applying Ordinance standards and design guidelines in a reasonable and flexible manner to maintain Brunswick's traditional character and to ensure compatible construction and rehabilitation of existing structures in the Village Review Zone without stifling change or forcing modern recreations of historic styles.
- B. Developing administrative processes and objective standards that identify and encourage the preservation and enhancement of neighborhood character, sites, and structures having historic or architectural significance.
- C. Promoting economic development by enhancing the attractiveness of the Town to businesses and their patrons, residents, and visitors to Brunswick.
- D. Fostering civic pride in the Town's history and development patterns as represented in distinctive sites, structures, and objects.
- E. Promoting and protecting significant features of the historic patterns of development, including traditional landscaping, densities, structural mass and scale.

216.2 Duties of the Village Review Board

The duties of the Village Review Board are to:

- A. Review new construction, additions, alterations, relocations and demolitions within the Village Review Zone, and issue a Certificate of Appropriateness for applications satisfying the requirements of this Section.
- B. Develop, regularly update, and consult the Village Review Zone Design Guidelines in review of applications for Certificates of Appropriateness.
- C. Act in an advisory capacity to the Town Council, Planning Board and other Town entities regarding the protection of historic sites, structures, and artifacts.
- D. Review and comment upon proposed National Register of Historic Places nominations for properties within the Town.
- E. Maintain and update the existing historic building/structure survey using forms and guidelines established by the Maine Historic Preservation Commission.
- F. Provide educational and informational opportunities for Brunswick residents and businesses regarding historic preservation.

216.3 Village Review Board Membership

- A. The Village Review Board shall consist of seven members.
- B. The membership of the Village Review Board shall include a resident of the Village Review Zone and a Brunswick resident who is a representative of the Pejepscot Historical Society. To the extent possible, the remaining members shall include Brunswick residents with expertise or experience in the fields of architecture, historic preservation and construction engineering.
- C. All members shall be appointed by the Town Council for a three-year term.
- D. Annually, on or about February 22, the Village Review Board shall choose a Chair and Vice-Chair from its membership.
- E. A quorum shall consist of four members.
- F. The Village Review Board may adopt its own rules of procedure and shall establish appropriate meeting times.

216.4 Classifications

- A. Contributing resources as listed in Appendix ____, as amended, shall include:
 - 1. Properties listed on the National Register of Historic Places.
 - 2. Properties eligible for listing on the National Register of Historic Places, as determined by the Maine Historic Preservation Commission.
 - 3. Properties located within a National Register Historic District, deemed to be contributing resources by the Maine Historic Preservation Commission.
 - 4. Properties deemed to be contributing resources of local and regional significance by the Town of Brunswick.
- B. Noncontributing resources, are all remaining resources not considered to be contributing.

216.5 Certificate of Appropriateness

- A. A Certificate of Appropriateness is required for any of the following activities in the Village Review Zone involving contributing resources or, if visible from a public right-of-way, noncontributing resources:
 - 1. Construction of a new structure.
 - 2. Addition to an existing structure.
 - 3. Alteration to the exterior appearance of any structure with the exception of in-kind replacement of windows, facades and building ornamentation, normal maintenance and painting. This includes, but is not limited to, any construction requiring a building permit, the construction of fences, changes in windows or façade materials, or the elimination or addition of any ornamentation.
 - 4. Relocation of any structure, or portions thereof.
 - 5. Demolition of any structure or portions thereof.
 - 6. Construction, installation or alteration of any sign, with the exception of directional signage less than three square feet in size.

- B. The power to grant a Certificate of Appropriateness for new construction, additions, alterations, relocations and demolitions under this Section is vested in the Village Review Board; however that power is hereby delegated in accordance with the following provisions:
1. The Director of Planning and Development shall have the power to grant a Certificate of Appropriateness in cases where, in her/his judgment, the impact of the proposed activities will be minor, as defined in Section 216.8(B)(1) herein,, and in keeping with the review standards of the Ordinance.
 2. The Director of Planning and Development shall regularly apprise the Village Review Board of Certificates of Appropriateness granted in accordance with subparagraph 1.
 3. Notwithstanding the authority delegated to the Director of Planning and Development, the applicant and the Village Review Board Chair each has the right to require review of an application by the Village Review Board.
 4. The Director of Planning and Development may find proposed changes to an approved Certificate of Appropriateness to be a minor modification, in which case approval by the Village Review Board shall not be required.
- C. If a structure or property has been damaged by fire, flood, storm or other disaster, and emergency temporary repairs or partial demolition are required in order to protect health or safety, or to prevent further damage to the structure or property, the Codes Enforcement Officer may waive temporarily the requirements of this Section for a Certificate of Appropriateness and issue a building permit for such emergency temporary repairs, including partial demolition. No later than 30 days after the issuance of the permit, the permit applicant must apply for a Certificate of Appropriateness for the repairs or demolition already made and/or any planned permanent repairs or additional demolition work that requires a Certificate of Appropriateness under Section 216.5. A.

216.6 Limitation on Granting of Other Permits

No building permit or final development review approval may be issued until a Certificate of Appropriateness is granted. Where an application requires both a Certificate of Appropriateness and Development Review, the applications may be concurrently reviewed. However, the Final Development Review application shall not be acted on until a decision regarding the Certificate of Appropriateness is rendered. If the application for a Certificate of Appropriateness is denied, the application for a building permit or for Development Review shall be denied. If the Certificate of Appropriateness is granted with conditions, those conditions shall be added to the Development Review approval.

216.7 Application for Certificate of Appropriateness

Application forms for a Certificate of Appropriateness shall be made available in hard copy or online by the Department of Planning and Development. Completed applications shall be submitted to the Department staff with the following information provided:

- A. Name, address and interest in the property.
- B. Location and nature of the proposed activity.
- C. A brief description of the proposed construction, reconstruction, alteration, relocation or demolition and proposed reuse.. The description shall include the

reason for the request, and must demonstrate how the proposal is in compliance with Section 216.9.

- D. Drawings illustrating the design, texture, and location of any construction, alteration, or demolition/relocation for which a certificate is required. The drawings shall include plans and exterior elevations drawn to scale, with sufficient detail to show their relation to exterior appearances and the architectural design of the building. Proposed materials and textures shall be described, including samples where appropriate. Drawings need not be prepared by an architect or engineer, but shall be clear, complete, and specific.
- E. Photographs of the building(s) involved and of immediately adjacent properties. Staff shall provide completed historic building/structure survey forms if available for the structure. For demolition or relocation applications, interior and exterior photographs shall be provided clearly indicating the existing condition of the structure and, if available, the structural condition at the time of purchase by the applicant.
- F. A site plan showing the relationship of proposed changes to walks, driveways, signs, lighting, landscaping, and adjacent properties, if applicable. For relocation or demolition applications, provide post-demolition plans, including a site plan for the property specifying site improvements and a timetable for completion.
- G. The reviewing entity may grant a waiver of submission requirements if it finds the submission of that information is not relevant to a determination.
- H. Application fee.

216.8

Application Review Process

- A. All applicants are encouraged to consult with Department of Planning and Development staff prior to submitting an application for a Certificate of Appropriateness at which time a determination can be made as to the level of review required. During consultation, Department staff shall provide appropriate guidance and available resources, including the Village Review Zone Design Guidelines, to the applicant.
- B. Within four days of an application being submitted to the Department of Planning and Development, staff shall make a determination regarding completeness. If incomplete, staff will notify the applicant of deficiencies. If complete, staff will process the application as either a minor or major application as follows:
 - 1. Minor Activities (staff-level review)
 - a. Activities shall include:
 - 1) Any alterations or additions not visible from a public right-of-way;
 - 2) Replacement of existing exterior siding or other materials, windows or doors which do not alter architectural or historic character;
 - 3) Repair, replacement or re-pointing of exterior masonry walls which do not alter architectural or historic character;
 - 4) Placement of sheds or other outbuildings, fences or dumpsters located in rear yards not visible from a public right-of-way;

- 5) Any demolitions, partial demolitions or relocations of noncontributing resources not visible from a public right-of-way.
- 6) Roof-top appurtenances not visible from a public-right-of-way; and,
- 7) Removal of non-historic elements concealing original architectural character-defining features.

b. Minor Applications for Certificate of Appropriateness shall be submitted to the Department of Planning and Development staff.

- 1) Staff shall review and either render a decision to the applicant or forward to the Village Review Board for their consideration within ten days of determining the application complete.
- 2) The Village Review Board may conduct a review of a minor application at the recommendation of either the Director of Planning and Development or Board Chair.
- 3) A person with standing may appeal the decision by staff to the Village Review Board by submitting an appeal application to the Director of Planning and Development within 30 days of the date of the action. The Village Review Board may hold a public hearing and shall render its decision following the review procedure set forth in Section 216.8.B.2.b.

2. Major Activities (Village Review Board-level review)

a. Activities shall include:

- 1) Any alterations or additions to existing structures or new construction visible from a public right-of-way;
- 2) Any roof-top appurtenances visible from a public right-of-way;
- 3) Exterior renovations, alterations or modifications to the structure or site not determined to be minor in nature;
- 4) Any demolitions, partial demolitions or relocations of either contributing resources or noncontributing resources visible from a public right-of-way. The independent demolition of incidental noncontributing structures accessory to a contributing resource are exempt from review; and,
- 5) Any alterations or new placement of walks, driveways or new impervious surfaces associated with any of the above major activities.

b. Major Applications for Certificate of Appropriateness shall be submitted to the Department of Planning and Development staff no less than fourteen days from the date of the Village Review Board's meeting in which it will be discussed.

- 1) The Town shall provide notification to all property owners within a 200-foot radius of the boundaries of the property under review in the proposed application, giving a general description of the activity and specifying its location. Notifications shall be distributed by first class mail at least 10 days prior to a scheduled review, stipulating the time and place of the Board's meeting. The Board may also schedule a publicly noticed site visit of the subject property prior to their meeting.
- 2) Within 30 days of the Town's receipt of a complete application, the Village Review Board shall hold a public meeting and make a determination as to the completeness of the application. Once the Board

determines that the application is complete, it shall review the application. After completing its review, the Board shall vote to deny, approve or approve the application with conditions. The Village Review Board shall set forth the reason or reasons for its decision and make findings of fact, in writing, sufficient to apprise the applicant and any interested member of the public of the basis for the decision. The date of approval, denial, or approval with conditions shall be the date that the Board votes on an application for a Certificate of Approval.

- 3) A written notice of the determination of the Village Review Board, including findings of fact and Certificate of Appropriateness, shall be sent by regular mail to the applicant and to the Planning Board within 10 days of the Village Review Board's determination.
- 4) The Village Review Board, by a majority vote, may request an independent peer review of the application or portion thereof at their discretion. All costs associated with the peer review shall be borne by the applicant. Peer review shall not be undertaken unless it is necessary for an informed review of the submitted materials and at a reasonable cost. Estimated costs for the peer review shall be disclosed to the applicant prior to undertaking such review. The Town shall require an applicant to deposit funds into an escrow account to be held for the purpose of reimbursing peer review costs. The applicant shall be entitled to an accounting of the use of all funds, as well as to a refund of all funds not expended upon final approval, denial or withdrawal of an application.

c. Additional Processing Requirements for Relocation or Demolition Activities:

- 1) In addition to the above, additional processing requirements for Certificate of Appropriateness applications for demolition or relocation of a contributing, as well as noncontributing resources visible from public right-of-way shall be as follows:

a) General

- i. A permit for demolition or relocation of a contributing resource, a noncontributing resource visible from a public right-of-way or portions thereof, within the Village Review Zone shall not be issued unless a Certificate of Appropriateness has been approved. No exterior demolition work and interior demolition work rendering the structure uninhabitable, or relocation of the resource may commence until the expiration of the 30-day decision appeal period or, if an appeal is taken, upon final disposition of the appeal..

a) Review Process

- i. Applications to demolish or relocate contributing resources individually listed on the National Register of Historic Places or deemed eligible by the Maine Historic Preservation Commission, and contributing resources located within a National Register-listed Historic District must adhere to a 90-day delay period. The Village Review Board may impose a 90-day delay period for contributing resources of local and

regional significance. Such 90-day delay period shall commence when application is deemed complete by the Village Review Board.

- ii. During the 90-day delay period, the applicant shall:
 - 1. Consult with Village Review Board and Maine Preservation in seeking alternatives to demolition, including the reuse and/or relocation of the resource.
 - 2. Consult with and notify other related organizations of intent to demolish the contributing resource, as identified during consultations with Village Review Board and Maine Preservation.
 - 3. Document “good faith” efforts in seeking an alternative, including relocation and/or reuse, resulting in the preservation of the resource. Such efforts shall include posting a visible sign on the property, listing the property for sale and/or relocation, and publishing a notice of availability in a general circulation local newspaper. The notice of the proposed demolition shall be forwarded to the Pejepscot Historical Society, the Town Council, the Planning Board
 - 4. Thoroughly photo or video document the resource and provide photo/video and written documentation to the Town and Pejepscot Historical Society. Any significant architectural features shall be salvaged, reused and/or preserved as appropriate.
 - 5. Provide post-demolition plans, including a site plan for the property specifying site improvements and a timetable for completion.
- iii. If at the end of the 90-day period, no satisfactory alternative has been found, the Village Review Board shall either grant or deny a Certificate of Appropriateness to demolish or relocate the resource, applying the criteria set forth in Section 216.9(B).

2) Noncontributing Resources.

No Certificate of Appropriateness is required if the proposed demolition is not visible from the public right-of-way.

216.9 Review Standards

- A. General Standard.
 - 1. All Certificates of Appropriateness for new construction, additions, alterations, relocations or demolition shall be in accordance with applicable requirements of this Ordinance. In meeting the standards of this Ordinance the applicant may obtain additional guidance from the U.S. Secretary of Interior's Standards for Rehabilitating Historic Buildings and the Village Review Zone Design Guidelines.
- B. New Construction, Additions and Alterations to Existing Structures.

1. In approving applications for a Certificate of Appropriateness for new construction, additions or alterations to contributing resources, the reviewing entity shall make findings that the following standards have been satisfied:
 - a. Any additions or alterations shall be designed in a manner to minimize the overall effect on the historic integrity of the contributing resource.
 - b. Alterations shall remain visually compatible with the existing streetscape.
 - c. Concealing of distinctive historic or architectural character-defining features is prohibited. If needed, the applicant may replace any significant features with in-kind replacement and/or accurate reproductions.
 - d. New construction or additions shall be visually compatible with existing mass, scale and materials of the surrounding contributing resources.
 - e. When constructing additions, the applicant shall maintain the structural integrity of existing structures.
 - f. For new construction of or additions to commercial, multi-family and other non-residential uses the following additional standards shall apply:
 - 1) Parking lots shall be prohibited in side and front yards, except if the application involves the renovation of existing structures where such a configuration currently exists. In cases where such parking configurations exist, the parking area shall be screened from the public right-of-way with landscaping or fencing.
 - 2) Site plans shall identify pedestrian ways and connections from parking areas to public rights-of-way.
 - 3) All dumpsters and mechanical equipment shall be located no less than 25 feet away from a public right-of-way and shall be screened from public view.
 - 4) Roof-top-mounted heating, ventilation, air conditioning and energy producing equipment shall be screened from the view of any public right-of-way or incorporated into the structural design to the extent that either method does not impede functionality. Parapets, projecting cornices, awnings or decorative roof hangs are encouraged. Flat roofs without cornices are prohibited.
 - 5) Building Materials:
 - a) The use of cinder-block, concrete and concrete block is prohibited on any portion of a structure that is visible from the building's exterior, with the exception of use in the building's foundation.
 - b) The use of vinyl, aluminum or other non-wood siding is permitted as illustrated in the Village Review Board Design Guidelines. Asphalt and asbestos siding are prohibited.
 - c) Buildings with advertising icon images built into their design ("trademark buildings") are prohibited.
 - 6) No building on Maine Street shall have a horizontal expanse of more than 40 feet without a pedestrian entry.
 - 7) No building on Maine Street shall have more than 15 feet horizontally of windowless wall.
 - 8) All new buildings and additions on Maine Street:
 - a) Must be built to the front property line. This may be waived if at least 60% of the building's front facade is on the property line, and the area in front of the setback is developed as a pedestrian space.
 - b) If adding more than 50% new floor area to a structure, the addition

shall be at least two stories high and not less than 20 feet tall at the front property line.

- c) The first floor facade of any portion of a building that is visible from Maine Street shall include a minimum of 50% glass. Upper floors shall have a higher percentage of solid wall, between 15% and 40% glass.

- 2. Proposed additions or alterations to noncontributing resources shall be designed to enhance or improve the structure's compatibility with nearby contributing resources as compared to the existing noncontributing resources.

C. Signs

Signs shall comply with the requirements of Chapter 6 (Sign Regulations) with consideration given to the Village Review Zone Design Guidelines.

D. Demolition and Relocation

- 1. Demolition or partial demolition or relocation of a contributing or, if visible from a public right-of-way, a noncontributing resource, excluding incidental or noncontributing accessory buildings and structures located on the same property, shall be prohibited unless the application satisfies at least one of the following criteria:
 - a. The structure poses an imminent threat to public health or safety. An application must be accompanied by a report from a qualified structural engineer for review by the Town Code Enforcement Officer and photographs depicting the current condition of the building.
 - b. The condition of the structure is such that it cannot be adapted for any other permitted use, whether by the current owner or by a purchaser, resulting in a reasonable economic return, regardless of whether that return represents the most profitable return possible, provided that the applicant can document he/she has not contributed significantly to the deterioration of the structure. An opinion shall be provided from an architect, licensed engineer, developer, real estate consultant or appraiser or from a professional experienced in historic rehabilitation, as to the economic feasibility for restoration, renovation, or rehabilitation of the contributing resource versus demolition or relocation of same.
 - c. The proposed replacement structure or reuse of the property is deemed to be as appropriate and compatible with the existing streetscape and surrounding contributing resources.
- 2. Demolition, partial demolition or relocation of a noncontributing resource visible from a public right-of-way, shall be approved by the Village Review Board if it is determined that the proposed replacement structure or reuse of the property is deemed more appropriate and compatible with the surrounding contributing resources than the resource proposed for demolition.

216.10

Appeal to Zoning Board of Appeals

- A. A person with standing may appeal a decision by the Village Review Board, to the Zoning Board of Appeals within 30 days of the date of such decision pursuant to Sections 703.4 and 703.5 herein.

216.11 Expiration of Certificate of Appropriateness

If two years after issuance of a Certificate of Appropriateness, the approved work is not found to be complete by the Codes Enforcement Officer, the approval shall lapse. The applicant may, at any time before the date of approval expiration, make a written request to the Village Review Board for an approval time extension. This request shall explain the reasons why the improvements have not been completed and indicate how the applicant expects to complete the project if the Board grants an extension. The Board may consider any changes to the Zoning Ordinance or any other new information relevant to the application when considering an extension request.

216.12 Definitions

Definitions specific to this Section are as follows:

Character-Defining Feature: The form, material and detail of those architectural features important in defining a building's historic character and whose retention will preserve that character. Such features include, but not limited to, facades, roofs, porches, windows, doors, trim, massing, scale, orientation and landscape features, such as fences, walls, posts and walkways.

Compatibility: Possessing characteristics that are predominant in nature to character-defining features of structures within a neighborhood as described in the Village Review Zone Design Guidelines. Compatibility does not mean "the same as." Rather, compatibility refers to the sensitivity of alterations or development proposals in maintaining the character of the existing neighborhood.

Contributing Resource: A building, site, structure, or object that adds to the historic association, historic architectural quality, or archeological values for which a property is significant because it was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity, or is capable of yielding important information about the period; or it independently meets the National Register criteria.

Contributing Resource of Local or Regional Significance: A building, site, structure, or object over 50 years of age identified in Appendix ____ as having local or regional significance based on Town-established criteria as follows:

1. Its value as a significant example of the cultural, historic, architectural, archeological, or related aspect of local or regional heritage;
2. Its location as a site of significant historic or prehistoric event or activity which may have taken place within or which involved the use of any existing structure on the property.
3. Its identification with a person or persons who significantly contributed to the cultural, historic, architectural, archeological, or related aspect to local or regional heritage.
4. Its exemplification of a significant architectural type, style, or design distinguished by innovation, rarity, uniqueness, or overall quality of design, detail, materials and artisanship.
5. Its identification as the work of an architect, designer, engineer, or builder whose individual work is significant in local or regional history or development.
6. Its representation of a significant cultural, historic, architectural, archeological, or theme expressed through distinctive areas, sites, structures, objects, or artifacts that may or may not be contiguous.

Historic District: A geographic area federally designated as an historic district and listed on the National Register of Historic Places.

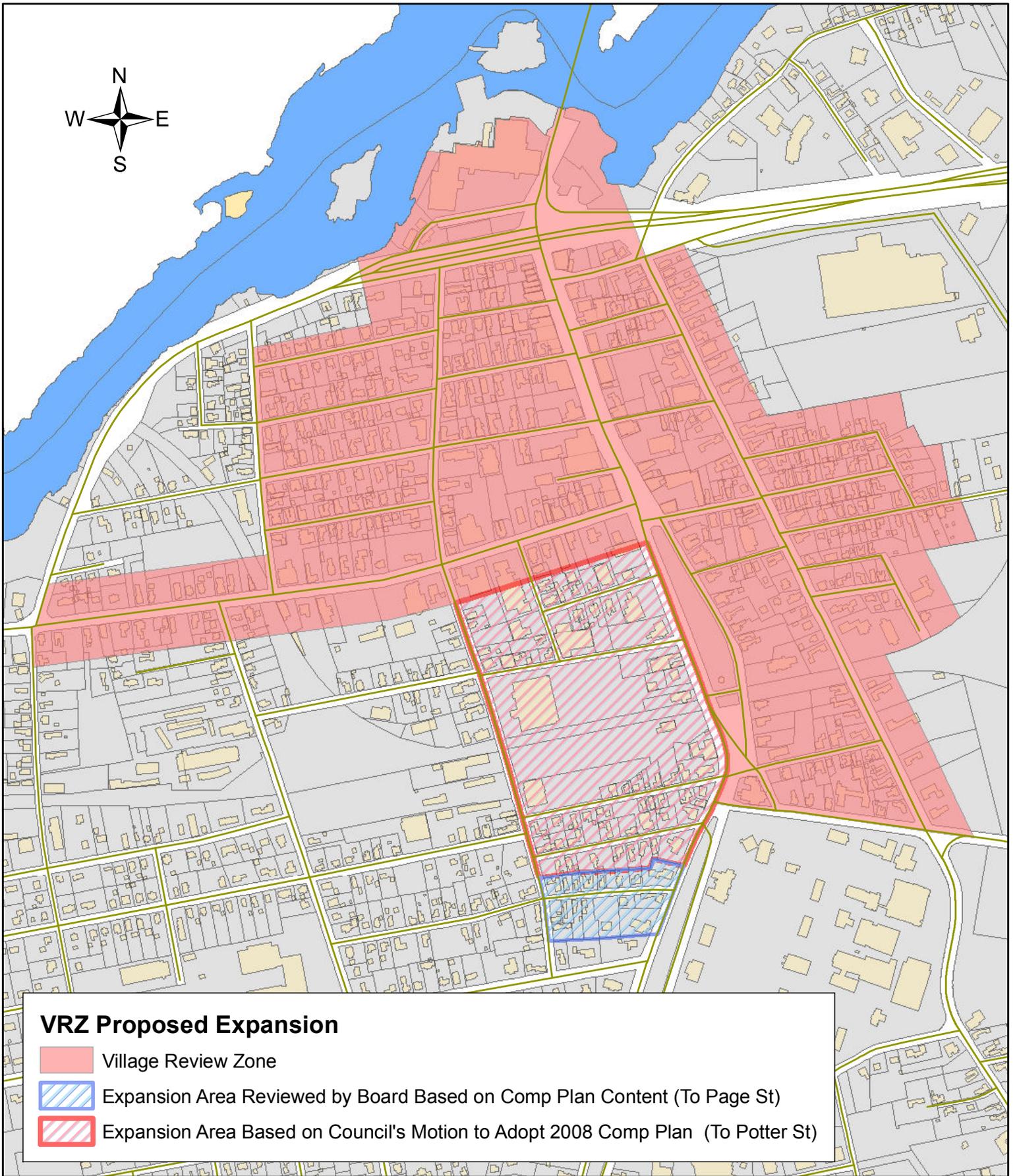
Historic Integrity: The authenticity of a property's historic identity as evidenced by the survival of physical characteristics (location, design, setting, materials, workmanship and association) that existed during the property's prehistoric or historic period.

In-Kind Replacement: Replacement of a feature with new materials that identically matches the original with respect to design, size, configuration, texture and other visual qualities.

Noncontributing Resource: A building, structure, or object that does not add to the historic sense of time and place or historic development; or one where the location, design, setting, materials, workmanship or association have been so altered or have so deteriorated that the overall integrity has been irretrievably lost.

Secretary of the Interior's Standards: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, restoring and Reconstructing Historic Buildings* (36 CFR Part 68 in the July 12, 1995 Federal Register or most recent edition), are the national standards to guide work undertaken on historic properties. The intent of the *Standards* is to assist in the long-term preservation of historic structures and features. The *Standards* are used to evaluate rehabilitation projects on certified historic structures for federal tax credits.

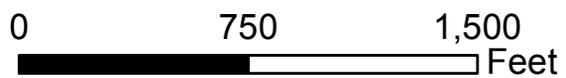
Streetscape: The public setting in which a structure, site or landmark is located. It is the immediate visible neighborhood of the public right-of-way or public land associated with such a structure, including such features as fences, sidewalks and lights.



VRZ Proposed Expansion

-  Village Review Zone
-  Expansion Area Reviewed by Board Based on Comp Plan Content (To Page St)
-  Expansion Area Based on Council's Motion to Adopt 2008 Comp Plan (To Potter St)

**Village Review Zone
Expansion Alternatives**



ITEM 62

BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY DEVELOPMENT
DEPARTMENT

DENISE M. CLAVETTE
BUSINESS DEVELOPMENT MANAGER

28 FEDERAL STREET
BRUNSWICK, MAINE 04011
TELEPHONE 207-721-0292
FAX # 207-725-6663

TO: Suzan Wilson, Chair Brunswick Town Council and Members of the Brunswick Town Council
Gary L. Brown, Town Manager

FROM: Denise M. Clavette, Business Development Manager *Denise*
Recreation, Trails and Open Space (RTOS) Management Plan Project Leader

DATE: May 29, 2013

RE: Request to set a Public Hearing for the Recreation, Trails and Open Space Management Plan

In early 2011, the Brunswick Town Council adopted a stakeholder committee to develop a management plan for the public benefit conveyance properties (PBC) of the former Brunswick Naval Air Station. Stakeholders were charged with the task of creating the Recreation, Trails and Open Space (RTOS) Management Plan. Stakeholders represented governmental, local and state agencies, Town Council, Bowdoin College, MRRRA, natural resource non-profits, citizens, property abutters, health care organizations and youth partnerships. The group represented depth and breadth of knowledge, expertise and resources to guide the plan's development process. The attached Executive Summary of the RTOS Management Plan describes what the plan entails.

For the past two years, stakeholders met regularly. The stakeholder group divided the workload, and created working groups for management and uses, cultural and historical, natural resources and trails and access. Stakeholders conducted on-site technical research and mapping of existing trails roadways and paths, existing conditions and points of interest, with the help of a Bowdoin College interns, trails consultant Lester Kenway, and technical assistance from the National Park Service.

On September 18, 2012, the stakeholder group facilitated a public meeting for property abutters and the public. Over 50 people attended the meeting and provided valuable input on the first draft of the RTOS Management Plan. Issues and concerns were addressed and incorporated in the next plan draft. Those members of the public who attended, and expressed an interest in being involved were added to an e-mail communications list. Several attended our scheduled stakeholder meetings as well.

Another public meeting / abutters meeting has been scheduled for Thursday, June 6 at 5:30 PM at the Harriet Beecher Stowe Gymnasium. This will give the public another opportunity to provide feedback and input. A revised and final draft will then be developed for the Town Council Public Hearing.

As part of the request to set a Public Hearing on the RTOS Management Plan, the Town Council will also be asked to approve the stakeholder committee and Recreation Commission's proposed name Kate Furbish Preserve, for the 591-acre parcel known as REC-7. Brunswick High School students of the cultural and historical subcommittee researched historic importance and relevance the natural setting, presented names to the Recreation Commission, followed by additional public input. Overwhelmingly, Kate Furbish Preserve was the recommendation.

Feel free to contact me at dclavette@brunswickme.org or at 721-0292 if you have any questions.

Public Benefit Conveyances
Properties conveyed to the Town of Brunswick from
Brunswick Naval Air Station (BNAS)
**RECREATION, TRAILS & OPEN
SPACE MANAGEMENT PLAN**



Town of Brunswick, Maine
June 2013

Executive Summary

The Recreation, Trails and Open Space Management Plan document shall guide the management of the Town of Brunswick public benefit conveyance lands, public access and open space properties which shall be managed for the purposes of recreation, trails and open space conservation. The properties within this management plan include land acquired by / conveyed to the Town as surplus federal property following the closure of the Brunswick Naval Air Station (BNAS). In assuming responsibility for the conveyance lands, the Town is responsible for the establishment of management plans and the stewardship for each of the parcels formerly associated with BNAS.



A stakeholders group was formed including representatives from the Town of Brunswick staff, council, and committees, as well as from MRRRA and Bowdoin College, both also in receipt of BNAS surplus properties. The Town of Brunswick, Bowdoin College, and MRRRA were all also involved in the development of the BNAS Reuse Master Plan. With the common interest of ensuring the appropriate use and management of the former BNAS properties, the charge of the group was to help the Town develop this set of management plans with an emphasis on recreation and conservation of natural and cultural/historic resources.

Within this management plan, several parcels have been inventoried and assessed individually to determine appropriate level of use and access, the recreational opportunities, and the appropriate protection of ecological and cultural resources. The public benefit conveyance lands together offer a range of experiences and community benefits, and this management plan seeks to both maximize the community benefits and protect important resources through the establishment of the overarching management goals and the management plans for the individual parcels.

Cultural & Historic Context. The former BNAS properties have a cultural history that pre-dates the establishment of the naval facility during WWII. Dating back to early native inhabitants, archaeological evidence indicates the land was used as hunting and gathering grounds. Early European settlement records indicate the establishment of four homesteads by 1739, with evidence of the later development of the area also supporting small mills, marine clay harvesting and other natural resource based activities, as well as some civic uses.

Ecological Context. The natural and ecological values of the former BNAS properties are quite significant, despite what might be thought of as intensive use over the past 70 years. At the landscape level, the land is part of a significant block of unfragmented forest, and features the stream system and tidal marshes of Mere Brook as a significant ecological feature. The predominantly silt and fine sand soils over marine clay support a range of vegetation types and natural communities in the unbuilt areas of the property, dominated by Oak-Pine Forest. The Lowbush Blueberry Sandplain Grasslands is the

most notable natural community (including the East Brunswick Transmitter Site), which is listed as critically imperiled in Maine. Other notable natural communities include remnants of the Pitch Pine Heath Barren forest community type (critically imperiled), and areas of the rare Freshwater Tidal Marsh.

The properties also support a number of rare, threatened, or endangered plant and animal species, as well as some state-identified, high value wildlife habitats, including waterfowl and wading bird habitats and deer wintering areas.

Overall, the management and stewardship of the conveyance lands must have a significant focus on protecting the high value natural communities and plant and animal species, and must also be sensitive to known cultural and historic resources. The development of recreational and trails uses will continue to be strongly influenced by the overall management goals of protecting cultural and natural resources.

Kate Furbish Preserve

The recreational use for the Kate Furbish Preserve, the largest of the Town's open space properties from the conveyance, has been determined to be primarily passive, including a system of walking and shared-use trails; winter use for non-motorized recreation; access for hunting, fishing, clamming, etc.; opportunities for educational signage or amenities; and modest parking to serve trailheads. These uses will provide tremendous community benefit, while balancing the need for protecting significant ecological and cultural values. The Kate Furbish Preserve is not intended for motorized vehicles other than for emergency or maintenance, will not allow camping, and will be open from one hour before dawn until a half hour after dusk. Much of the chain link fencing will be removed over time, to improve wildlife habitat connectivity and in some cases trail connectivity.

Perimeter Trail System

A conceptual plan has been developed to create a trail around the perimeter of the entire contiguous land of the former BNAS property. This trail would be developed on Town of Brunswick, Bowdoin College, and MRRRA properties, created using both some of the existing perimeter road from the former BNAS facilities as well as some new trail segments. The perimeter trail would connect to the trail system of the Kate Furbish Preserve at the southern end, and in the long term could have connections to other trails in the area such as the Bike Trail and trails of the Town Common on Harpswell Road. Trails must be developed in phases, with cooperation from the three major property owners and other community abutters.

ITEM 63

BACK UP MATERIALS

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: Gyawali INC

Incorporation Date: Jan - 10, 2005 Incorporation State: ME

New License: Opening Date _____ Renewal License

Business Name: Shere Punjab E-Mail: _____

Business Address: 46 Maine St Business Phone Number: 207-313-0422

Name of Contact Person: Prakash Gyawali Contact's Phone Number: 617-759-1006

Mailing Address for Correspondence: 46 Maine St Brunswick, ME 04011

Signature of Applicant: [Signature] Date: May 17, 2013

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

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

Corporations Please Complete:

Address of Incorporation: 46 Maine St - Brunswick Phone #: 207-313-0422

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Prakash Gyawali</u>	<u>President</u>	<u>28 Robinson St - South Portland</u>	<u>100</u>

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____

Seller of Prepared Food on Public Way: \$25.00 Insurance Binder Picture of Cart (also will need FSE License)

Waiting on: _____ Mailed or Issued Date: _____ PH Date: _____

Type of License: seller of PP food Paid Fee: \$ 25- Cash / Check Date: MAY 17 2013

Advertising Fee: \$ _____ Paid

May 17, 2013
Town Of Brunswick
28 Federal St. Brunswick, MINE 04011

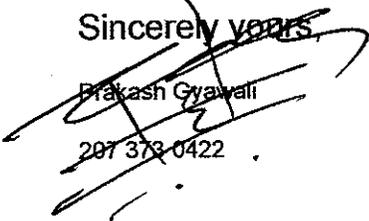
Ref: Application for side walk seating

Dear Sir/Madam

My Name is Prakash Gyawali. I am a owner of Shere Punjab Restaurant. I would like to apply for side walk seating in front of my Restaurant during my business hours. We will be serving food and beavers. I submit application for food license along this. As your wish Please let me know if you have any question.

Thank you

Sincerely yours,


Prakash Gyawali

207 373 0422

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: Cuong Ly
 Partnership-Partner's Names: _____
 Corporation-Corporation Name: LL SAIGON LLC
 Incorporation Date: Nov-2012 Incorporation State: ME

New License: Opening Date _____ Renewal License

Business Name: Little Saigon Restaurant E-Mail: N/A
 Business Address: 44 MAIN ST Business Phone Number: 207-725-1888
 Name of Contact Person: Cuong Ly Contact's Phone Number: 207-650-0338
 Mailing Address for Correspondence: 44 Main St Brunswick, ME, 04011
 Signature of Applicant: [Signature] Date: 5/17/2013

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

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

Corporations Please Complete:

Address of Incorporation: _____ Phone #: _____
 Name of Corp. Officer, Owner, or Partners: Cuong Ly Title: IFAWN MEADOW Ln Address: Freeport, ME, 04032 % of Stock or ownership: 100%

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____

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

Waiting on: _____ Mailed or Issued Date: _____ PH Date: _____
 Type of License: Seller PP Food Paid Fee: \$ 25- Cash Date: MAY 17 2013
 Advertising Fee: \$ _____ Paid

May 17, 2013
Town Of Brunswick
28 Federal St. Brunswick, MINE 04011

Ref: Application for side walk seating

Dear Sir/Madam

My Name is Cuong Ly. I am a owner of Little Saigon Restaurant. I would like to apply for side walk seating in front of my Restaurant during my business hours. We will be serving food and beavers. I submit application for food license along this. As your wish Please let me know if you have any question.

Thank you

Sincerely yours,

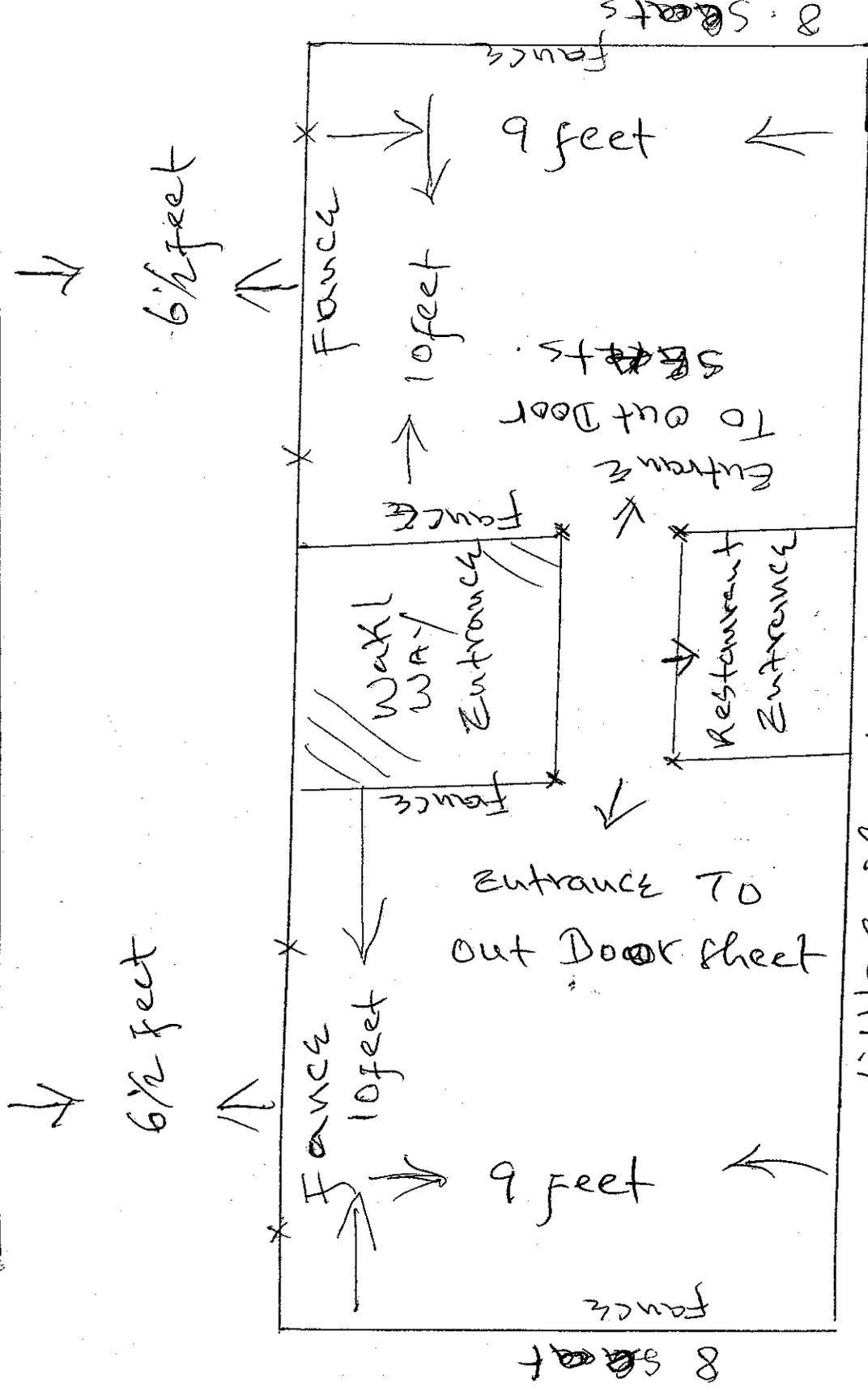
Cuong LY

725-1888



MAINE Street

CURVE



Little Saigon 44 mainst.

ITEM 64

BACK UP MATERIALS

To: Brunswick Town Council

From: Councilor Watson, Chair Appointments Committee

Date: 05/25/2013

On the evenings of 05/14/2013 the Appointments' Committee met to interview applicants for six (6) committees (Boards/Commissions).

At this time the Committee would like to recommend for appointment the following:

To the Conservation Commission: The Committee interviewed four persons for three positions and recommend for appointment.

Jason Coombs (Reappointment) Amanda Mahaffey (Reappointment) Thomas Rumpf (New Appointment)

To the Cable Television Committee: The Committee interviewed one person for reappointment and recommend.

Charlie Priest

To the Marine Resource Committee: The Committee interviewed one person for reappointment and recommend

Frederick Wigand

To the Recycling Committee: The Committee interviewed two person for reappointment and recommend

Holly Greens Sarah Wolpow

To the Zoning Board of Appeals: The Committee interviewed one person for reappointment and recommend

Sande Updegraph

To the Bicycle and Pedestrian Adv. Committee: The Committee interviewed two persons for one position. The Committee is not bringing forward recommendation at this time as there is one person still to interview.

Summary of Received Applications

5/14/2013

Date of Application

Bicycle & Pedestrian Adv. Comm.

John	Blood	116 Woodside Rd	725-1274	5/1/2013
Will this be a reappointment	no	MembershipType:	Interview Time:	<input type="text" value="May 15, 2013 at 8:00 p.m."/>
Michael	Davis	7 Federal Street	837-8728	5/1/2013
Will this be a reappointment	No	MembershipType:	Interview Time:	<input type="text" value="May 15, 2013 at 7:45 p.m."/>
Katherine	Wilson	144 Pleasant Street	725-0179	5/1/2013
Will this be a reappointment	No	MembershipType:	Interview Time:	<input type="text" value="May 15, 2013 at 7:30 p.m."/>

Cable Television Committee

Charles	Priest	9 Bowker St.	725-5439	4/4/2013
Will this be a reappointment	yes	MembershipType:	Interview Time:	<input type="text" value="May 15, 2013 at 7:00 p.m."/>

Conservation Commission

Jason	Coombs	16 Growling Bear Dr	837-7080	4/8/2013
Will this be a reappointment	yes	MembershipType:	Interview Time:	<input type="text" value="May 15, 2013 at 7:15 p.m."/>
Amanda	Mahaffey	101 Union Street	449-3070	4/15/2013
Will this be a reappointment	Yes	MembershipType:	Interview Time:	<input type="text" value="April 17, 2013 at 7:00 p.m."/>
Thomas	Rumpf	34 Belmont St.	725-1249	4/16/2013
Will this be a reappointment	No	MembershipType:	Interview Time:	<input type="text" value="April 17, 2013 at 7:45 p.m."/>
Paul	Saucier	44 Chamberlain Avenue	725-7103	3/14/2013
Will this be a reappointment	No	MembershipType:	Interview Time:	<input type="text" value="April 17, 2013 at 6:00 p.m."/>

Marine Resource Committee

Frederick Wigand 12 Larrabee Farm 729-0363 3/15/2013
Will this be a reappointment yes MembershipType: RRSB Interview Time:

Recycling & Sustainability Committee

Holly Greene 202 Church Road 751-8445 3/29/2013
Will this be a reappointment yes MembershipType: Interview Time:

Sarah Wolpow 45 Page St. 721-0941 5/1/2013
Will this be a reappointment Yes MembershipType: Interview Time:

Zoning Board of Appeals

Sande Updegraph 724 Durham Rd 725-1345 5/1/2013
Will this be a reappointment Yes MembershipType: Full Interview Time:

BRUNSWICK BOARDS AND COMMITTEE OPENINGS

The Brunswick Town Council will be holding interviews on Wednesday, May 15, 2013, to the following Boards and/or Committees vacancies listed below. Interested citizens should complete an application form, available in the Town Clerk's Office. Please return applications to the Town Clerk's Office by 4:30 P.M. on Tuesday, May 14, 2013. The next deadline for an application will be June 17th.

Bicycle and Pedestrian Advisory Committee

1 member – no set term

Cable TV

1 member – 3 year term to expire on 09/06/2015

Conservation Commission

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

2 members – 3 year terms to expire on 05/01/2016

Fair Hearing Authority

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

Marine Resource Committee

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

1 Alternate (no license holder) – 3 year term to expire on 05/01/2016

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

1 member (Commercial Harvesters) – 3 year terms to expire on 05/01/2016

1 member (no license holder) – 3 year term to expire on 05/01/2016

Personnel Board

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

Recreation Commission

2 members – balance of 3 year terms to expire on 07/01/2015

Recycling & Sustainability Committee

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

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

Sewer District Board of Trustees

1 full member – 3 year term to expire on 04/01/2016

Trust Fund Advisory Committee

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

Village Review Board

2 full members – balance of 3 year terms to expire on 10/20/2015

1 member – balance of 3 year term to expire on 10/20/2013

Zoning Board of Appeals

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

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

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

For Office Use Only
4/16/13 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Tom Rumpf Date 4/15/13

Street Address: 34 Belmont Street

Home Telephone #: 725-1249 E-mail Address: trumpfy@gmail.com I live in Council District #: 7

I wish to be considered for appointment to the:

Conservation Commission

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: _____

and/or

ASSOCIATE MEMBERSHIP STATUS: _____

TERM EXPIRES: 05/01/2014

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

Number of Years _____ Date term expires _____

Occupation: Manager

Employer: The Nature Conservancy in Maine Work Telephone #: 207-729-5181

List any civic organizations to which you belong:

UU Church of Brunswick, Chair Finance Committee

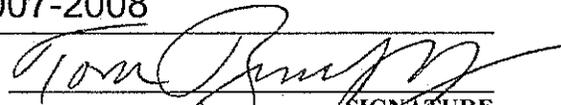
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

Licensed Forester in Maine (#738), employee of The Nature Conservancy for 18 years, Policy/program development and implementation at Maine Forest Service 1978-1987

Have you previously served on a Town board/committee/commission? Yes If so, please list the board/committee/commission and years of service:

Land for Brunswick's Future, Chair 2006-2007

Brunswick Economic Development Commission, 2007-2008


SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Conservation Commission

Term Length: expires 5/1/2014

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

No

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

BS and MS in Forest Management; Licensed Forester #538 in Maine; 7.5 years on Freeport Planning Board;
4 years on Freeport Solid Waste/Recycling Committee; 1 term on Freeport Residential Growth Management Committee;
One term on Freeport Town Council, 2003-2005; 6 years on Freeport Conservation Trust Board

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

To make a contribution to the Brunswick community and get more engaged in town affairs.

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

Yes

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

No

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

I look forward to the opportunity to work with the Conservation Commission here in Brunswick.

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

For Office Use Only	
_____	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: AMANDA MARLA MAHAFEEY Date 4/13/13

Street Address: 101 UNION ST.

Home Telephone #: 449-3070 E-mail Address: amahalfeey@gmail.com I live in Council District #: 6

I wish to be considered for appointment to the:

CONSERVATION COMMISSION

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 5/2/13

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: _____

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

CONSERVATION COMMISSION Number of Years 4 Date term expires 5/1/13

Occupation: NORTHEAST REGION DIRECTOR

Employer: FOREST GUARD Work Telephone #: 432-3701

List any civic organizations to which you belong:

<u>ST. CHARLES BORROMEO YOUTH MINISTRY - MUSIC</u>	<u>SOCIETY OF AMERICAN FORESTERS</u>
<u>WESLINGTON YOUTH CHURCH - DIRECTOR</u>	<u>RED CROSS BLOOD/PLATELET DONOR</u>
	<u>BLT</u>

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

LICENSED FORESTER, WETLAND SCIENTIST,
REGIONAL DIRECTOR FOR A NATIONAL ENVIRONMENTAL NON-PROFIT

Have you previously served on a Town board/committee/commission? _____ If so, please list the board/committee/commission and years of service:

CONSERVATION COMMISSION SINCE 2009

Amanda Mahaffey
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

PLEASE NOTE: This completion of this application by a person is not considered an appointment to a Board or Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: CONSERVATION COMMISSION

Term Length: 3 YRS

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

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

4 YEARS' PAST LEADERSHIP ON CONSERVATION COMMISSION
MASTERS OF FORESTRY, B.A. GEOLOGY & GEOPHYSICS
PRACTICING FORESTER & ENVIRONMENTAL CONSULTANT SINCE 2004

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

I ENJOY THE PRIVILEGE OF SERVING THE PEOPLE OF BRUNSWICK
AND USING ENVIRONMENTAL SKILLS TO REPRESENT THE ENVIRONMENTAL
& NATURAL RESOURCE INTERESTS THAT DEFINE BRUNSWICK'S RURAL HERITAGE.

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

YES

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

NO

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

IT WOULD BE A PRIVILEGE TO CONTINUE SERVING ON THE CONSERVATION
COMMISSION

DISCLOSE ANY INTEREST STATEMENTS HERE AND HAVE A PRACTICING PERSON IN THE POSITION

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

For Office Use Only	
<u>11/19/12</u>	Date App.
_____	Received
_____	Date App.
_____	Entered
_____	Appointed

Full Name: Sarah Wolpow Date 11/16/12

Street Address: 45 Page St Brunswick

Home Telephone #: 721-0941 E-mail Address: Thistlefarm@comcast.net I live in Council District #: 7

I wish to be considered for appointment to the:
Recycling + Sustainability Committee
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: _____
and/or
ASSOCIATE MEMBERSHIP STATUS: _____ TERM EXPIRES: _____

Do you currently serve on any Town Board/Committee/Commission? yes If so, please state name of Board/Committee/Commission and the number of years of service:
same Number of Years 3 Date term expires 11/1/2013

Occupation: Landscape Designer / Writer

Employer: Self Work Telephone #: _____

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
Lifetime interest in environmental issues, worked for numerous env. non-profits in paid + volunteer positions, coursework toward Masters in Community Planning

Have you previously served on a Town board/committee/commission? If so, please list the board/committee/commission and years of service:
yes - this committee, 3 yrs

[Signature]
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

You will be contacted to set up an interview with the Appointment Committee
It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

PLEASE NOTE: This completion of this application does not constitute an appointment to a Town Board/Committee or any other position of public office.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Rec. + Sus. Comm.

Term Length: 3

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

No

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

See notes on reverse

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

To help the town move toward a more sustainable future

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

Yes

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

No

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

No

ALL CONFLICT OF INTEREST STATEMENTS ARE THE SOLE RESPONSIBILITY OF THE APPLICANT.

3/15

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

For Office Use Only	
MAR 15 2013	App.
_____	Received
_____	Date App.
_____	Entered
_____	Appointed

Full Name: FRODOBERTH S. WIGAND Date 3/15/13

Street Address: 12 LARRABEE FARM RD, BRUNSWICK

Home Telephone #: 729-0363 E-mail Address: FRODWIGAND@GMAIL.COM live in Council District #: _____

I wish to be considered for appointment to the:

MARINE RESCUE COMM.

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 5/13

and/or
ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: _____

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

MARINE RESCUE COMM. Number of Years 10 Date term expires 5/13

Occupation: DOCTOR

Employer: SELF Work Telephone #: 729-3911

List any civic organizations to which you belong:

BRUNSWICK-TASMAN ATHLETIC CLUB, TASMAN EXPLORERS
TASMAN GOVERNMENT SCH., LINCOLN VILLAGE STUDENT COUNCIL

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

WORK IN RESCUE COMM. FOR YEARS

Have you previously served on a Town board/committee/commission? Y If so, please list the board/committee/commission and years of service:

SAME AS ABOVE



SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

PLEASE NOTE: The completion of this application allows a person to be considered for a Town Board/Committee/Commission and a guarantee of placement on a Board/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: MAYORAL OFFICE

Term Length: 3

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

NO

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

YES

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

CIVIC INTEREST

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

YES

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

NO

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

I WILL BE OUT OF STATE APRIL 17th
WHICH INTERVIEW ARE SCHED.

CONFLICT OF INTEREST STATEMENT HERE AND I AM APPLICANT RESPONDING TO THIS ON

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

For Office Use Only
Date App. Received
Date App. Entered
Appointed
MAR 29 2013

Full Name: Holly S. Greene Date 3-29-13

Street Address: 202 Church Rd. Brunswick, ME

Home Telephone #: 751-8445 E-mail Address: hollyg99@hotmail.com I live in Council District #: 3

I wish to be considered for appointment to the:
Reading + Sustainability Committee
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: _____
and/or
ASSOCIATE MEMBERSHIP STATUS: _____ TERM EXPIRES: _____

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

Reading + Sustainability Committee Number of Years 3 Date term expires this year

Occupation: Elementary School Teacher

Employer: Brunswick School Dept. Work Telephone #: 319-1960

List any civic organizations to which you belong:

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

Have you previously served on a Town board/committee/commission? _____ If so, please list the board/committee/commission and years of service:

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

SIGNATURE

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

You will be contacted to set up an interview with the Appointment Committee
It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Recycling + Sustainability

Term Length: 3 yrs.

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

no

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

prior committee member

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

I like helping the town.

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

yes

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

no

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

no

THE BOARD OF COMMISSIONERS STATEMENT HERE AND THE APPLICANT'S RESPONSES ARE FOR INFORMATION ONLY.

3/20 6 pm

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

For Office Use Only	
11/19/12	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: Sande Updegraph Date 11-16-12

Street Address: 724 Durham Rd. Brunswick 04032

Home Telephone #: 725-1345 E-mail Address: sandeupdegraph@gmail.com live in Council District #: 4

I wish to be considered for appointment to the:
ZBA

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 11-21-12

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: 11-20-15

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

① ZBA Number of Years 6 Date term expires 11-20-12

Occupation: Manager, Train Center, Freeport

Employer: Town of Freeport Work Telephone #: 869-5310

② List any civic organizations to which you belong:
Freeport + USA (formerly
creator Freeport Chamber, Freeport Merchants Assn)
BDA, Freeport Community Improvement Assoc.
MRPA

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

- 6 years as Economic Development Director in Freeport
- Zoning, permitting & planning certifications (municipal)

Have you previously served on a Town board/committee/commission? Yes If so, please list the board/committee/commission and years of service:

Above

Sande Updegraph
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

This completion of this application allows a person to be considered for a Town Board/Committee/Commission.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: ZBA

Term Length: 3

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

No

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

- 6 years as Freeport's Econ Dev. Director and appropriate certifications
- 3 years as MERA trustee

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

To provide continuity on the board and familiarity with ordinances and process;
To provide a viewpoint that has been developed by working at another community.

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

Yes

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

No

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

I hope to continue to participate

DISCLOSURE OF INTEREST STATEMENT: PLEASE ADD IN AN APPLICANT'S RESPONSIBLE INTERESTS

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

For Office Use Only
_____ Date App.
_____ Received
_____ Date App.
_____ Entered
_____ Appointed

Full Name: CHARLES R. PRIEST Date 4-4-2013

Street Address: 9 BOWKER ST

Home Telephone #: 725-5439 E-mail Address: cpriest1@comcast.net I live in Council District #: 5

I wish to be considered for appointment to the:

comcast.net

Reappointment to Cable TV Advisory Committee

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM BEGINS: when appointed

TERM EXPIRES: _____

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

Cable TV Advisory Center Number of Years 14+ Date term expires 2/2011

Occupation: Attorney / Legislator

Employer: Self / Maine Legislature Work Telephone #: 622-3789

List any civic organizations to which you belong:

Brunswick Topsham Land Trust

flab. fa f

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

Have served on ^{TV} committee since its inception

Have you previously served on a Town board/committee/commission? If so, please list the board/committee/commission and years of service:

Cable TV since beginning

Town Council - twice - 1990s, early 2000

Charles R. Priest

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

PLEASE NOTE: The completion of this application allows an applicant to be considered for a Town Board/Committee/Commission. It does not guarantee an appointment to a Board/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Cable TV Advisory Council

Term Length: 3

1. Do you have any questions about what the Board/Committee/Commission does or on its charge?
No

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

3. Why would you like to be on the Board/Committee/Commission?
I enjoy the service and support the Town
Cable Channel

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

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?
No

6. Do you have anything you would like to add?
No

NO CONFLICT OF INTEREST STATEMENT HERE AND HAVE APPLICANT RESPOND HERE IN SON

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

For Office Use Only
4/8/13 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Jason E Coombs Date _____

Street Address: 16 Growing Bear Dr.

Home Telephone #: 837-7080 E-mail Address: JCoombs91@Yahoo.com I live in Council District #: _____

I wish to be considered for appointment to the:
Conservation Comm.
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: 5-1-2013
and/or
ASSOCIATE MEMBERSHIP STATUS: TERM EXPIRES: 5-1-2016

Do you currently serve on any Town Board/Committee/Commission? Yes. If so, please state name of Board/Committee/Commission and the number of years of service:
Conservation Comm. Number of Years 3 Date term expires 5-1-2013

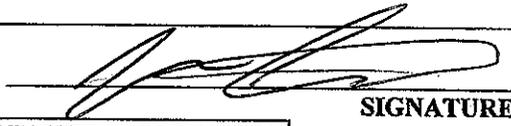
Occupation: Sports writer/photographer

Employer: Maine Sports Weekly Work Telephone #: _____

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
3 years conservation comm, wildlife removal expert - 15 years

Have you previously served on a Town board/committee/commission? _____ If so, please list the board/committee/commission and years of service:


SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Conservation Comm.

Term Length: 3 years

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

2. Do you have any practical experience or formal education that would be relevant to the Board/Committee/Commission?
3rd grade Vermont Comm - 15 years working with wildlife / habitat -

3. Why would you like to be on the Board/Committee/Commission?
to continue extensive work that we have been doing with town owned properties -

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

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?
NO

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

IN CONTACT OF INDENTIFIED STATEMENT HERE AND THAT APPLICANT RESPOND HERE IS ON

4117.

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

For Office Use Only	
<u>MAR 14 2013</u>	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Paul Saucier Date 3/15/13
 Street Address: 44 Chamberlain Ave, Brunswick
 Home Telephone #: 725-7103 E-mail Address: PJSaucier@comcast.net I live in Council District #: 5

I wish to be considered for appointment to the:
Conservation Commission

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
 FULL MEMBERSHIP STATUS: TERM BEGINS: 5/1/11
 and/or
 ASSOCIATE MEMBERSHIP STATUS: TERM EXPIRES: 5/1/14

Do you currently serve on any Town Board/Committee/Commission? NO If so, please state name of Board/Committee/Commission and the number of years of service:
 _____ Number of Years _____ Date term expires _____

Occupation: Health Policy Analyst
 Employer: Truven Health Analytics Work Telephone #: 406-2017

List any civic organizations to which you belong:
Bicycle Coalition of ME; Brunswick-Topsham Land Trust;
Appalachian Mountain Club; Cathance River Education Alliance

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
I have served on boards, commissions and advisory groups at the local, state and national levels. I understand group process and how to promote collaboration and consensus.

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

Paul Saucier
 SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

You will be contacted to set up an interview with the Appointment Committee.
 It is the intent of the Town to televise proceedings of Boards/Committees/Commissions

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Conservation Commission

Term Length: remainder of a 3-yr term ending 5/1/14

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

What does the Town Council expect of the Commission?
What does the Council view as its most important contributions?

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

I am an all-season user of conservation areas. I am a former Institute Director at the Muskie School of Public Service, where I collaborated with the Casco Bay Estuary Partnership. I have an M.A. in Public Policy and several years experience with the policy process.

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

I believe that having and promoting open spaces is one of Brunswick's great assets. After 20+ years of enjoying those assets, I want to give back to the town in the form of service. I have a particular interest in promoting physical activity to promote public health.

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

Yes, I understand the commission meets monthly and engages in other ad hoc activities and can commit to making most meetings.

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

No.

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

No.

EDUCATION

- M.A., Edmund S. Muskie School of Public Service, University of Southern Maine, Portland, ME
- B.S., Cornell University, Ithaca, NY

RELEVANT EXPERTISE

- Fifteen years of qualitative research on integrated care programs for beneficiaries who are dually eligible for Medicare and Medicaid.
- Twenty years of qualitative research, policy analysis and program development in aging and disability, with a special emphasis on managed long term services and supports.
- Extensive knowledge of the Medicaid and Medicare program and excellent access to state policy makers.
- Extensive experience directing large and complex projects, including management of multi-party collaboratives.
- National publications and presentations targeted to federal and state policy makers.

PROFESSIONAL EXPERIENCE

TRUVEN HEALTH ANALYTICS (FORMERLY THE HEALTHCARE BUSINESS OF THOMSON REUTERS), CAMBRIDGE, MA

COMMUNITY LIVING SYSTEMS DIRECTOR, INTEGRATED CARE SYSTEMS 2010 – PRESENT

- Designs and conducts mixed method studies that include analysis of administrative data; literature reviews; document analysis; case studies; focus groups and key informant interviews with federal and state officials, health plans, providers, advocates and consumers.
- Conducts policy analysis, program assessment, program design, stakeholder participation strategies and technical assistance for federal and state agencies, with a particular emphasis on long term supports and services, and their linkage with primary and acute care.
- Develops best practice briefs, web sites and other technical assistance tools targeted to policy makers and program designers.
- Prepares option papers and decision memos for high-level public officials.
- Recent customers have included CMS, ASPE, the Ohio Department of Job and Family Services, the Pennsylvania Department of Social Welfare and Department of Aging, the Iowa Department of Aging, L.A. Care Health Plan and AARP. Recent projects include:
 - Project Director, "Inventory of Managed Long Term Services and Supports Programs," for the Disabled and Elderly Health Programs Group at CMS. Included site visits to MLTSS states, key informant interviews with state officials, web searches, and other means to collect 29 data elements on the 19 MLTSS programs that were operational as of April, 2012. Project also included a projection of future MLTSS programs through January, 2014, based on analysis of state planning documents and key informant interviews. January 2012 to present.
 - Project Director, "Efforts to Enhance Availability and Quality of Managed Long Term Supports and Services," in collaboration with L&M Policy Research, for the Disabled and Elderly Health Programs Group at CMS. Led the data collection effort and provided substantial portions of the content for a web-based MLTSS technical assistance tool for states. April, 2010 to December, 2011.
 - Deputy Project Director, "Dual Eligible Environmental Scanning and Data Architecture," for the Medicare-Medicaid Coordination Office at CMS. Included focus groups of Medicare-Medicaid enrollees in 6 states (CA, NM, NY, OR, PA and WI); a comprehensive literature review of the effectiveness of integrated care and of MLTSS; and development of a national summary and individual state profiles of Medicare-Medicaid enrollees based on linked Medicare and Medicaid files. September, 2010 to March, 2012.

- Senior Consultant, "Integrated Care Consultation to the Ohio Department of Jobs and Family Services." Provided expert consultation to ODJFS on design of Integrated Care Delivery Systems, including all LTSS. Program is scheduled for implementation in April, 2013. November, 2010 to June, 2012.
- Thomson Reuters Project Director, "Evaluation of Practice Models for Dual Eligibles and Medicare Beneficiaries with Serious Chronic Conditions," in collaboration with L&M Policy Research for the Office of Policy at CMS. Included selection of several Medicare hospital referral regions across the country for site visits with health plans, high-volume providers and state officials to identify market factors effecting Medicare cost and quality. Also included site visits to two PACE sites to identify barriers to large-scale replication of the model. June, 2010 to July, 2011.
- Senior Analyst, "Rapid Analysis of Opportunities" for the Iowa Department on Aging. Conducted an organizational and program review to improve coordination and cost effectiveness of long-term supports and services. Included interviews with multiple state and local stakeholders; analysis of state and federal opportunities, and recommendations to policy makers. November, 2010 to March, 2011.

**CUTLER INSTITUTE FOR HEALTH AND SOCIAL POLICY, MUSKIE SCHOOL OF PUBLIC SERVICE,
UNIVERSITY OF SOUTHERN MAINE, PORTLAND, ME**

**DIRECTOR
2009 – 2010**

- Responsible for strategic and operational leadership of a university-based, externally sponsored research institute conducting evaluation, analysis, technical assistance and training in the areas of health; aging and disability; children, youth and families; and justice policy.
 - Led organization with 200 professional research staff and \$25 million annual project funding from state, federal and foundation sponsors
 - Unified 3 former research institutes and multiple programs into the Cutler Institute
 - Conducted applied research in long term supports and services, Medicaid and Medicare

**INSTITUTE FOR PUBLIC SECTOR INNOVATION, MUSKIE SCHOOL OF PUBLIC SERVICE, UNIVERSITY OF
SOUTHERN MAINE, AUGUSTA AND PORTLAND, ME**

**DIRECTOR
2005 – 2009**

- Responsible for strategic and operational leadership of a university-based, externally sponsored research institute conducting analysis, technical assistance and training in the areas of disability, social service regulation and licensing, child welfare and public health.
- Led organization with 100 professional research staff and \$15 million annual project funding from state, federal and foundation sponsors
- Conducted applied research in long term supports and services, Medicaid and Medicare.

**INSTITUTE FOR HEALTH POLICY, MUSKIE SCHOOL OF PUBLIC SERVICE, UNIVERSITY OF SOUTHERN
MAINE, AUGUSTA AND PORTLAND, ME**

**DIRECTOR, CHRONIC ILLNESS, DISABILITY AND AGING PROGRAM
2002 – 2005**

**SENIOR POLICY ANALYST
1996 – 2002**

- Principal Investigator, *Evaluation of Home to the Community Project*. Independent project evaluation in which health, functioning, quality of life and public cost of care are measured over time as people with disabilities move from nursing homes into community settings. Supported by The Robert Wood Johnson Foundation.
- Consultant, *Evaluation of Oregon Health Plan*. Providing consultation regarding the impact of the Oregon Health Plan on older people and people with disabilities. Served on site visit team and co-authored focused report on

enrollment issues. Supported by the U.S. Department of Health and Human Services, through a subcontract with Health Economics Research, Inc.

- Provided strategic direction to and contributed to research and policy analysis in the areas of chronic illness, disability and aging. Led major projects; conducted policy research, evaluation and program design; developed and strengthened relationships with major funders and other external organizations; addressed national audiences. Selected projects included:
- Project Director, *New England Dual Eligibility Coordination Center*. Technical assistance to New England States in their efforts to develop integrated care projects for dually eligible beneficiaries. Supported by The Robert Wood Johnson Foundation.
- Lead Analyst, *The Future of Managed Long Term Care*. National market analysis of managed long term care in publicly funded programs. Included site visits and telephone interviews with state policy makers and health plan officials in several states, including Texas, Florida, New York, Massachusetts and Minnesota. Supported by the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Planning and Evaluation, through a contract with Thomson Medstat (now Thomson Reuters).
- Senior Advisor, Community Partnerships for Older Adults, a national program of The Robert Wood Johnson Foundation. Responsible for development of electronic, web-based resource center that synthesizes key knowledge for community-based partnerships. Participated in grantee selection process and provision of technical assistance.
- Facilitator, *Frontline Long-Term Care Worker Project*. Facilitation of a series of technical expert panels to establish a national research and demonstration agenda on long term care workforce issues. Supported by contracts and grants to The Urban Institute from the U.S. Department of Health and Human Services and The Robert Wood Johnson Foundation.

NATIONAL ACADEMY FOR STATE HEALTH POLICY, PORTLAND, ME

PROJECT DIRECTOR

1994 – 1996

- Directed various projects regarding current health policy issues in the states, with particular emphasis on managed care for older persons and persons with disabilities:
- Served as Project Officer for dual eligibility planning demonstrations in Maryland and Texas.
- Provided technical assistance to states.
- Prepared policy papers and delivered addresses to various state and national audiences.

OFFICE OF POLICY AND LEGAL ANALYSIS, MAINE LEGISLATURE, AUGUSTA, ME

LEGISLATIVE ANALYST

1989 – 1994

- Conducted policy and fiscal analysis in nonpartisan legislative staff office:
- Served as lead analyst for Joint Standing Committee on Human Resources and Joint Select Committee on Corrections.
- Drafted bills and committee amendments.
- Analyzed state policy options affecting Medicaid and other programs administered by the Department of Human Services, Department of Mental Health and Mental Retardation, Department of Corrections, and Office of Substance Abuse.
- Staffed and authored reports for the following legislative commissions: Health and Social Services Transition Team, 1993-94; Commission to Study the Feasibility of a Statewide Health Insurance Program, 1992; Special Commission on Government Restructuring, Subcommittee on Health and Social Services, 1991; Commission to Study the Level of Services for Maine's Elderly Citizens, 1990.

CONSUMER ADVISORY BOARD, PORTLAND, ME

**ASSISTANT TO THE BOARD
1986 – 1989**

- Served as administrator of oversight body created by the consent judgment entered in Wuori v. Concannon, a federal class action suit filed in the District of Maine on behalf of people with mental retardation. Monitored compliance with terms of consent judgment, prepared annual and ad hoc reports to the Department of Mental Health and Mental Retardation and State Legislature, and administered statewide volunteer correspondent program for class members who had no natural family support.

SERVICE AND HONORS

MEMBER, NATIONAL ACADEMY OF SOCIAL INSURANCE, 2010-PRESENT

MEMBER, AARP SCORECARD NATIONAL ADVISORY PANEL, 2012-PRESENT

MEMBER, NATIONAL ADVISORY COMMITTEE, BETTER JOBS/BETTER CARE NATIONAL DEMONSTRATION PROGRAM, 2003 – 2007

IAN AXFORD FELLOW IN PUBLIC POLICY, NEW ZEALAND MINISTRY OF HEALTH AND FULBRIGHT NEW ZEALAND, WELLINGTON, NEW ZEALAND, 2002

ADVISOR, MAINE LEGISLATURE'S JOINT STANDING COMMITTEE ON HEALTH AND HUMAN SERVICES, 1999

INSTRUCTOR, NATIONAL CONFERENCE OF STATE LEGISLATORS SUMMER INSTITUTE, UNIVERSITY OF NORTH CAROLINA, 1999

MEMBER, BLUE RIBBON COMMISSION ON THE FUTURE OF MAINECARE, 2005

MEMBER, MAINE ADVISORY COUNCIL ON RESTRUCTURING AND UNIFICATION OF THE DEPT. OF HUMAN SERVICES AND THE DEPT. OF BEHAVIORAL AND DEVELOPMENTAL SERVICES, 2003

MEMBER, MAINE PUBLIC HEALTH ADVISORY COUNCIL, 1996-1999

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
May 20, 2013
7:00 P.M. – Regular Meeting
Municipal Meeting Room
Brunswick Station
16 Station Avenue

Councilors Present: Chair Suzan Wilson, W. David Watson, Benjamin J. Tucker, John M. Perreault, Gerald E. Favreau, Margo H. Knight, Sarah E. Brayman, 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, Director of Parks and Recreation Department; Troy Smith, Deputy Director of Parks and Recreation Department; Marc Hagan, Deputy Police Chief; Peter Baecher, Facility Director for Parks and Recreation Department; Pat Maher, Police Officer; and TV video crew

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

Public Comment:

Tasha Connors, Memorial Day Parade Committee, spoke regarding the upcoming parade.

Jane Millet, 10 Franklin Street, spoke regarding process and a lack of transparency. She also spoke about costs related to the McLellan building and Longfellow School exchange.

Leon Thayer, Mere Point Road, spoke regarding the College Street project.

Correspondence:

Councilor Perreault updated the Council on 77 Pleasant Street, which is under new ownership. He also spoke on an upcoming meeting regarding the black bridge.

Councilor Brayman said Crystal Spring Farms has been named the best farmer's market in Maine.

Councilor Richardson made a correction to comments he made previously regarding his vote on Building 211 when on he was on the LRA.

Town Council Minutes

May 20, 2013

Page 2

Councilor Favreau wanted his constituents to know that when they contact him he replies by phone, he does not reply by email.

Councilor Tucker gave a legislative update about Representative Daughtry's bill, which was heard last week, with the Committee voting ought not to pass, based on opposition from Senator Gerzofsky and Representative Priest. It will be going to the floor for a vote.

Adjustments to the Agenda: None

MANAGER'S REPORT

(a) Council Committee Updates

Updates were given on the following Committees: Recreation, Trails and Open Space Management Committee; MMA Legislative Policy Committee; and Recycling and Sustainability Committee.

(b) Approval of Nathaniel Davis Fund Committee recommendations (*Action Required*)

Dan Doiron, 20 Cushnoc Lane and Committee member, spoke regarding this item and responded to questions from Councilor Pols.

Councilor Perreault and Councilor Favreau spoke on this item.

Councilor Knight moved, Councilor Pols seconded, to accept the recommendations for the Davis Fund's 2012-2013 allocations as recommended by the Committee. The motion carried with nine (9) yeas.

(A copy of the Committee's minutes, with their recommendations, will be attached to the official minutes.)

NEW BUSINESS

50. The Town Council will consider adopting "A Resolution Authorizing the Town Manager to Sign a Purchase and Sale Agreement for Property at 30 Federal Street," and will take any appropriate action. (Chair Wilson, Councilor Watson, Councilor Tucker, Councilor Favreau, and Councilor Knight)

Councilor Knight spoke regarding this item.

Chair Wilson read a statement from Larissa Darcy, President of the Brunswick Development Corporation.

(A copy of the email from Ms. Darcy will be attached to the official minutes.)

Town Council Minutes

May 20, 2013

Page 3

Chair Wilson opened the floor for public comments.

The following people spoke regarding this item:

Fred Horch, 44 Pleasant Street

Connie Lundquist, 11 Longfellow Avenue

Sarah Singer, 17 Thompson Street

Jane Millet, Franklin Street

Kathleen Funderburk, 18 High Street

Louise Rosen, 16 High Street

Ted Laitala, 9 Federal Street

Karen Corey, 9 Glover Street and Recreation Commission member

Marybeth Burbank, 11 Cumberland Street

Jackie Sartoris, Bowdoin Street

Claudia Knox, 36 Cumberland Street

Kate Kalajainen, 30 Palmer Street

Scott Taylor, 11 High Street

Cory Theberge, 13 Federal Street

Jason Coombs, 16 Growling Bear Drive

Allison Harris, 38 Cumberland Street

Tammy Dostie-Gray, 8 Laurel Road

Laura Leinert, 10 High Street

Art Boulay, 32 Federal Street

Chair Wilson closed the floor to public comments.

Manager Brown and Tom Farrell responded to questions from the public and Council.

Councilor Pols, Councilor Favreau, Councilor Knight, Councilor Pols, Councilor Brayman
Councilor Watson, Councilor Richardson, and Councilor Perreault commented on this item.

Councilor Knight moved, Councilor Favreau seconded, to adopt “A Resolution Authorizing the Town Manager to Sign a Purchase and Sale Agreement for Property at 30 Federal Street.” The motion carried with seven (7) yeas. Councilor Perreault and Councilor Brayman were opposed.

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

- 51. The Town Council will consider adopting the “Resolution Regarding Proposed State Budget Cuts Affecting Revenues to Towns,” and will take any appropriate action.
(Councilor Richardson)**

Councilor Richardson introduced this item.

Councilor Pols and Councilor Brayman spoke regarding this item.

Councilor Richardson moved, Councilor Pols seconded, to adopt the “Resolution Regarding Proposed State Budget Cuts Affecting Revenues to Towns.” The motion carried with nine (9) yeas.

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

- 52. The Town Council will consider adopting “A Resolution Authorizing the Establishment of the Brunswick Station Sculpture Fund and Authorizing the Acceptance of Contributions to, and Expenditures From, the Fund,” and will take any appropriate action. (Councilor Brayman)**

Councilor Brayman introduced this item.

John Eldridge, Finance Director, responded to a question from Councilor Favreau.

Councilor Knight spoke regarding this item.

Councilor Brayman moved, Councilor Richardson seconded, to adopt “A Resolution Authorizing the Establishment of the Brunswick Station Sculpture Fund and Authorizing the Acceptance of Contributions to, and Expenditures From, the Fund.” The motion carried with nine (9) yeas.

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

- 53. The Town Council will discuss the proposed Town Budget for FY 2013-14, and will take any appropriate action. (Chair Wilson)**

Manager Brown spoke regarding this item.

The following members of the public spoke on this item:

Ed Blot, 12 High Street

Jane Millett, 10 Franklin Street

Theon Thayer, 297 Mere Point Road

The Council discussed the direction to go with the budget so that resolutions can be prepared for budget adoption on May 23, 2013.

Manager Brown responded to questions from the public and from Councilors.

CONSENT AGENDA

(a) Approval of the Minutes of May 6, 2013

(b) Approval of the Minutes of May 9, 2013

Town Council Minutes

May 20, 2013

Page 5

Councilor Perreault moved, Councilor Brayman seconded, to approve the Consent Agenda. The motion carried with nine (9) yeas.

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

The meeting adjourned at 10:36 p.m.

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

Frances Smith

Town Clerk/Assistant to the Town Manager

May 22, 2013

June 3, 2013

Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

-Draft-
BRUNSWICK TOWN COUNCIL
Special Meeting Minutes
May 23, 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; Ken Brilliant, Fire Chief; Tom Farrell, Director of Parks and Recreation Department; Pat Maher, Police Officer; and TV video crew

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

Jane Millett, 10 Franklin Street, spoke regarding the budget and increases in town facilities.

NEW BUSINESS ITEMS:

54. The Town Council will consider adopting the 2013-2014 School Budget Articles, and will take any appropriate action. (Manager)

Manager Brown and John Eldridge spoke on this item and responded to questions from the Council.

ARTICLE 1. Region Ten Technical High School Budget.

Councilor Knight moved, Councilor Brayman seconded, to approve the Region Ten Technical High School budget as approved by the Cooperative Board of Region Ten in an amount not to exceed \$1,980,299 with Brunswick's assessment as part of the total appropriation to the Brunswick School Department being an amount not to exceed \$708,809 for operating expenditures and \$0 for debt service expenditures. The motion carried with eight (8) yeas. Councilor Watson was opposed.

Councilor Richardson moved, Councilor Brayman seconded, to reconsider the vote. The motion carried with nine (9) yeas.

Councilor Tucker moved, Councilor Perreault seconded, to approve the Region Ten Technical High School budget as approved by the Cooperative Board of Region Ten in an amount not to exceed \$1,980,299 with Brunswick's assessment as part of the total appropriation to the Brunswick School Department being an amount not to exceed \$708,809 for operating expenditures and \$0 for debt service expenditures. The motion carried with nine (9) yeas.

ARTICLE 2. Merrymeeting Adult Education Budget.

Councilor Brayman moved, Councilor Pols seconded, to approve the Merrymeeting Adult Education budget in an amount not to exceed \$720,885 with Brunswick's assessment as part of the total appropriation to the Brunswick School Department not to exceed \$100,486. The motion carried with nine (9) yeas.

K-12 ARTICLES

ARTICLE 3. Local Contribution Required under EPS to Receive Full State Dollars; and State Subsidy.

Councilor Perreault moved, Councilor Brayman seconded, as part of the total appropriation to the Brunswick School Department: To appropriate the sum of \$26,778,990 toward the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act; and as part of the \$26,778,990 to raise the sum of \$16,447,486 as the Town's contribution toward the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688; and as part of the \$26,778,990 to accept state subsidy anticipated in the amount of \$10,331,504. Pending the results of a routine ongoing State Department of Education audit of the Harriet Beecher Stowe school construction project, if the anticipated state subsidy that would be used for debt service payment is more than the actual state subsidy received, other funds remaining from the Harriet Beecher Stowe construction project fund will be used for this purpose. The motion carried with nine (9) yeas.

Councilor Richardson spoke on this item.

ARTICLE 4. Non-State-Funded Debt Service.

Councilor Favreau moved, Councilor Pols seconded, as part of the total appropriation to the Brunswick School Department: To appropriate the sum of \$302,461 and to raise the sum of \$302,461 for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12. Pending the results of a routine ongoing State Department of Education audit of the Harriet Beecher Stowe school construction project, the School Department is authorized to use funds remaining in the Harriet Beecher Stowe construction project fund to pay the non-state-funded school construction debt service for to the Harriet Beecher Stowe school construction project. The motion carried with nine (9) yeas.

ARTICLE 5. Additional Local Funds.

Councilor Knight moved, Councilor Brayman seconded, as part of the total appropriation to the Brunswick School Department: To raise and appropriate the sum of \$4,707,824 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$4,548,460. The School Board recommends \$4,707,824 in additional local funds which amount exceeds the State's Essential Programs and Services allocation model by \$4,548,460 for the following reasons: The State's EPS allocation in Transportation,

Facilities Maintenance, Special Education, Extra-Curricular and Co-Curricular programs and instructional staffing are inadequate to fully fund the 2013-14 program approved by the school board in the proposed budget. The motion carried with nine (9) yeas.

ARTICLE 6. Other Funds.

Councilor Perreault moved, Councilor Tucker seconded, as part of the total appropriation to the Brunswick School Department: To accept funds from other sources as estimated below and to appropriate the amount of \$286,411

Federal School Subsidy	\$ 0
Tuition and other charges	166,411
Miscellaneous	<u>120,000</u>
	\$ 286,411

The motion carried with nine (9) yeas.

ARTICLE 7. Unexpended Balances.

Councilor Tucker moved, Councilor Perreault seconded, as part of the total appropriation to the Brunswick School Department: To appropriate \$2,800,000 from the existing, or estimated, unexpended balances of the Brunswick School Department. The motion carried with nine (9) yeas.

ARTICLE 8. Kindergarten to Grade 12 total Budget.

Councilor Perreault moved, Councilor Brayman seconded, to authorize the Brunswick School Department to expend \$34,875,685 for the fiscal year beginning July 1, 2013 and ending June 30, 2014 from the school administrative unit's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes title 20-A section 15690, unexpended balances, tuition receipts, state subsidy, and other receipts for the support of schools. The motion carried with seven (7) yeas. Councilor Watson and Councilor Favreau were opposed.

ADULT EDUCATION

ARTICLE 9. Adult Education.

Councilor Perreault moved, Councilor Brayman seconded, as part of the total appropriation to the Brunswick School Department: To appropriate \$100,486 for adult education and to raise \$69,486 as the local share; and to accept state subsidy anticipated in the amount of \$31,000; with authorization to expend the herein appropriated \$100,486 and any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program. The motion carried with nine (9) yeas.

ARTICLE 10. Food Service.

Councilor Favreau moved, Councilor Perreault seconded, to raise and appropriate the sum of \$86,000 in additional local dollars in support of the Brunswick School Nutrition

Program, and to authorize expenditure of the herein appropriated \$86,000 for the stated purpose. The motion carried with nine (9) yeas.

ARTICLE 11. Cost Center Allocation.

Councilor Perreault moved, Councilor Brayman seconded, pursuant to 20-A M.R.S.A., to authorize allocation of the school budget, \$35,062,171 to the various cost centers as recommended by the Brunswick School Board May 22, 2013 as follows:

Cost Center Summary	Amount Recommended by	Amount
Approved by		
Budget Category	School Board	Town Council
Regular Instruction	\$ 14,985,129	\$ 14,985,129
Special Education	\$ 4,631,935	\$ 4,631,935
Career and Technical Education	\$ 708,809	\$ 708,809
Other Instruction	\$ 690,645	\$ 690,645
Student and staff support	\$ 3,322,511	\$ 3,322,511
System Administration	\$ 796,689	\$ 796,689
School Administration	\$ 1,374,462	\$ 1,374,462
Transportation and Buses	\$ 1,717,135	\$ 1,717,135
Facilities Maintenance	\$ 3,978,944	\$ 3,978,944
Debt Service and Other Commitments	\$ 2,669,426	\$ 2,669,426
Other	\$ 0	\$ 0
Total to June 11 Public Referendum	\$ 34,875,685	\$ 34,875,685
Food Service	\$ 86,000	\$ 86,000
Adult Education	\$ 100,486	\$ 100,486

Summary of Total Expenditures voted

By School Board May 22 \$ 35,062,171 \$ 35,062,171

The motion carried with seven (7) yeas. Councilor Watson and Councilor Favreau were opposed.

ARTICLE 12. Grants, Donations, and other revenues.

Councilor Knight moved, Councilor Perreault seconded, to authorize the Brunswick School Department to make application for grants and other revenues as opportunities may become available, to appropriate such revenues to the purpose for which received, and to authorize the Brunswick School Department to accept and expend any grant awards, donations, or other revenues that may be received. The motion carried with nine (9) yeas.

(A copy of the Cost Center and Articles will be attached to the official minutes.)

55. The Town Council will consider a warrant for the School Budget Validation Referendum to be held on June 11, 2013, and will take any appropriate action.
(Manager)

Mr. Eldridge spoke regarding this item.

Councilor Tucker and Councilor Favreau spoke on this item.

Councilor Brayman, Councilor Watson, and Councilor Perreault asked questions, to which Fran Smith, Town Clerk, responded.

Councilor Tucker moved, Councilor Perreault seconded, to approve the Election Warrant for the School Budget Validation Referendum to be held on June 11, 2013. The motion carried with nine (9) yeas.

(A copy of the Election Warrant will be attached to the official minutes.)

56. The Town Council will consider adopting the 2013-2014 Budget Resolution for the Town, and will take any appropriate action. (Manager)

Mr. Eldridge spoke regarding this item.

Councilor Perreault and Councilor Tucker asked questions, to which Manager Brown responded.

Councilor Tucker moved, Councilor Brayman seconded, to adopt the Budget Resolution for the July 1, 2013 – June 30, 2014 Fiscal Year. The motion carried with six (6) yeas. Councilor Watson, Councilor Perreault, and Councilor Favreau were opposed.

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

57. The Town Council will consider adopting the Supplemental Budget Resolution Appropriating \$465,000 from the Unassigned Fund Balance of the General Fund to Fund Capital Acquisitions and Projects, and will take any appropriate action. (Manager)

Mr. Eldridge spoke regarding this item.

Councilor Favreau moved, Councilor Knight seconded, to adopt the Supplemental Budget Resolution Appropriating \$465,000 from the Unassigned Fund Balance of the General Fund to Fund Capital Acquisitions and Projects. The motion carried with nine (9) yeas.

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

58. The Town Council will consider adopting a resolution adopting the Capital Improvements Program For the Fiscal Years Ending June 30, 2014 - 2018, and will take any appropriate action. (Manager)

Mr. Eldridge spoke regarding this item.

Councilor Brayman moved, Councilor Pols seconded, to adopt a resolution adopting the Capital Improvements Program For the Fiscal Years Ending June 30, 2014 – 2018. The motion carried with eight (8) yeas. Councilor Perreault was opposed.

Town Council Minutes

May 23, 2013

Page 6

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

- 59. The Town Council will consider any other matters related to the adoption of the 2013-2014 Budget and will take any appropriate action. (Manager)**

Councilor Perreault moved, Councilor Tucker second, to instruct staff to come back to Council if state changes reduce revenues, so the Council can determine any budget changes. The motion carried with nine (9) yeas.

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

The meeting adjourned at 7:58 p.m.

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

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

June 3, 2013
Date of Approval

Council Chair