

BRUNSWICK TOWN COUNCIL
Agenda
May 20, 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) Approval of Nathaniel Davis Fund Committee recommendations (*Action Required*)

PUBLIC HEARINGS

None

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)

ACTION
- 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)

ACTION
- 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)

ACTION

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

ACTION

CONSENT AGENDA

- (a) Approval of the Minutes of May 6, 2013
- (b) Approval of the Minutes of May 9, 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
May 20, 2013
Council Notes and Suggested Motions

MANAGER'S REPORT:

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

Suggested Motion: No motion is required.

- (b) Approval of Nathaniel Davis Fund Committee recommendations (Action Required): These are the annual recommendations from the Davis Fund Committee for allocations for 2012-2013. The Council's action is to approve these recommendations. A copy of the Committee's minutes, with their recommendations, is included in your packet.

Suggested Motion:

Motion to accept the recommendations for the Davis Fund's 2012-2013 allocations as recommended by the Committee.

NEW BUSINESS

50. This item is sponsored by Chair Wilson, Councilor Watson, Councilor Tucker, Councilor Favreau, and Councilor Knight. The Council will be considering a resolution that will authorize the Town Manager to sign a purchase and sales agreement with the Brunswick Development Corporation for the sale of the property at 30 Federal Street. The resolution stipulates that the sales price is to be no less than \$200,000. The resolution further stipulates that the sales proceeds are to be applied to the 2013-14 budget, specifically to assist the School Department budget. Copies of the draft resolution, a memo from Manager Brown, a report on Recreation Center activities, sections of a memo from the 2013 Council Retreat, and section of the facilities memo from an April 2011 meeting, are included in your packet.

Suggested Motion:

Motion to adopt "A Resolution Authorizing the Town Manager to Sign a Purchase and Sale Agreement for Property at 30 Federal Street."

51. This item, sponsored by Councilor Richardson, is for the Council to consider adopting the "Resolution Regarding Proposed State Budget Cuts Affecting Revenues to Towns." A copy of the draft resolution is included in your packet.

Suggested Motion:

Motion to adopt the "Resolution Regarding Proposed State Budget Cuts Affecting Revenues to Towns."

52. This item, sponsored by Councilor Brayman, is for the Council to 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.” The Town has been asked to serve as the “fiscal agent” for this project. A copy of the draft resolution is included in your packet.

Suggested Motion:

Motion 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.”

53. This item, sponsored by Chair Wilson, is for the Council to discuss the proposed Town Budget for FY 2013-14. A copy of a memo from Manager Brown is included in your packet.

Suggested Motion: No suggested motions

CONSENT AGENDA

- (a) Approval of the Minutes of May 6, 2013: A copy of the minutes is included in your packet
- (b) Approval of the Minutes of May 9, 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

Nathaniel Davis Committee Meeting Minutes Wednesday, May 8, 2013

The meeting was called to order at 6:00 P.M. at Brunswick Town Hall by David Knight, Chair. Present at the meeting were Dan Doiron, John Donovan, Don Kniseley, Sande Updegraph, Marilyn Dwyer and new member Alison Harris. The Minutes of May 9, 2012 meeting were unanimously approved.

David reviewed appointments and end-of-term dates. John Donovan and Don Kniseley's current terms end on June 30, 2013. Both John and Don intend to renew their terms and the Town Clerk has been notified.

David reminded the Committee he serves on the Board of the Brunswick Downtown Association (BDA). As such, David recused himself from voting on any specific grant applications from BDA. With those important issues put before the Committee, and being unanimously resolved, the Committee elected David Knight as Chair, and Dan Doiron as Secretary.

The Committee discussed the decrease in the number of applicants for the current year and speculated as to the possible reasons. After some discussion, the Committee decided grants should be no larger than \$1,500 per applicant, and Committee members will endeavor to encourage more applicants in future years.

Chairman Knight informed the Committee that the Davis Fund governing instrument provides "income" is to be distributed and that figure for purposes of this Committee's duties tonight is \$5,000, based on Mr. John Eldridge's interpretation of the governing instrument, the fund's investment results and the fund balance.

The remainder of the meeting consisted of applicant presentations, followed by Committee deliberations as to which applicants would be recommended to the Town Council, and the associated recommended grant amounts to be disbursed. David will be away so Dan Doiron will attend the May 20, 2013, Town Council meeting to present our conclusions for Town Council deliberation and approval. All members of the Committee are welcome to attend that meeting. There were six applicants seeking \$7,450 for the \$5,000 available.

As a result of the Committee's thoughtful deliberations, the following applicants were awarded grants from the Fund, pending Town Council approval:

Northwest Brunswick Neighborhood Association – To support a series of three free, family film screenings in Nathaniel Davis Park planned for the summer of 2013 - \$750

Longfellow Days (Brunswick Downtown Association) – To support various Longfellow Days events throughout the month of February 2014, in honor of their 10th anniversary - \$1,000

Music on the Mall (Brunswick Downtown Association) – To support a series of free music concerts on the Brunswick Mall scheduled for Wednesday evenings beginning on June 26, 2013 through August 28, 2013 - \$1,000

Arts Are Elementary – To support concerts for the 3rd, 4th and 5th grade students at Harriet Beecher Stowe Elementary School during the upcoming year. 3rd graders would work with a singer/songwriter, 4th graders would work with an African Drummer, and 5th graders will be exposed to art topics related to the Civil War, which integrates with their course of study - \$1,000

Five Rivers Arts Alliance – To support the Family Arts and Science Festival scheduled for September 7, 2013, on the Brunswick Mall - \$500

Outdoor Arts Festival (Brunswick Downtown Association) – To support the festival to be held on the Maine St. sidewalks and on the Brunswick Mall on August 17, 2013 - \$750

The Committee determined all of the applicants fell within the guidelines and mission of the Davis Fund. Thus, no applicants were eliminated from consideration.

In reaching these decisions, the Committee considered the mission of the Davis Fund (to provide pleasure to the inhabitants of Brunswick), the number of inhabitants impacted by the event or project, information obtained from the application and information obtained during the applicant's meeting with the Committee.

There being no further business the meeting was adjourned at 8:25 PM.

Respectfully submitted - Daniel P. Doiron, Secretary

ITEM 50

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: May 16, 2013

RE: Resolution to sell 30 Federal Street

The Town Council will be considering a resolution that will authorize the Town Manager to sign a purchase and sales agreement with the Brunswick Development Corporation for the sale of the property at 30 Federal Street. The resolution stipulates that the sales price is to be for no less than \$200,000. The resolution further stipulates that the sales proceeds are to be applied to the 2013-14 budget, specifically to assist the School Department budget.

Enclosed with this memo are copies of other memos that address the recommendations and discussion points provided to the Council regarding the issue of the Town no longer owning 30 Federal Street once the Field House at Brunswick Landing is available and the Recreation Administration and pre-school to relocate there.

**Town of Brunswick, Maine
Town Council**

**A Resolution Authorizing the Town Manager to
Sign a Purchase and Sale Agreement for Property at 30 Federal Street**

Whereas, in 2007 the Brunswick Town Council voted to seek acquisition of the Field House (Building 211) at the then Naval Air Station Brunswick; and

Whereas, in 2011 the Town received a license to use the Field House for the purpose of heating the building and to ensure it remained in suitable condition for future use by the Town of Brunswick; and

Whereas, on April 11, 2011, the Town of Brunswick held a Special Town Council Meeting during which time the Council discussed the future use of the Field House and were presented with the recommendation by staff to phase in the use of the Field House while phasing out the use of the facility at 30 Federal Street; and

Whereas, at the January 2013 Council Retreat, the Council came to a general consensus that the Town of Brunswick was not to maintain two physical building facilities at the same time and, therefore, as the Field House became available, the Department of Parks and Recreation would locate in that facility; and

Whereas, the Town has been informed by the Navy that the Field House is now suitable for transfer to the Town of Brunswick within the next 45 to 120 days; and

Whereas, the Town has received an offer to purchase the property at 30 Federal Street;

Now therefore be it resolved: that the Brunswick Town Council authorizes the Town Manager to sign a purchase and sales agreement with the Brunswick Development Corporation for no less than \$200,000 consistent with the terms provided to the Town of Brunswick from the Brunswick Development Corporation.

Be it further resolved, that the funds from the sale of the property be applied to the 2013-14 budget for the purpose of allowing an increased budget appropriation for the Brunswick School Department budget.

Proposed to Town Council - May 20, 2013
Adopted by Town Council -

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: May 16, 2013

RE: Use sheet of 30 Federal Street

Attached to this memo please find a Facility use document that identifies the level of activity at 30 Federal Street. This is the document that was referenced at the Town Council workshop Monday evening.

The document identifies the use of the building and the number of days the specific activity occurred by month. The start date of the document is August 2012 and is up to date as of this month.

There are some constant uses of the facility and they are identified in the report. These include maintenance, pre-school and open gym most days. I am attempting to identify the level of use of the facility that does not include those uses, but the data is there for anyone to see.

A summary by month is provided below:

August 2012: The only activities in the facility are maintenance related.

September 2012: Building maintenance, adult open gym from noon to 1:30 PM, pre-school, youth soccer photo day, smart soccer rain day use. The photo and rain day each occurred one day. Discounting pre-school and open gym, the facility was used two days for a combined total of 7 hours.

October 2012: Building maintenance, adult open gym from noon to 1:30 PM, pre-school, voter registration, Halloween party and set-up, Jr. High dance, fall art program, smart soccer rain day use. Discounting pre-school, open gym and voter registration, the facility was used five days for a combined total of 30.5 hours. This number assumes two twelve hour days associated with the Halloween party.

November 2012: Building maintenance, adult open gym from noon to 1:30 PM, pre-school, voter registration, Ski & Skate sale, Cape Elizabeth Travel League practices, Coaches meeting, St. John's Basketball practice, youth basketball practice, and Fall Art program. Discounting pre-school, voter registration and open gym, the facility was used 24 days for a total of 130 hours.

December 2012: Building maintenance, adult open gym from noon to 1:30 PM, pre-school, St. Johns Basketball practice, Youth Basketball practice, 7th & 8th grade basketball, BHS Freshman Basketball, Adult Basketball (any age), Adult Basketball (over 35), December vacation activities, Santa's Workshop, High School Basketball Practices, High School Basketball games. Discounting the pre-school and open gym the building was used 16 days for a total of 135.5 hours.

January 2013: Building maintenance, adult open gym from noon to 1:30 PM, pre-school, St. Johns Basketball practice, Youth Basketball practice, 7th & 8th grade basketball, BHS Freshman Basketball, Adult Basketball (any age), Adult Basketball (over 35), December vacation activities, Kids on the Court, High School Basketball Practices, High School Basketball League games. Discounting the pre-school and open gym, the facility was used every day for a total of 159.5 hours.

February 2013: Building maintenance, pre-school, adult open gym from noon to 1:30 PM, St. Johns Basketball practice, Youth Basketball practice, 7th & 8th grade basketball, BHS Freshman Basketball, Adult Basketball (any age), Adult Basketball (over 35), December vacation activities, Kids on the Court, High School Basketball Practices, High School Basketball League games, Mid-Winter Basketball Tournament. Discounting the pre-school and open gym, the facility was used 27 days for a total of 149 hours.

March 2013: Building maintenance, pre-school, adult open gym from noon to 1:30 PM, Youth Basketball practice, Adult Basketball League, (any age), Adult Basketball (over 35), March youth Basketball Tournament. Discounting the pre-school and open gym, the facility was used 21 days for a total of 123 hours.

April 2013: Building maintenance, pre-school, adult open gym from noon to 1:30 PM, Youth Basketball practice, Adult Basketball League, (any age), Adult Basketball (over 35), April Vacation Open Gym, Jr. High Dance. Discounting the pre-school and open gym, the facility was used 10 days for a total of 40 hours.

The facility has the most use in the months of November-March, due largely to basketball activities. The use drops off in April.

Brunswick Recreation Center Facility Use August 2012 - July 2013

Brunswick Recreation Center Gymnasium

Month	August 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	1,2,3, 27, 28, 29, 30	7	10.50
Building Maintenance-Floor Refinishing	7:00 AM	9:00 PM	6, 7, 8, 9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	21	294.00

Month	September 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	20	30.00
Preschool	8:30 AM	12:00 PM	4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	19	66.50
Adult Open Gym	12:00 PM	1:30 PM	17,18,19,20,21,24,25,26,27,28	10	15.00
Brunswick Youth Soccer League Picture Day	7:00 AM	12:00pm	22	1	5.00
Start Smart Soccer- Rain Day use	4:00 PM	6:00 PM	27	1	2.00

Month	October 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	1,2,3,4,5,8,9,10,11,12,15,16,17,18,19,22,23,24,25,26,29,30,31	23	34.50
Preschool	8:30 AM	12:00 PM	1,2,3,4,5,9,10,11,12,15,16,17,18,19,22,23,24,25,26,29,30,31	22	77.00
Adult Open Gym	12:00 PM	1:30 PM	1,2,3,4,5,9,10,11,12,15,16,17,18,19	14	21.00
Voter Registration	8:30 AM	5:30 PM	22,23,24,25,26,27,29,30,31	9	81.00
Halloween Party & Set-up	7:00 AM	7:00 PM	30,31	2	24.00
Jr High Dance	6:30 PM	9:30 PM	26	1	3.00
Fall Art Program	4:30 PM	6:00 PM	24	1	1.50
Start Smart Soccer- Rain Day use	4:00 PM	6:00 PM	27	1	2.00

Month	November 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	1,2,5,6,7,8,9,12,13,14,15,16,19,20,21,26,27,28,29,30	20	30.00
Preschool	8:30 AM	12:00 PM	1,2,5,6,7,8,12,13,14,15,16,19,20,21,26,27,28,29,30	19	66.50
Adult Open Gym	12:00 PM	1:30 PM	6,7,8,9,13,14,15,16,19,20,21,26,27,28,29,30	16	24.00
Voter Registration	7:00 AM	6:00 PM	1,5	2	22.00
Ski & Skate Sale	8:30 AM	9:00 PM	2,3,4	3	37.50
Cape Elizabeth Travel League Practices	5:30 PM	7:30 PM	6,8,9,13,15,16,20,21,27,29	10	20.00
Cape Elizabeth Travel League Games	9:00 AM	6:00 PM	10,11,17,18	4	36.00
Youth Basketball Coaches Meeting	6:00 PM	8:00 PM	15	1	2.00
St. John's Basketball Practice	2:30 PM	4:30 PM	26,27,28,29,30	5	10.00
Youth Basketball Practices	4:30 PM	8:30 PM	26,27,28,29,30	5	20.00
Fall Art Program	4:30 PM	6:00 PM	1,5,22	3	4.50

Month	December 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,26,27,28,31	20	30.00
Preschool	8:30 AM	12:00 PM	3,4,5,6,7,10,11,12,13,14	10	35.00
Adult Open Gym	12:00 PM	1:30 PM	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21	15	22.50
St. John's Basketball Practice	2:30 PM	4:30 PM	3,4,5,6,7,10,12,14,17,18,19	11	22.00
Youth Basketball Practices	4:30 PM	8:30 PM	3,4,6,7,10,11,13,14,17,18,20,21	12	48.00
7th & 8th Grade Basketball League	11:30 AM	2:30 PM	1,8,15	3	9.00
BHS Freshmen Basketball Practice	4:30 PM	6:00 PM	5,12,19	3	4.50
Adult Basketball League (Any Age)	6:00 PM	8:00 PM	12,19	2	4.00
Adult Basketball League (Over 35)	5:00 PM	9:00 PM	16,30	2	8.00
December Vacation Activities	9:00 AM	12:00 PM	22,24,26,27,28,29,31	7	21.00
December Vacation Activities	1:00 PM	4:00 PM	26,27,28,29,31	5	15.00
Santa's Workshop	12:00 PM	4:00 PM	22	1	4.00

Month	January 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	2,3,4,7,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30,31	22	33.00
Preschool	8:30 AM	12:00 PM	2,3,4,7,8,9,10,11,14,15,16,17,18,22,23,24,25,28,29,30,31	21	73.50
Adult Open Gym	12:00 PM	1:30 PM	2,3,4,7,8,9,10,11,14,15,16,17,18,21,22,23,24,25,28,29,30,31	22	33.00
St. John's Basketball Practice	2:30 PM	4:30 PM	2,3,4,7,8,11,14,16,22,23,24,30	12	24.00
Youth Basketball Practices	4:30 PM	8:30 PM	3,4,7,8,10,11,14,15,17,18,21,22,24,25,28,29,31	17	68.00
7th & 8th Grade Basketball League	11:30 AM	2:30 PM	5,12,19,26	4	12.00
BHS Freshmen Basketball Practice	4:30 PM	6:00 PM	9,30	2	3.00
Adult Basketball League (Any Age)	6:00 PM	8:00 PM	2,9,16,23	4	8.00
Adult Basketball League (Over 35)	5:00 PM	9:00 PM	6,13,20,27	4	16.00
December Vacation Activities	1:00 PM	4:00 PM	1	1	3.00
Kids On The Court	9:00 AM	11:30 AM	5,12,19,26	4	10.00
High School Basketball League Practices	2:30 PM	4:30 PM	6,13,20,27	4	8.00
High School Basketball League Games	2:30 PM	5:00 PM	12,19,26	3	7.50

Month	February 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	1,4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,26,27,28	20	30.00
Preschool	8:30 AM	12:00 PM	1,4,5,6,7,8,11,12,13,14,15,25,26,27,28	15	52.50
Adult Open Gym	12:00 PM	1:30 PM	1,4,5,6,7,8,11,12,13,14,15,25,26,27,28	15	22.50
St. John's Basketball Practice	2:30 PM	4:30 PM	4,6,7,11,13,15	6	12.00
Youth Basketball Practices	4:30 PM	8:30 PM	1,4,5,7,8,11,12,14,15,25,26,28	12	48.00
7th & 8th Grade Basketball League	11:30 AM	2:30 PM	2	1	3.00
BHS Freshmen Basketball Practice	4:30 PM	6:00 PM	6	1	1.50
Adult Basketball League (Any Age)	6:00 PM	8:00 PM	6,13,27	2	4.00
Adult Basketball League (Over 35)	5:00 PM	9:00 PM	10,17,24	2	8.00
Kids On The Court	9:00 AM	11:30 AM	2,16	2	5.00
High School Basketball League	2:30 PM	4:30 PM	3,10,17,24	4	8.00
High School Basketball League Games	2:30 PM	5:00 PM	2,9,16	3	7.50
Mid-Winter Classic Basketball Tournament	9:00 AM	9:00 PM	18,19,20	3	36.00
Mid-Winter Classic Basketball Tournament	1:00 PM	9:00 PM	21,22	2	16.00

Month	March 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	1,4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,25,26,27,28,29	22	33.00
Preschool	8:30 AM	12:00 PM	1,4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,25,26,27,28,29	22	77.00
Adult Open Gym	12:00 PM	1:30 PM	1,4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,25,26,27,28,29	22	33.00
Youth Basketball Practices	4:30 PM	8:30 PM	4,5,7,11,12,14	6	24.00
Adult Basketball League (Any Age)	6:00 PM	8:00 PM	6,13,20,27	4	8.00
Adult Basketball League (Over 35)	5:00 PM	9:00 PM	3,10,17,24	4	16.00
March Youth Basketball Tournament	3:30 PM	9:00 PM	1,8,15	3	16.50
March Youth Basketball Tournament	8:00 AM	9:00 PM	2,9,16	3	33.00
March Youth Basketball Tournament	8:00 AM	4:30 PM	3,10,17	3	25.50

Month	April 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30am	1,2,3,4,5,8,9,10,11,12,15,16,17,18,19,22,23,24,25,26,29,30	22	33.00
Preschool	8:30 AM	12:00 PM	1,2,3,4,5,8,9,10,11,12,22,23,24,25,26,29,30	17	59.50
Adult Open Gym	12:00 PM	1:30 PM	1,2,3,4,5,8,9,10,11,12,16,17,18,19,22,23,24,25,26,29,30	21	31.50
Adult Basketball League (Any Age)	6:00 PM	8:00 PM	3	1	2.00
Adult Basketball League (Over 35)	5:00 PM	9:00 PM	7	1	4.00
April Vacation Open Gym	9:00 AM	12:00 PM	15,16,17,18,19	5	15.00
April Vacation Open Gym	1:00 PM	4:00 PM	15,16,17,18,19	5	15.00
Junior High Dance	6:00 PM	10:00 PM	26	1	4.00

Month	May 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30am	1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24,27,28,29,30,31	23	34.50
Preschool	8:30 AM	12:00 PM	1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24	18	63.00
Adult Open Gym	12:00 PM	1:30 PM	1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24,27,28,29,30,31	23	34.50
Junior High Dance	6:00 PM	10:00 PM	31	1	4.00

Month	June 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	20	30.00
Adult Open Gym	12:00 PM	1:30 PM	3,4,5,6,7,10,11,12,13,14	10	15.00

Month	July 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Building Maintenance	7:00 AM	8:30 AM	1,2,3,5,8,9,10,11,12,15,16,17,18,19,22,23,24,25,26,29,30	21	31.50
Boys Summer Basketball	8:30 AM	1:00 PM	8,9,10,11,15,16,17,18,22,23,24,25	12	54.00

Brunswick Recreation Center Classroom 1

Month	September 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	19	66.50
Month	October 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	1,2,3,4,5,9,10,11,12,15,16,17,18,19,22,23,24,25,26,29,30,31	22	77.00
Month	November 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	1,2,5,6,7,8,12,13,14,15,16,19,20,21,26,27,28,29,30	19	66.50
Month	December 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	3,4,5,6,7,10,11,12,13,14	10	35.00
Month	January 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	2,3,4,7,8,9,10,11,14,15,16,17,18,22,23,24,25,28,29,30,31	21	73.50
Month	February 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	1,4,5,6,7,8,11,12,13,14,15,25,26,27,28	15	52.50
Month	March 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	1,4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,26,27,28,29	22	77.00
Month	April 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	1,2,3,4,5,8,9,10,11,12,22,23,24,25,26,29,30	17	59.50
Month	May 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Preschool	8:30 AM	12:00 PM	1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24	18	63.00

Brunswick Recreation Center Classroom 2

Month	September 2012					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27,28	19	66.50	
Month	October 2012					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	1,2,3,4,5,9,10,11,12,15,16,17,18,19,22,23,24,25,26,29,30,31	22	77.00	
Month	November 2012					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	1,2,5,6,7,8,12,13,14,15,16,19,20,21,26,27,28,29,30	19	66.50	
Month	December 2012					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	3,4,5,6,7,10,11,12,13,14	10	35.00	
Santa's Workshop	11:00 AM	4:00 PM	22	1	5.00	
Month	January 2013					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	2,3,4,7,8,9,10,11,14,15,16,17,18,22,23,24,25,28,29,30,31	21	73.50	
Month	February 2013					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	1,4,5,6,7,8,11,12,13,14,15,25,26,27,28	15	52.50	
Month	March 2013					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	1,4,5,6,7,8,11,12,13,14,15,18,19,20,21,22,25,25,26,27,28,29	22	77.00	
Month	April 2013					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	1,2,3,4,5,8,9,10,11,12,22,23,24,25,26,29,30	17	59.50	
Month	May 2013					
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours	
Preschool	8:30 AM	12:00 PM	1,2,3,6,7,8,9,10,13,14,15,16,17,20,21,22,23,24	18	63.00	

Brunswick Recreation Center Classroom 3

Month	November 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
NYS CA Coaching Clinic	8:30 AM	2:00 PM	17	1	5.50
Cal Ripken Board Meeting	6:30 PM	8:00 PM	19	1	1.50

Month	December 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Santa's Workshop	11:00 AM	4:00 PM	22	1	5.00

Month	February 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Mid-Winter Classic Basketball Tournament	9:00 AM	9:00 PM	18,19,20	3	36.00
Mid-Winter Classic Basketball Tournament	1:00 PM	9:00 PM	21,22	2	16.00

Month	March 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
AFSCME Meeting	4:30 PM	5:00 PM	19	1	0.50

Brunswick Recreation Center Classroom 4

Month	December 2012				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Santa's Workshop	11:00 AM	4:00 PM	22	1	5.00

Month	February 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Mid-Winter Classic Basketball Tournament	9:00 AM	9:00 PM	18,19,20	3	36.00
Mid-Winter Classic Basketball Tournament	1:00 PM	9:00 PM	21,22	2	16.00

Brunswick Recreation Center Classroom 6

Month	February 2013				
Group/Activity	Start Time	End Time	Dates Used	Total Days	Total Hours
Mid-Winter Classic Basketball Tournament	9:00 AM	9:00 PM	18,19,20	3	36.00
Mid-Winter Classic Basketball Tournament	1:00 PM	9:00 PM	21,22	2	16.00

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: December 19, 2012

RE: Background information regarding retreat items

The following information is provided to the Council as background information for the discussion topics for the 2013 Council retreat.

1. Review of 2012.

- a. **Budget.** The budget that was adopted by the Council resulted in an increase to the tax rate of 5.45%. The increase in the mil rate was \$1.29, with the following allocation: Municipal, -.42, County, -.01 and School \$1.72.
- b. **AMTRAK/NNEPRA.** After more than a decade of planning and investing in the Maine Street Station project, service began November 2. The level of use has exceeded expectations.
- c. **TIF Legislation.** We dodged a bullet last March when the Administration in Augusta attempted to target taxes generated at Brunswick Landing to be split 80%-20% between the Town and MRRA, with MRRA receiving the 80%.

2. Discussion of facility issues.

- a. **McLellan occupancy.** Although it will be more than 18 months away, we should identify a time line for the planning and design of the renovations. We should plan to have some funding in the 2013-14 budget for the design work.
- b. **Police Station building project.** This is underway and we should see the building start to take shape by February.
- c. **School facilities.** The Council will likely be asked to take action on a very large bond issue in 2013. I have been advised by Paul Perzanoski that the school department anticipates a single bond issue to tackle the problems

at Coffin, the Jr High School and the bus garage. I expect that we will also have to deal with the school department abandoning Jordan Acres.

- d. **Landfill.** We continue to work with the MDEP on the landfill issue. We have constructed a model that they recommended to test the viability of a treatment process. The most recent tests indicate that their recommended process is not functioning as they hoped.
- e. **Central Fire Station.** This is a facility that is in serious need of attention. It is undersized, in poor condition and not in the most efficient location. The solutions are not difficult to identify, but may be difficult to implement. They include renovation/expansion or relocation to a new facility. The challenge will be the cost to either renovate/expand or to build new. The other challenge will be if we renovate/expand, where we house the crew during that project. If we relocate, what becomes of the current building and where would we relocate them to?
- f. **28 Federal Street.** Although the Town will not own the property at 28 Federal Street when we relocate to the McLellan building, we should be clear with Brunswick citizens that the re-use of the property will be at the discretion of the BDC. There are many people who do not understand that it is not the Town's decision what will happen to the property.
- g. **Recreation Center/Field House.** The most recent information that we have been provided indicates that the transfer of the field house to the Town of Brunswick may be sooner than recently thought. The transfer may be in the early spring of 2013. A discussion about the future of the current Recreation Center needs to occur so that we will know if we will be keeping it, selling it, or knocking it down. We do not need both facilities and the field house offers greater opportunities.

3. MRRA

- a. **TIF.** We should certainly know by the retreat if the Molnlycke TIF has been approved. This could help direct us in our discussion regarding if we want to re-engage with MRRA for a TIF on the base or to simply have the Town do TIF's with individual businesses.
- b. **Board representation.** There will likely be three appointments made in early 2013. These would be the positions currently held by John Moncure, Don Hudson and Steve Weems.
- c. **Relationship.** We should discuss this, but I have no suggestions.

4. Governmental topics

**Report – Summarizing Town Municipal Facilities
Prepared for Gary Brown, Town Manager
March 30, 2011**

The following report is presented in an effort to provide the Brunswick Town Council with information and recommendations on a number of facility issues that have been under consideration for the past several years. Some of the information is based on studies previously undertaken by the Town and some information is based on staff's experience. At this time the Town has not engaged professional services on any of these properties unless specified otherwise.

1. Police Station

Background:

This is an issue that the Town of Brunswick has been dealing with since at least 1977. That year there was a referendum to purchase land to develop a police station on Pleasant Street, which was defeated. In 2004, the Town attempted another referendum to develop a public safety building, also on Pleasant Street, that would combine Police and Fire facilities, but it was also defeated by the voters.

In 2005, the Town acquired the former Times Record building, and one of the potential uses was for a police station. That was determined not to be feasible at that time. In 2009, the facility was reexamined for this purpose, in light of the renovations that had taken place in the interim. Again, the findings of the consultants, staff and a Council subcommittee was that the building is in the wrong location and needs extensive renovations and repairs that exceed the cost of building a new building. (Additional information on this building is included later in this report.)

Beginning in the Fall of 2009 through August 2010, the Town attempted to negotiate the purchase of one of two locations for a new police station. Ultimately, the Council chose to purchase properties at the corner of Pleasant and Stanwood Streets as this location was less expensive. After the Council adopted a bond ordinance to purchase the properties, a citizen petition to overturn the ordinance resulted in the Council reversing its decision to purchase the property. The Council then established a committee to review and research the possible locations for a new police station. On March 21, 2011, after reviewing a total of seven sites, the committee recommended to the Council the previously selected location of Pleasant and Stanwood Streets as the preferred location for a new Police Station.

Staff recommendation:

The Council should proceed with the project in the following phases:

- a. Acquire property and clear site for construction.
- b. Secure architectural services.
- c. Secure construction management services.
- d. Develop a total project budget.
- e. Develop a project time schedule.
- f. Develop a funding model.

(Please see separate memo that details the phasing identified above.)

Recent discussions with the Brunswick School Department, as well as with MSAD 75, involve the potential to use the facility for a Transportation Center to include a bus garage. The two school departments expressed a need to have the warehouse building that has been used by Public Works for a storage building for the past several years. If the Times Record building, along with the storage building, is transferred to the School Department(s), a decision to replace the storage building will be necessary. An alternative to this could be to construct a joint use fleet maintenance garage that could be shared between the Town and School Department(s). The preliminary concept would involve a partial demolition of the main building and to retain the section of the building that was renovated in 2007. Assuming that this use actually occurs, it will bring an end to the dilemma of what to do with this facility.

Staff recommendation:

The Council should endorse the relocation of the School Department Transportation program to the former Times Record building. Additionally, the two units should explore the benefits of a shared fleet maintenance facility. As this concept is only in the formative stages, the Town and the School Department will need to take additional time to fully determine the feasibility and practicality of the potential use of this facility. The Town and the School Department will work collaboratively over the next 10 months to identify a plan that maximizes the use of the buildings and property. Fiscal impact of this recommendation on the Town budget is a reduction of \$195,000 from fiscal year 2011 budget to the fiscal year 2012 budget.

4. Shooting range facility at NASB

Background:

This facility was requested and approved for conveyance to the Town in 2007 by the Brunswick Local Redevelopment Authority (BLRA). At that time, there was discussion about sharing this facility with other agencies to help defray the operating cost. The response from other agencies indicates an unwillingness to participate in the cost of operating the facility. While it would be convenient and a luxury to have this facility, it is not critical to the mission of the Brunswick Police Department.

Staff recommendation:

Town should notify the appropriate Federal authorities that we are no longer interested in acquiring this facility. Fiscal impact of recommendation is \$0.

5. Recreation Field House at NASB

Background:

Similar to the above discussed shooting range, this facility has been approved as a public benefit conveyance to the Town. The anticipated date of transfer is not known at this time; however, staff believes that it may occur in the fourth quarter of this year. We have engaged an energy use consultant to project the operating cost of this facility in an effort to get the most accurate information possible. This opportunity offers an excellent facility for our Parks and Recreation program. The indoor gymnasium, coupled with the office space, can provide needed space for the programs, the administration and other uses that will satisfy space needs for the long term future. In recent conversations with the Federal Department of the Interior, there may be flexibility as to Town being able to phase in the occupancy and use of the facility over time.

Staff has been asked to create a business plan that will maximize new revenues with the additional capacity and opportunities that this facility provides.

Staff recommendation:

Pending receipt of the operational cost report, Town should continue with the plan to acquire this property and phase it into year-round use over the course of the next five years. Fiscal impact of this recommendation is not known at this time.

6. Recreation Facility on Federal Street

Background:

This facility currently is used for the administrative office space for the Department of Parks and Recreation, as well as the preschool program. The facility also has a large gymnasium that is used for recreation programs throughout the year. Future use of this facility is contingent upon the use of the Recreation Field house. If the Town is able to make full use of the Field House, this facility should be abandoned. Upon abandonment, the building should be razed so that the property can be reused for a more appropriate and beneficial use.

Staff recommendation:

Consistent with the recommendation to phase in the year round use and occupancy of the Field House at NASB, the Town should phase out the use of the Recreation Building on Federal Street. Upon complete abandonment, the Town should either raze the building in order to make use of the property, dispose of the property as is, or let a future owner determine the fate of the building. Fiscal impact of recommendation: The proposed utility budget for the building next year is \$15,200, which would be applied to the operating cost of the Field House.

7. Cook's Corner Fire Station

This facility is relatively new and has no apparent or immediate needs.

8. Central Fire Station

Background:

This facility is close to 100 years old and is in need of significant rehabilitation or replacement. The location, while somewhat convenient to the Downtown, is in an area that makes rapid response difficult. The type and quantity of traffic that has evolved on Maine Street has changed profoundly subsequent to this building being constructed at this location. Since the opening of the Cook's Corner Fire Station, the Town's ladder truck has been stationed at that facility and is no longer at the downtown station. Due to the condition of the building, it is at a stage where new construction may be more cost effective than rehabilitation. If that is the case, the Town needs to consider if the location is the best location, or if there is an alternative location that may serve the community more effectively. A challenge to the rehabilitation or replacement at this location is where to locate the operations during such a project.

Staff recommendation:

Council should appoint a Central Fire Station Committee with the following charge:

- a. Compare the cost of rehabilitating Central Fire Station to new construction.
- b. Determine if current location is best available location.

ITEM 51

BACK UP MATERIALS



**TOWN OF BRUNSWICK
TOWN COUNCIL
RESOLUTION REGARDING PROPOSED STATE BUDGET CUTS
AFFECTING REVENUES TO TOWNS**

WHEREAS, the Governor's unprecedented biennial budget proposal places towns in an untenable and uncertain fiscal position during their budget planning; and

WHEREAS, the proposal includes the elimination of \$283 million in municipal revenue sharing; falls \$200 million short of funding local schools at the 55% level passes in referendum; would cut the state's reimbursement for General Assistance by an estimated \$6.7 million; would eliminate the Homestead Exemption for anyone under the age of 65; would eliminate the "circuit breaker" property tax and rent relief program for anyone under the age of 65; would take \$8 million in truck excise tax revenue from towns; and would create a corporate tax exemption for large amounts of currently taxable property, resulting in significant losses of local tax revenue; and

WHEREAS, the Governor's proposal contains cuts to health and human services such as prescription drugs for the elderly and disabled; to all funding for clean elections; to the wages and benefits of public workers while also rejecting federal funds to make health care affordable for over 44,000 Mainers; and

WHEREAS, all of the above shifts costs to towns, whose only major means of raising revenue is property taxes; and

WHEREAS, this has the direct results of a combined increase in property taxes and reduction in services; now, therefore be it

RESOLVED, the Town of Brunswick calls upon the Maine Legislature to reject these proposals, identify less harmful cost savings, and raise revenue in an equitable fashion to avoid this regressive tax shift.

Given under our hands this 20th day of May, 2013.

**Suzan Wilson
Chair, Brunswick Town Council**

Attest: _____
Town Clerk

ITEM 52

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Establishment of the Brunswick Station Sculpture Fund
and Authorizing the Acceptance of Contributions to, and Expenditures From, the Fund**

WHEREAS, Brunswick Public Art, at the April 22, 3013 meeting of the Town Council of the Town of Brunswick (the "Town"), presented a plan to incorporate public art at Brunswick Station (the "Plan"); and

WHEREAS, the Plan envisioned a piece of sculpture and related items be located on the sidewalk in front of the entrance to buildings three and four at Brunswick Station; and

WHEREAS, the Brunswick Public Art intends to raise the money necessary to fund implementation of the Plan; and

WHEREAS, the Town Council supports the Plan and wishes to facilitate fundraising efforts and oversee the expenditure of funds;

NOW THEREFORE BE IT RESOLVED, that the Brunswick Station Sculpture Fund is established for the purpose of receiving contributions towards the purchase of the artwork, implementation of the Plan, and related expenses; and

BE IT FURTHER RESOLVED, the Town Treasurer is authorized to receive and deposit contributions to the fund and to make disbursements from the fund as the Treasurer deems appropriate and consistent with the intent of this resolution; and

BE IT FURTHER RESOLVED, that the artwork and any other items acquired in connection with the implementation of the Plan shall be owned, without encumbrances or conditions, by the Town; and

BE IT FURTHER RESOLVED, that the Town Manager is authorized to execute any agreements, easements, or other documents the Town Manager deems appropriate and necessary to acquire the artwork and to implement the Plan;

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

Proposed to Town Council - May 20, 2013
Adopted by Town Council -

ITEM 53

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: May 16, 2013

RE: Budget status

The proposed 2013-14 budget was submitted on April 22 and the Council has held a public hearing as well as several workshops on the budget. As a result of comments received, as well as responding to direction from the Council, there are several changes that have been proposed.

1. The School Department identified reductions in the amount of \$772,742.
2. The \$87,000 in the School budget for debt service for Hawthorne School has been eliminated.
3. We have adjusted our valuation estimate, resulting in additional \$250,000 in tax revenue.
4. We have adjusted our excise tax estimate, resulting in an additional \$25,000 in revenue.
5. The School Department increased their estimated of use of fund balance by \$200,000.
6. I have proposed additional reductions (tier 1) that reduces municipal expenses by \$412,500.
7. We are proposing to apply the proceeds from the sale of the Thomas Point Road property to the budget. This is one-time revenue in the amount of \$100,000.
8. The Parks and Recreation expense budget is increased by a net amount of \$82,542.

The combined revenue adjustments (\$575,000), plus expenditure reductions (\$1,272,242) totals \$1,847,242. The increase in the Parks and Recreation budget results in a net adjustment to the total budget in the amount of \$1,764,700. The increase in the tax rate, after these adjustments to the proposed budget, is estimated to be 6.62%.

The resolution to sell 30 Federal Street and apply the sales proceeds to the budget will be neutral in regards to the impact on the tax rate.

In regards to the CIP, the proposal to defer the improvements to Nancy/Patricia Drive is included in the reductions identified above as the tier 1 reductions. Additionally, I have proposed reducing the amount listed for telecommunications by \$100,000 in the FY 13-14 year and adding the same amount (\$100,000) to fund improvements to Rec Building 211.

BSD Suggested Reductions to Proposed 2014 Budget

Step I		Amount	
Clinical Educator	\$	84,316.00	
English RTI BHS	\$	84,316.00	
Dean of Student BHS	\$	9,200.00	
Interdepartmental Stipend BHS	\$	3,422.00	
Gifted & Talented Identification Stipend	\$	2,094.00	
Outdoor Track Assistant Coach	\$	2,767.00	
Indoor Track Assistant Coach	\$	2,742.00	
Diving Coach & Club Volleyball	\$	1,956.00	(1656 + 300)
Technology	\$	89,000.00	
Teacher Retirement Payment	\$	264,000.00	
	Total	\$	543,813.00
Step II			
Data Position	\$	49,470.00	
Part-Time (.5) Music Elementary	\$	36,924.00	
1.0 Health Teacher BHS	\$	55,902.00	
Part-Time (.6) Resource Assistant Elem	\$	25,877.00	
1.0 Support Teacher BJHS	\$	60,756.00	
	Total	\$	228,929.00
Step 1 + Step 2	\$		772,742.00
Step III			
Elementary Teacher HBS	\$	70,000.00	
Gifted & Talented Teacher	\$	84,316.00	
Curriculum Coordinator	\$	37,235.00	
RTI Stipend Coffin	\$	2,828.00	
RTI Stipend HBS	\$	2,828.00	
RTI Stipend HBS	\$	2,828.00	
	Total	\$	200,035.00
Step 1 + Step 2 + Step 3	\$		972,777.00
Step 4			
Behavior Interventionist Coffin	\$	84,316.00	
Behavior Interventionist HBS	\$	84,316.00	
RTI Math BHS	\$	84,316.00	
Part-Time (.5) Functional Skills BHS	\$	42,158.00	
2 Chess, 1 Math Team Stipends	\$	1,887.00	
Gifted & Talented Arts Identification Stipend	\$	2,094.00	
Media Team Leader Stipend Increase BJHS	\$	598.00	
Homework Stipend BJHS	\$	385.00	
Technology District Support Increase	\$	1,465.00	
X Country Assistant Coach	\$	2,252.00	
Girls Freshman Basketball Coach	\$	2,571.00	
JV Tennis Coach	\$	2,404.00	
	Total	\$	308,762.00
Step 1 + Step 2 + Step 3 + Step 4	\$		1,281,539.00

TIER 1 Recommendation

Department	Item	Amount
Police	Holiday/Vacation pay	\$5,000
Fire Department	Shed Replacement	\$10,000
Fire Department	Training OT	\$9,200
Fire Department	Training	\$7,000
Cable TV	Cable TV Coordinator	\$30,000
Public Works	Deputy Director	\$97,000
Clerk	Miscellaneous	\$2,500
Assessing	Miscellaneous	\$2,500
Planning	Miscellaneous	\$2,500
Capital	Nancy/Patricia Drive	\$250,000
Finance	Miscellaneous	\$2,500
Technology	Miscellaneous	\$7,500
Total		\$412,500

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
May 6, 2013
6:30 P.M. – Executive Session
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; John Foster, Public Works Director; Pat Maher, Police Officer; and TV video crew

Chair Wilson called the meeting to order and asked the Town Clerk for Roll Call.

Executive session – Disposition of real property per M.R.S.A. §405(6)(C)

Councilor Tucker moved, Councilor Favreau seconded, to go into executive session to discuss the disposition of real property per M.R.S.A. §405(6)(C). The motion carried with nine (9) yeas.

MEETING RESUMES

Chair Wilson asked for the Pledge of Allegiance.

Public Comment:

Marybeth Burbank, 11 Cumberland Street, spoke on the process of putting the budget together per Charter. Councilor Favreau and Councilor Tucker asked questions, to which Manager Brown responded.

Correspondence:

Councilor Brayman spoke on the new artwork on the walls, which is a kick-off for the Brunswick Art Walk.

Councilor Tucker spoke on the status of MRRA and the Town's negotiations, and proposed State legislation that affects the Town.

Councilor Favreau said the Dog Park is schedule to open on June 9th.

Adjustments to the Agenda: None

MANAGER'S REPORT:

(a) **Council Committee Updates**

Reports were made on the MMA legislative Policy Committee, CIP Committee, and Police Station Building Committee.

(b) **Town Proclamation recognizing Town Commons Day (*Action Required*)**

Councilor Favreau moved, Councilor Watson seconded, to adopt the Proclamation for Town Commons Day. The motion carried with nine (9) yeas.

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

PUBLIC HEARINGS

47. **The Town Council will hear public comments on amendments to the Code of Ordinance Chapter 15 (Traffic and Vehicles) regarding changing the direction of the one-way on upper Park Row and to make the end of Park Row a right-hand turn only, with the amendments to be enacted on an emergency and regular basis, and will take any appropriate action. (Manager)**

Manager Brown explained this item and responded to questions from Councilor Knight.

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

Councilor Brayman, Councilor Pols, and Councilor Knight asked questions, to which the traffic engineer and Catherine Longley responded.

Councilor Perreault spoke regarding this item.

Councilor Tucker moved, Councilor Watson seconded, to adopt ordinance amendments to the Code of Ordinance Chapter 15 (Traffic and Vehicles) regarding changing the direction of the one-way on upper Park Row from College Street north to Maine Street, and in the same area, to make the end of Park Row a right-hand turn only, with the amendments to be enacted on an emergency and regular basis. The motion carried with eight (8) yeas. Councilor Perreault was opposed.

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

48. **The Town Council will hear public comments regarding the proposed 2013-2014 Municipal Budget and Capital Improvement Plan 2013-2018, and will take any appropriate action. (Manager)**

Chair Wilson opened the public hearing.

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The following persons spoke on this item:

Pem Schaeffer, 32 Crestview Lane

Ed Cowan, Linnell Circle and Sunshine Laundromat owner

Sarah Singer, 17 Thompson Street and Brunswick Community United

David Anthony, 527 Harpswell Road

Vlad Doughovnikoff, 22 Longfellow

Kate Kalajainen, 30 Palmer Street

William Ryan, 155 Highland Road

Alyssa Goodwin, 14 Sandhill Drive

Andrea Loeffler, 309 Maine Street

Marybeth Burbank, 11 Cumberland Street

Louise Rosen, 16 High Street

Rich Ellis, 231 Adams Road and School Board member

Jane Millet, 10 Franklin Street

Chris Ledwick, 4 High Street

Ed Hatrick, 4 Micmac Lane

Art Boulay, 32 Federal Street

Chair Wilson closed the public hearing.

Manager Brown responded to some of the comments and questions from the public and Council.

Councilor Pols asked a question, to which Mr. Perzanoski responded.

Councilor Richardson, Councilor Favreau, Councilor Tucker, Councilor Perreault, Councilor Brayman, and Councilor Knight spoke regarding this item.

NEW BUSINESS

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

Councilor Watson made the following nominations:

Board of Assessment Review

Charles Washington

Stephen Holt

Zoning Board of Appeals

Ervin Snyder

The nominees were appointed by nine (9) yeas.

CONSENT AGENDA

(a) Approval of the Minutes of April 22, 2013

(b) Appointment of Fran Smith as Warden and Elin Gould, Sara King, and Joe Zrioka as Deputy Wardens for the June 11, 2013 Election

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(c) **Approval of Registrar's extended hours for the June 11, 2013 Election**

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

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

The meeting adjourned at 9:44 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 10, 2013

May 20, 2013

Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Special Meeting
Minutes
May 6, 2013
6:00 P.M. – Executive Session
Municipal Meeting Room
Brunswick Station
16 Station Avenue

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

Councilors Absent: Gerald E. Favreau

Town Staff Present: Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; and TV video crew

Chair Wilson called the meeting to order and asked the Town Clerk for Roll Call.

Executive session – Disposition of real property per M.R.S.A. §405(6)(C)

Councilor Tucker moved, Councilor Watson seconded, to go into executive session to discuss the disposition of real property per M.R.S.A. §405(6)(C). The motion carried with seven (7) yeas. Councilor Perreault arrived after the vote.

Councilor Watson moved, Councilor Tucker seconded, to resume the meeting. The motion carried with eight (8) yeas.

Councilor Pols moved, Councilor Watson seconded, to adjourn the meeting. The motion carried with eight (8) yeas.

The meeting adjourned at 7:15 p.m.

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Frances Smith
Town Clerk/Assistant to the Town Manager
May 10, 2013

May 20, 2013
Date of Approval

Council Chair