

ITEM 88

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: Budget Amendment information and process

RE: July 24, 2013

The Town Council set a **Public Hearing** for July 29 for the purpose of receiving public comment on the proposal to amend the 2013-14 budget. The proposed amendments to the budget will affect both the school budget and the municipal budget. Attached to this memo are supplemental documents that identify the financial impacts of the amendments as well as several options for consideration.

Summary background: The school and municipal budget require adjustments as a result of the Maine State budget that was adopted subsequent to the budget actions taken by the Town of Brunswick in May and June. The State of Maine budget results in an increase in revenue and expenditures for the school budget, and a reduction of revenue in the municipal budget.

School Budget amendment: The School Department will be receiving an additional \$508,604 in revenues from the State. The State is also now requiring the School Department to begin paying certain retirement costs for the first time. The estimate for this cost is \$443,000. The balance of the increased revenues is proposed to be used to fund the next phase of the planning and design work in regards to the school facilities plan.

Municipal Budget amendment: The State budget reduced revenue sharing to the Town of Brunswick. The amount that needs to be adjusted is \$316,000. At the July 15 Town Council meeting, the Council was provided with four options to consider as means to amend the budget. The Council discussed additional options and directed staff to consider the comments and prepare information for the **Public Hearing**.

Options for consideration to adjust the budget: The options presented for consideration are the following:

1. Reductions in Department budgets in the amount of \$286,495, utilization of additional revenue of \$20,000 and an increase in the tax rate to make up the difference (\$9,505).

2. Reduce paving budget by \$250,000, reduction of insurance and debt service (\$250,000), plus prior year revenue sharing (\$14,000).
3. Increase the tax rate to a 7% increase, resulting in an additional tax revenue of \$115,000, combined with savings in debt service and insurance (\$52,000), prior year revenue sharing, (\$20,000) combined with reductions in Department budgets of \$129,000.
4. Absorb the entire loss of State revenue by an increase in the tax rate. This would result in a total increase in the rate of 7.4%.
5. Reductions in Department budgets totaling \$209,000, prior year revenue sharing (\$20,000), defer paving projects in the amount of \$87,000.

Not included as an option is the consideration to close the Town Office one day a month or reductions of staff. This issue was discussed briefly at the Council meeting but was also discussed in length several years ago. The impact that such an action would have is disproportionate to the staff that would be affected if implemented. The loss of wages would range from the very lowest of \$732 to as much as \$4,200. This is effectively a 5% pay cut for a select number of employees. As well, current staffing levels are at a point where further reductions need to include an in-depth discussion of reductions of programs and services.

In the event that the Council chooses to consider reducing Town Office hours or reductions in staff, we will prepare an in-depth analysis of the impacts.

Budget amendment timelines: The Council will hold the **Public Hearing** on July 29. The Town Charter requires that no action be taken on the amendment for a period of 10 days. The Council is scheduled to hold a **special Council meeting** on August 8 for the sole purpose of voting on the amendments to the budget. State law requires that the changes to the school budget also be subject to voter approval. A special referendum election is scheduled for August 20.

BUDGET AMENDMENT OPTIONS TO ADDRESS IMPACTS OF STATE BUDGET

The Town Council was presented the options listed below for consideration to address the reduction in State Revenue sharing that was a result of the adopted State Budget. The amount of the adjustment is \$316,000.

In addition, the State Budget resulted in an additional \$508,604 in revenues for the School Department as well as a new requirement to fund certain retirement costs. The estimated retirement cost is \$443,000. The proposed budget amendment will include authorizing the School Department to expend the additional revenues to fund the retirement costs. Any balance would be spent on design services for the school facilities project. These funds are entirely from the State and this amendment will not require additional funds from the Town.

OPTION 1: Reductions of Departmental budgets totaling \$286,495, plus additional \$20,000 in prior year revenue sharing for a combined total of \$297,495. The remaining amount is to be absorbed in the tax rate.

OPTION 2: Reduce paving budget by \$250,000, plus combined reduction in debt service and insurance (\$52,000) plus additional prior year revenue sharing to total \$316,000. (See attached list of possible paving projects to be deferred)

OPTION 3: Increase tax rate to 7%, resulting in additional tax revenue of \$115,000, combined with identified savings in debt service and insurance (\$52,000) plus \$20,000 from prior year revenue sharing totals \$187,000. The remaining amount to be reduced from the budget (\$129,000) would be from selected accounts identified Department budget reductions.

OPTION 4: An increase in the tax rate to provide the necessary amount, less the savings in debt service, insurance and prior year revenue sharing. This would result in an additional increase in the tax rate of .75%, resulting in a total tax increase of 7.4%.

An additional option has been developed as a result of comments made at the July 15 Council meeting. This option is presented below.

OPTION 5: Reductions of Departmental budgets totaling \$209,610, plus additional \$20,000 in prior year revenue sharing for a combined total of \$229,610. The specific reductions are attached to this document. The adjustments proposed include paving reduction of \$87,000 (Columbia Ave and Belmont Street).

**Proposed \$250,000 Reduction in Resurfacing Capital Budget
Brunswick Public Works
41000-56000-100**

<i>Street to Eliminated</i>	<i>From/To</i>	<i>Length</i>	<i>Total Cost Reduction</i>
Columbia Ave	Spring St to Barrows St (top course)	1,300 l.f.	\$50,000
Belmont St	Maine St to Spring St	920 l.f.	\$27,000
Oakland St	Belmont St to Columbia Ave	360 l.f.	\$10,000
River Rd	CMP Power Lines to 1,300 ft E Lisbon Rd	4,300 l.f.	\$163,000
Total Reduction By Eliminating the Above Street Paving:			\$250,000

PROPOSED BUDGET REDUCTIONS FOR OPTION #1

Admin	
Professional Services	\$ (5,000.00)
Training	\$ (1,200.00)
Office supplies	\$ (250.00)
Background checks	\$ (250.00)
Training supplies	\$ (250.00)
Parking stipend	\$ (600.00)
total	\$ (7,550.00)

Assessing	
Salaries	\$ (4,500.00)

Municipal Officers	
Professional Services	\$ (1,250.00)
Training	\$ (500.00)
Supplies	\$ (250.00)
total	\$ (2,000.00)

Technology	
Capital	\$ (5,000.00)

Clerk	
	\$ (2,000.00)
Finance	
Part-time	\$ (4,000.00)
Contractual Services	\$ (3,500.00)
Registration by mail	\$ (2,600.00)
total	\$ (10,100.00)

Planning/Codes	
Slaries	\$ (1,040.00)
Part-time salaries	\$ (420.00)
Telephone	\$ (480.00)
Training	\$ (700.00)
Publications	\$ (150.00)
Gas	\$ (694.00)
Professional Services	\$ (4,595.00)
Conservation Comm	\$ (50.00)
Total	\$ (8,129.00)

Visitor Center Subsidy \$ (10,000.00)

Library \$ (5,000.00)

PROPOSED BUDGET REDUCTIONS FOR OPTION #1

Parks/Recreation	
R&M Facilities	\$ (7,000.00)
R&M Vehicle	\$ (2,550.00)
Plants and Flowers	\$ (2,000.00)
Capital Facilities	\$ (7,200.00)
Total	\$ (18,750.00)

Fire Department	
Capital	\$ (17,000.00)
Call Department	\$ (18,000.00)
total	\$ (35,000.00)

Police Department	
Salaries/Health Ins	\$ (25,400.00)
Overtime	\$ (8,500.00)
Cruiser replacement	\$ (33,750.00)
Total	\$ (67,650.00)

Public Works	
Reduction of truck rental (Snow removal)	\$ (10,000.00)
defer tire mounting machine	\$ (4,800.00)
defer repair to floor	\$ (12,000.00)
defer replacement of grates	\$ (8,000.00)
reduction of exhaust fan replacement	\$ (12,000.00)
defer replacment of truck driver positions (1 month)	\$ (8,879.00)
Total	\$ (55,679.00)

Eco Dev	
Promotion	\$ (500.00)
Travel	\$ (250.00)
Training	\$ (250.00)
Office supplies	\$ (100.00)
total	\$ (1,100.00)

Human Services	
Rent	\$ (2,000.00)

Debt Service	
Police Station	\$ (42,037.00)

Insurances	
Programs	\$ (10,000.00)
Health Ins	\$ -
Total	\$ (10,000.00)

Grand Total	\$ (286,495.00)
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PROPOSED BUDGET REDUCTION FOR OPTION #5

Admin		
Professional Services	\$	(5,000.00)
Training	\$	(1,200.00)
Office supplies	\$	(250.00)
Background checks	\$	(250.00)
Training supplies	\$	(250.00)
Parking stipend	\$	(600.00)
total	\$	(7,550.00)

Assessing		
Salaries	\$	-

Municipal Officers		
Professional Services	\$	(1,250.00)
Training	\$	(500.00)
Supplies	\$	(250.00)
total	\$	(2,000.00)

Technology		
Capital	\$	(5,000.00)

Clerk		
	\$	-
Finance		
Part-time	\$	(4,000.00)
Contractual Services	\$	(3,500.00)
Registration by mail	\$	-
total	\$	(7,500.00)

Planning/Codes		
Slaries	\$	-
Part-time salaries	\$	-
Telephone	\$	-
Training	\$	-
Publications	\$	(150.00)
Gas	\$	(694.00)
Professional Servic es	\$	-
Conservation Comm	\$	(50.00)
Total	\$	(894.00)

Visitor Center Subsidy \$ (10,000.00)

Library \$ (5,000.00)

PROPOSED BUDGET REDUCTION FOR OPTION #5

Parks/Recreation	
R&M Facilities	\$ -
R&M Vehicle	\$ -
Plants and Flowers	\$ -
Capital Facilities	\$ (7,200.00)
Total	\$ (7,200.00)

Fire Department	
Capital	\$ -
Call Department	\$ (18,000.00)
total	\$ (18,000.00)

Police Department	
Salaries/Health Ins	\$ (25,400.00)
Overtime	\$ (8,500.00)
Cruiser replacement	\$ (33,750.00)
Total	\$ (67,650.00)

Public Works	
Reduction of truck rental (Snow removal)	\$ (10,000.00)
defer tire mounting machine	\$ (4,800.00)
defer repair to floor	\$ -
defer replacement of grates	\$ -
reduction of exhaust fan replacement	\$ -
defer replacment of truck driver positions (1 month)	\$ (8,879.00)
Total	\$ (23,679.00)

Eco Dev	
Promotion	\$ (500.00)
Travel	\$ (250.00)
Training	\$ (250.00)
Office supplies	\$ (100.00)
total	\$ (1,100.00)

Human Services	
Rent	\$ (2,000.00)

Debt Service	
Police Station	\$ (42,037.00)

Insurances	
Programs	\$ (10,000.00)
Health Ins	\$ -
Total	\$ (10,000.00)

Grand Total	\$ (209,610.00)
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TOWN OF BRUNSWICK, MAINE

**A Resolution Amending the Municipal Budget
For the Period July 1, 2013 to June 30, 2014**

WHEREAS, pursuant to Article V of the Charter of the Town of Brunswick, Maine (the “Charter”), the Town Council of the Town of Brunswick (the “Town Council” and the “Town”) , adopted a budget for the period beginning on July 1, 2013 and ending on June 30, 2014, (the “2013-14 Fiscal Year” and the “Municipal Budget”); and

WHEREAS, subsequent to the adoption of the Municipal Budget, the Maine Legislature adopted a budget for the State of Maine for the period beginning July 1, 2013 and ending June 30, 2014 (the “State Budget”); and

WHEREAS, the adopted State Budget reduced the amount of State funding to be distributed to Maine municipalities through the State Revenue Sharing (“SRS”) program, with the reduction in the amount to be provided to the Town of Brunswick, estimated at \$500,000; and

WHEREAS, the State’s revised estimate of SRS to be provided to the Town of Brunswick in the 2013-14 Fiscal Year is approximately \$315,857 less than the Town of Brunswick estimated in the Municipal Budget; and

WHEREAS, the Municipal Budget required that, in the event that actions by the Governor or Legislature reduced the amount of SRS to be received by the Town below the amount estimated by the Town, an amount equal to the estimated reduction would be added to the amount to be levied in property taxes; and

WHEREAS, with the adoption of the State Budget, the Maine Department of Education (“DOE”) now indicates that the Brunswick School Department will receive an additional \$508,604 in State aid to education; and

WHEREAS, the State Budget made changes to the State’s Education funding law so that local school units are now required to fund the normal cost of the Teacher Plan retirement contribution required by the Maine Public Employee Retirement System; and

WHEREAS, subsequent to the adoption of the Municipal Budget the Town Council voted its intent to consider amending the Municipal Budget once the State of Maine had adopted the State Budget; and

WHEREAS, the Town Manager has identified additional possible amendments to the Municipal Budget; and

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

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

NOW THEREFORE THE FOLLOWING RESOLUTION IS ADOPTED:

Section 1. Increases or (Reductions) in Expenditure (or Uses) Appropriations.

- a. The appropriations contained in the original Municipal Budget are increased or (reduced) as follows:

Account Name	Original Appropriation	Increase (Reduction)	Amended Appropriation
	\$ -	\$ -	\$ -

DRAFT

Section 2. Increases or Reductions in Revenue (of Sources) Estimates

- a. The revenue estimates contained in the original Municipal Budget are increased or (reduced) as follows:

Account Name	Original Estimate	Increase (Reduction)	Amended Estimate
State Revenue Sharing	\$ -	\$ (316,000)	\$ (316,000)
State School Subsidy	10,331,504	508,604	10,840,108
	\$ 10,331,504	\$ 192,604	\$ 10,524,108

Section 3. Property Tax Levy

- a. The Net Required from Property Taxes as adopted in the Municipal Budget remains unchanged at, or is amended to, \$_____.

Proposed to Town Council: July 15, 2013
Public Hearing: July 29, 2013
Adopted by Town Council:

ITEM 84

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

July 10, 2013

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Route 24 Corridor Study Endorsement Request by Midcoast Council of Governments

The Midcoast Council of Governments (MCOG) is requesting Town Council's endorsement of the attached final draft Route 24 Corridor Study, dated June 27, 2013. An earlier draft dated February 14, 2013 was provided in your March 18, 2013 meeting packet.

As background, the Route 24 Corridor was previously identified by MaineDOT as one of 38 Corridors of Regional Economic Significance for Transportation (CREST) and included as such in the 2008-2030 long-range transportation plan, *Connecting Maine*. MaineDOT requested each regional council to convene an advisory committee to develop a Corridor Plan to include "a prioritized list of transportation and other strategies that will meet the regional objectives of each Corridor of Regional Economic Significance."

In the fall of 2012, MCOG organized the Route 24 Corridor Plan Advisory Committee comprised of municipal and private sector representatives for the study area from Harpswell to Richmond (see map of study area, Figure 1). Councilor Vice-Chair Margo Knight and I served as the municipal representatives for Brunswick. Other Brunswick residents on the committee included Richard Cromwell and William Wilkoff (Brunswick Bike and Pedestrian Advisory Committee Co-Chairs). Since its inception the plan advisory committee met several times and held two advertised public meetings to identify Route 24 issues and concerns, establish objectives for the corridor, develop strategies, and approve a regional plan for the corridor to submit to MaineDOT.

Included in the plan is a list of recommended corridor improvements or strategies by municipality for the following five regional objectives.

1. Ensure safe travel for all corridor users, including vehicle drivers, pedestrians and bicyclists;
2. Maintain the capacity of the corridor;
3. Provide coordinated signage and marketing;
4. Address storm surge and future inundation, particularly with regard to emergency routes; and
5. Re-route Route 24 out of the downtowns of Brunswick and Topsham to remedy high traffic impacts, with consideration for Business 24 designation of the existing route in those towns.

The majority of the individual recommendations/strategies are intended to be implemented, as funding becomes available, at either the state and/or regional level. In addition many are recommended for local implementation for all towns. Those specific to Brunswick are related to Objective 5, working with MaineDOT and the Town of Topsham to re-route Route 24 from Maine Street and Bath Road with consideration given to establishing a Business Route 24 designation in its place. It is further

recommended that such changes should include a public process and the “filling-in” of any bicycle and pedestrian gaps created by the re-routing.

A Letter of Endorsement provided by MCOG is attached for your consideration, stating the Town’s support of the five previously mentioned objectives and willingness to work towards and support of plan implementation with MaineDOT, MCOG and participating Towns, as funding becomes available.

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

Attachments

ROUTE 24 CORRIDOR MANAGEMENT PLAN

LETTER OF ENDORSEMENT

We support the findings and recommendations contained in the Route 24 Corridor Plan in order to:

1. Ensure safe travel for all corridor users, including vehicle drivers, pedestrians and bicyclists;
2. Maintain the capacity of the corridor;
3. Provide coordinated signage and marketing;
4. Address storm surge and future inundation, particularly with regard to emergency routes; and
5. Re-route Route 24 out of the downtowns of Brunswick and Topsham to remedy high traffic impacts, with consideration for Business 24 designation of the existing route in those towns.

We will work with Maine DOT, the Midcoast Council of Governments and each other to support the plan's implementation as funding is available.

Town of Harpswell

Town of Brunswick

Town of Topsham

Town of Bowdoinham

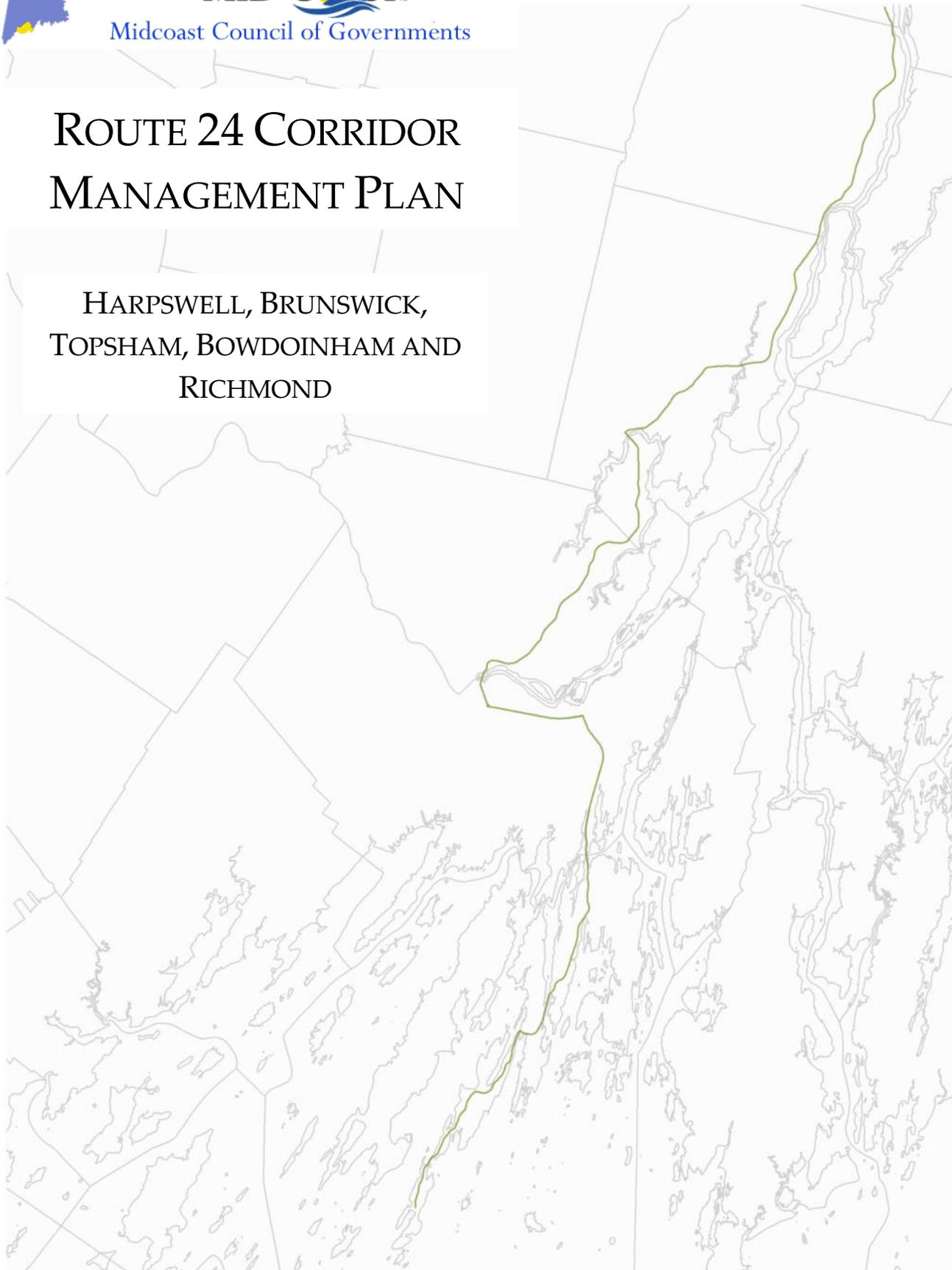
Town of Richmond



Midcoast Council of Governments

ROUTE 24 CORRIDOR MANAGEMENT PLAN

HARPSWELL, BRUNSWICK,
TOPSHAM, BOWDOINHAM AND
RICHMOND



June 27, 2013
FINAL DRAFT FOR
MUNICIPAL ENDORSEMENT

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I. Introduction

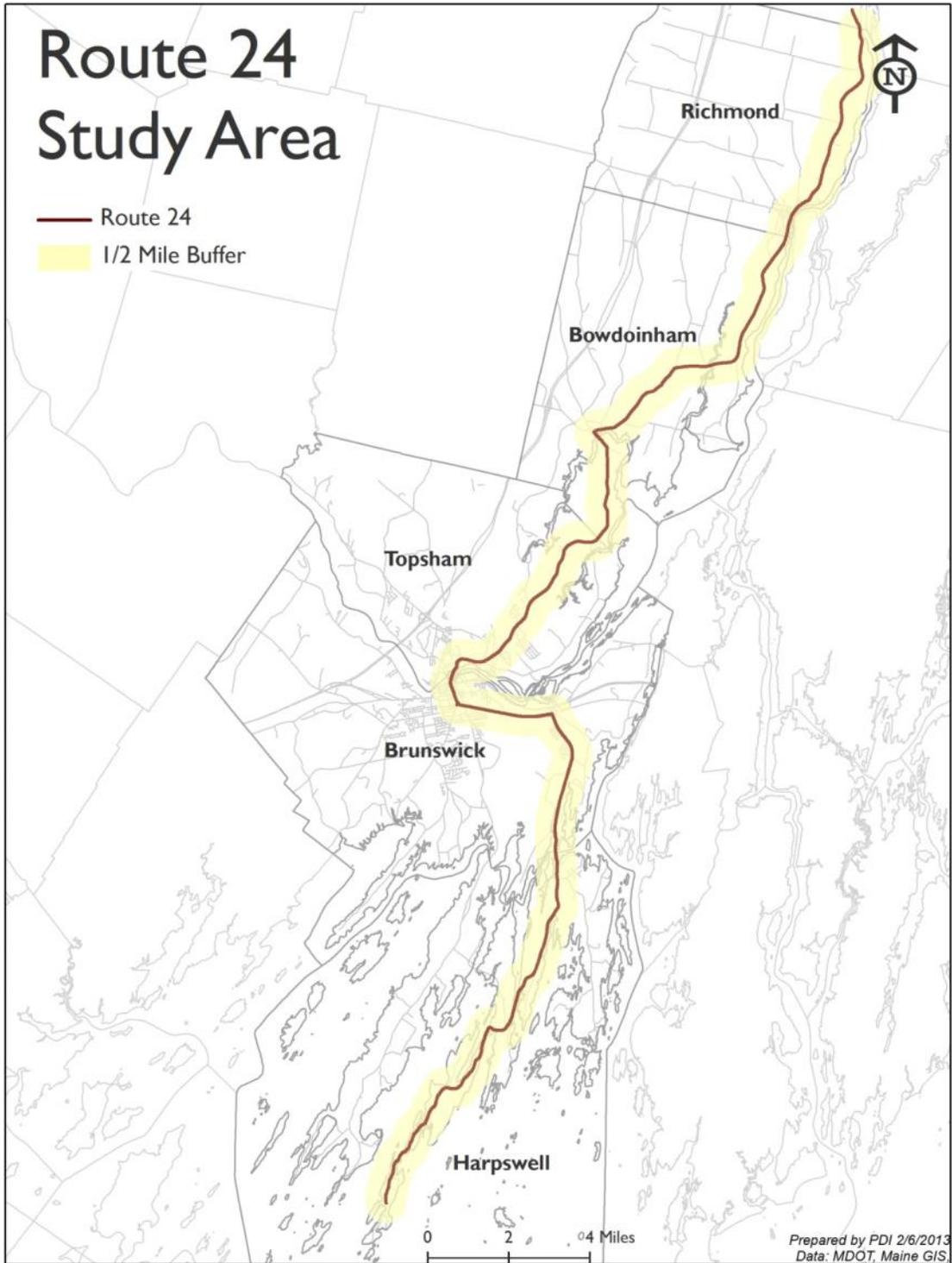
Connecting Maine, the state's long-range transportation plan (2008-2030), was developed by the Maine Department of Transportation (MaineDOT) with assistance from the 11 Regional Councils, including the Midcoast Council of Governments (MCOG). As part of the *Connecting Maine* planning process, the Regional Councils identified thirty-eight Corridors of Regional Economic Significance for Transportation (CRESTs). In the Midcoast region, Route 24 was identified as CREST Priority #2 (Route 1 was identified as Priority #1). The next step is to define "a prioritized list of transportation and other strategies that will meet the regional objectives of each Corridor of Regional Economic Significance."

In the fall of 2012, the Midcoast Council of Governments (MCOG) convened an advisory committee to develop a Corridor Plan for Route 24 from Harpswell to Richmond (see map of study area, Figure 1). The plan advisory committee met several times over the next several months to identify Route 24 issues and concerns, establish objectives for the corridor, develop strategies, and approve a regional plan for the corridor to submit to MaineDOT.

Members of the public were encouraged to speak with the plan advisory committee, which included town staff and officials from each of the five Route 24 communities in the region as well as other stakeholders recommended by the towns. There were specific opportunities for public participation at each stage of the process, publicized in local newspapers as well as locally by each town office.

The Route 24 Corridor Plan will guide MaineDOT investments in the future, and it is important to have a plan in place as funding becomes available. There is currently no specific budget allocated for plan implementation.

Figure 1



II. Purpose

The purpose of this corridor management plan is to define a prioritized list of transportation and other strategies that will meet the following regional objectives for Route 24, from Harpswell to Richmond:

1. Ensure safe travel for all corridor users, including vehicle drivers, pedestrians and bicyclists;
2. Maintain the capacity of the corridor;
3. Provide coordinated signage and marketing;
4. Address storm surge and future inundation, particularly with regard to emergency routes; and
5. Re-route Route 24 out of the downtowns of Brunswick and Topsham to remedy high traffic impacts, with consideration for Business 24 designation of the existing route in those towns.

III. Process

In the fall of 2012, the Midcoast Council of Governments (MCOG) convened an advisory committee to develop a Corridor Plan for Route 24 from Harpswell to Richmond. Municipal officials from each of the five towns in the study area suggested potential committee members. The committee included the following community representatives:

Nicole Briand, Town Planner	Bowdoinham
Anna Breinich, Director of Planning and Development	Brunswick
Jim Howard, Route 24 Business Owner	Topsham
Richard Cromwell, Resident	Brunswick
William Wilkoff, Resident	Brunswick
Margo Knight, Town Councilor	Brunswick
Carol Eyerma, Town Planner	Harpswell
Kristi Eiane, Town Administrator	Harpswell
Ralph "Chip" Black, Route 24 Business Owner	Harpswell
Tony Barrett, Recreation Committee, Conservation Commission	Harpswell
Clarence ("Clancy") Cummins, Selectman	Richmond
Victoria Boundy, Dir. of Community and Business Development	Richmond
Tom Nugent, Planning Board	Richmond
Bruce Moore, Resident	Topsham
Wes Thames, Resident	Topsham
Cornell Knight, Town Manager	Topsham
Donald Russell, Selectman	Topsham
Richard Roedner, Planning Director	Topsham
Victor Langelo, Resident	Topsham
Bob Bruce, Merrymeeting Wheelers	Wiscasset

An initial public meeting to identify their issues and concerns was held on October 17, 2012 at Topsham Municipal Building. The meeting was publicized in local newspapers as well as locally by each town office.

The plan advisory committee then met twice: first, to review data, further develop the list of issues and concerns that came out of the public meeting, and define a purpose and objectives for the plan; second, to identify potential strategies to meet the regional objectives. A third committee meeting was held in January to further refine the strategies and set short- and long-term priorities. A subsequent set of second public meetings was held in Spring 2013 for the public in each community to respond to the draft recommendations.

When the final plan has been approved by the advisory committee, it will be adopted by the Midcoast Council of Governments and submitted to MaineDOT for approval. The final plan will include endorsement by the municipalities, MCOG, and MaineDOT, and will outline how recommendations are to be implemented and establish a protocol for periodic review of progress.

IV. Background: Demographics and Economic Data

A. Demographics

Between 2000 and 2010, the total population in the study area decreased slightly (Table IV-1). Most of this loss is likely due to the recent closure of the Brunswick Naval Air Station (BNAS). The BNAS closure resulted in a loss of approximately 3,400 jobs from 2006-2011.¹

At the same time, Bowdoinham and Richmond both saw an increase in population.

Table IV-1: Total Population

	2000	2010	# Change	% Change
Brunswick, Cumberland County	21,172	20,278	-894	-4.2%
Harpwell, Cumberland County	5,239	4,740	-499	-9.5%
Bowdoinham, Sagadahoc County	2,612	2,889	277	10.6%
Richmond, Sagadahoc County	3,298	3,411	113	3.4%
Topsham, Sagadahoc County	9,100	8,784	-316	-3.5%
5 Towns combined	41,421	40,102	-1,319	-3.2%
Cumberland County, Maine	265,612	281,674	16,062	6.0%
Sagadahoc County, Maine	35,214	35,293	79	0.2%
Maine	1,274,923	1,328,361	53,438	4.2%

Source: US Census

There was a significant drop in working age (25-44) population in all five towns, possibly due to the BNAS closure (Table IV-2). There was an increase in the 45+ population, but not enough to make up for the loss of under 45 (Table IV-2).

Table IV-2: Population by Age

	Under 25			25-44			45-64			65 and over		
	2000	2010	% Change	2000	2010	% Change	2000	2010	% Change	2000	2010	% Change
Harpwell	1,280	932	-27.2%	1,315	800	-39.2%	1,659	1,778	7.2%	985	1,230	24.9%
Brunswick	7,864	6,763	-14.0%	5,702	4,224	-25.9%	4,334	5,606	29.3%	3,272	3,685	12.6%
Topsham	3,071	2,300	-25.1%	2,945	2,060	-30.1%	1,940	2,771	42.8%	1,144	1,653	44.5%
Bowdoinham	828	796	-3.9%	787	710	-9.8%	733	1,017	38.7%	264	366	38.6%
Richmond	1,105	969	-12.3%	1,014	876	-13.6%	834	1,089	30.6%	345	477	38.3%
5 Towns	14,148	11,760	-16.9%	11,763	8,670	-26.3%	9,500	12,261	29.1%	6,010	7,411	23.3%

Source: US Census

¹ http://www.mrra.us/images/Understanding_the_Impacts_SPO.pdf

B. Housing

Despite the loss in total population, the number of housing units in the study area increased between 2000 and 2010 (Table IV-3.) The result was a decrease in average household size (Table IV-4).

Table IV-3: Housing Units

	2000	2010	# Change	# Change
Harpswell	3,701	4,208	507	13.7%
Brunswick	8,720	9,599	879	10.1%
Topsham	3,573	4,167	594	16.6%
Bowdoinham	1,107	1,279	172	15.5%
Richmond	1,475	1,629	154	10.4%
5 Towns combined	18,576	20,882	2,306	12.4%

Source: US Census

Table IV-4: Average Household Size

	2000	2010
Harpswell	2.24	2.13
Brunswick	2.34	2.19
Topsham	2.62	2.32
Bowdoinham	2.54	2.45
Richmond	2.54	2.39

Source: US Census

C. Employment

Total average employment in the study area is lower in 2011 than it was in 2001, although it is up in Richmond and Topsham (Table IV-5). Professional and technical services employment is down, as is administrative services. Employment in the health care and social assistance sector is up significantly, as well as retail trade.

Table IV-5: Average Employment

	2001							2011						
	Brunswick	Harpwell	Bowdoinham	Richmond	Topsham	5 Towns	% of Total	Brunswick	Harpwell	Bowdoinham	Richmond	Topsham	5 Towns	% of Total
Total, All Industries	12,376	559	231	493	3,042	16,701		11,194	458	190	691	3,636	16,169	
Agriculture, Forestry, Fishing	17	14				31	0.2%		21	17			38	0.2%
Utilities	81					81	0.5%	69					69	0.4%
Construction	401	94	24	49	303	871	5.2%	291	57	26	155	266	795	4.9%
Manufacturing	724				160	884	5.3%	491			65	100	656	4.1%
Wholesale Trade	62	19			67	148	0.9%	72	13	15		33	133	0.8%
Retail Trade	2,242	58	31	70	446	2,847	17.0%	1,935	59	40	69	1,014	3,117	19.3%
Transportation and Warehousing	114				28	142	0.9%	129			20	36	185	1.1%
Information	279					279	1.7%	214					214	1.3%
Finance and Insurance	519			16	17	552	3.3%	376			14	59	449	2.8%
Real Estate	175	8			16	199	1.2%	177	20			27	224	1.4%
Professional & Technical Services	851	18	14	17	217	1,117	6.7%	364	14	13	37	259	687	4.2%
Management of Companies	15					15	0.1%	61					61	0.4%
Administrative & Waste Services	453			20	430	903	5.4%	430	23		15	88	556	3.4%
Educational Services	1,674					1,674	10.0%	1,727					1,727	10.7%
Health Care and Social Assistance	2,359	23		37	321	2,740	16.4%	2,922			65	450	3,437	21.3%
Arts, Entertainment, Recreation	389	19			68	476	2.9%	245	34			20	299	1.8%
Accommodation & Food Services	1,055	138			312	1,505	9.0%	1,119			45	443	1,607	9.9%
Other Services, Except Public Adm	434	10	17	5	101	567	3.4%	354	20	13		151	538	3.3%
Public Administration					76	76	0.5%							

Tables IV-6 and IV-7 present the major employers in Sagadahoc and Cumberland Counties in 2012.

Table IV-6: Top 25 Employers in Sagadahoc County, 2012

Employer Name	City	Employment Range	Business Description
Bath Iron Works Corporation	Bath	5,001 to 5,500	Ship building and repairing
Seacoast Management	Various	1 to 500	Assisted living facilities for the elderly
Computer Sciences Corporation	Topsham/Bath	1 to 500	Computer facilities management services
Reed & Reed Inc	Woolwich	1 to 500	Highway, street, and bridge construction
Hannaford Bros Co		1 to 500	Supermarkets and other grocery stores
Target Corporation		1 to 500	Discount department stores
Harry C Crooker & Sons Inc	Topsham	1 to 500	Highway, street, and bridge construction
Home Depot Usa Inc		1 to 500	Home centers
Shaws Supermarkets Inc		1 to 500	Supermarkets and other grocery stores
Providence Service Corporation	Bath	1 to 500	Child and youth services
Hyde School	Bath	1 to 500	Elementary and secondary schools
Bath Area Family Y M C A	Bath	1 to 500	Civic and social organizations
Hillhouse Inc	Bath	1 to 500	Assisted living facilities for the elderly
Elmhurst Inc	Bath	1 to 500	Vocational rehabilitation services
Bath Savings Institution	Bath	1 to 500	Savings institutions
Independence Association Inc	Topsham	1 to 500	Vocational rehabilitation services
Wright Pierce	Topsham	1 to 500	Engineering services
Sebasco Harbor Resort Llc	Phippsburg	1 to 500	Hotels and motels, except casino hotels
F H C Inc	Bowdoin	1 to 500	Electromedical apparatus manufacturing
Acadia Auto Auctions	Richmond	1 to 500	Wholesale trade agents and brokers
Sea Dog Ventures Inc	Topsham	1 to 500	Full-service restaurants
Little Caesars		1 to 500	Limited-service restaurants
Waltz Long Term Care Pharmacy	Topsham	1 to 500	Pharmacies and drug stores
Kindred Nursing Centers West Llc	Bath	1 to 500	Nursing care facilities, skilled nursing
Advance Auto Sales Inc	Topsham	1 to 500	New car dealers

Source: Maine Department of Labor

Table IV-7: Top 25 Employers in Cumberland County, 2012

Employer Name	City	Employment Range	Business Description
Maine Medical Center	Portland	6,001 to 6,500	General medical and surgical hospitals
Ll Bean Inc	Freeport	3,001 to 3,500	Retail sales
Unum Provident	Portland	2,501 to 3,000	Direct life insurance carriers
Hannaford Bros Co		2,501 to 3,000	Supermarkets and other grocery stores
Mercy Hospital	Portland	1,501 to 2,000	General medical and surgical hospitals
Wal Mart / Sam's Club		1,001 to 1,500	Discount department stores
T D Banknorth N A		1,001 to 1,500	Commercial banking
Bowdoin College	Brunswick	1,001 to 1,500	Colleges and universities
Mid Coast Hospital	Brunswick	1,001 to 1,500	General medical and surgical hospitals
Shaws Supermarkets Inc		501 to 1,000	Supermarkets and other grocery stores
Idexx Laboratories Inc	Westbrook	501 to 1,000	Pharmaceutical preparation manufacturing
Attendant Services Inc	So Portland	501 to 1,000	Services for the elderly and disabled
Martins Point Health Care Center	Portland	501 to 1,000	Offices of physicians, except mental health
Fairchild Semiconductor Corp	So Portland	501 to 1,000	Semiconductors and related device mfg
Family Practice Center		501 to 1,000	Offices of physicians, except mental health
Goodwill Industries Of Northern NE		501 to 1,000	Vocational rehabilitation services
Wright Express Corporation	So Portland	501 to 1,000	Financial transaction processing and clearing
Fairpoint Communications		501 to 1,000	Telemarketing and other contact centers
Time Warner Entertainment Co L P		501 to 1,000	Wired telecommunications carriers
Spurwink Services Incorporated	Portland	501 to 1,000	Other individual and family services
S D Warren	Westbrook	501 to 1,000	Paper, except newsprint, mills
Texas Instruments Incorporated	Portland	501 to 1,000	Semiconductors and related device mfg
Anthem Health Systems Inc		501 to 1,000	Direct health and medical insurance carriers
Lowes Home Centers Inc		501 to 1,000	Home centers
Idexx Operations Corp	Westbrook	1 to 500	Druggists' goods merchant wholesalers

Source: Maine Department of Labor

D. Commute Data

35.8% of total employed residents of the study area (Harpswell, Brunswick, Topsham, Bowdoinham and Richmond) work in the study area (6,186 of 17,267) (Table IV-8).

Table IV-8: 2010 Commute Data

	Live in Harpswell, Work In...	Live in Brunswick, Work In...	Live in Topsham, Work In...	Live in Bowdoinham, Work In...	Live in Richmond, Work In...
Harpswell	174	41	29	5	11
Brunswick	395	2,592	861	236	148
Topsham	140	405	666	134	80
Bowdoinham	5	18	15	42	19
Richmond	0	9	11	21	129
Other	977	5,127	2,819	930	1,228
% 5 Towns	42.2%	37.4%	35.9%	32.0%	24.0%

In 2010 the vast majority of workers in the study area continue to drive alone to work, although an increased number walked or took a taxi, bicycle, motorcycle or other means compared to 2000 (Table IV-9). There was a decrease in people who took public transit from 2000 to 2010.

Table IV-9: Means of Transportation to Work (5 Town Study Area)

	2000*	% of Total	2010**	% of Total	# Change, 2000-2010	% Change, 2000-2010
Car, truck, or van - drove alone	15,441	76.6%	15,113	74.6%	-328	-2.1%
Car, truck, or van - carpooled	2,229	11.1%	2,197	10.8%	-32	-1.4%
Public transportation (excluding taxicab)	133	0.7%	60	0.3%	-73	-54.9%
Walked	1,235	6.1%	1,383	6.8%	148	12.0%
Taxicab, motorcycle, bicycle, or other means	198	1.0%	614	3.0%	416	210.1%
Worked at home	927	4.6%	898	4.4%	-29	-3.1%
Total	20,163		20,265		102	0.5%

*US Census

**ACS 5-Year Sample

V. Transportation & Infrastructure

A. Traffic Counts and Crash Locations

Route 24 is a *major urban collector* (state aid road). Collectors link smaller towns and neighborhoods to the regional transportation network. A road's function is determined by MaineDOT based on a number of factors, including land use (business or residential or agricultural), annual average daily traffic (AADT), trip length, and how the road fits into the larger road network.

Harpswell and Bowdoinham have the most Route 24 road miles of the 5 towns in the study area (Table V-1).

Table V-1: Route 24 Road Length by Town (Study Area)

	Length (in miles)
Harpswell	10.57
Bowdoinham	10.43
Brunswick	7.18
Richmond	5.79
Topsham	5.16
Total	39.13

Traffic counts have been decreasing everywhere except Richmond (Table V-2, Figure 2). The steep drop-off in Brunswick may be attributable to the BNAS closure.

Table V-2: Historic Vehicle Traffic Counts, 2000-2011

	2000	2005	2010	2011	% Change 2000-2011
Harpswell	3,079	3,030	2,870	2,820	-8.4%
Brunswick	15,782	15,068	11,622	10,584	-32.9%
Topsham	7,153	7,158	7,068	6,768	-5.4%
Bowdoinham	1,745	1,527	1,434	1,397	-19.9%
Richmond	1,955	2,271	2,237	2,081	6.4%

Source: MDOT

High Crash Locations are locations where there have been eight or more accidents in a three-year time period. All three of the Route 24 High Vehicle Crash Locations in the study area are in Brunswick at two intersections: 1) the Corner of Bath Road and Gurnet

Road (Cook's Corner) and 2) the intersection of Route 1 and Maine Street (Table V-3, Figure 3).

Table V-3: Vehicle High Crash Locations, 2009-2011 (see map)

Total Crashes	LOCATION
8	Int of BATH RD, THOMAS POINT RD
14	Int of US-1 NB TO COOKS COR, US-1 SB TO COOKS COR
13	Int of BOW ST, MAINE ST, US-1 SB OFF RAMP

Source: MDOT

Figure 4 presents the locations of known pedestrian and bicycle locations on Route 24 between 2003-2012. Figure 5 presents Route 24 speed limits.

Figure 2

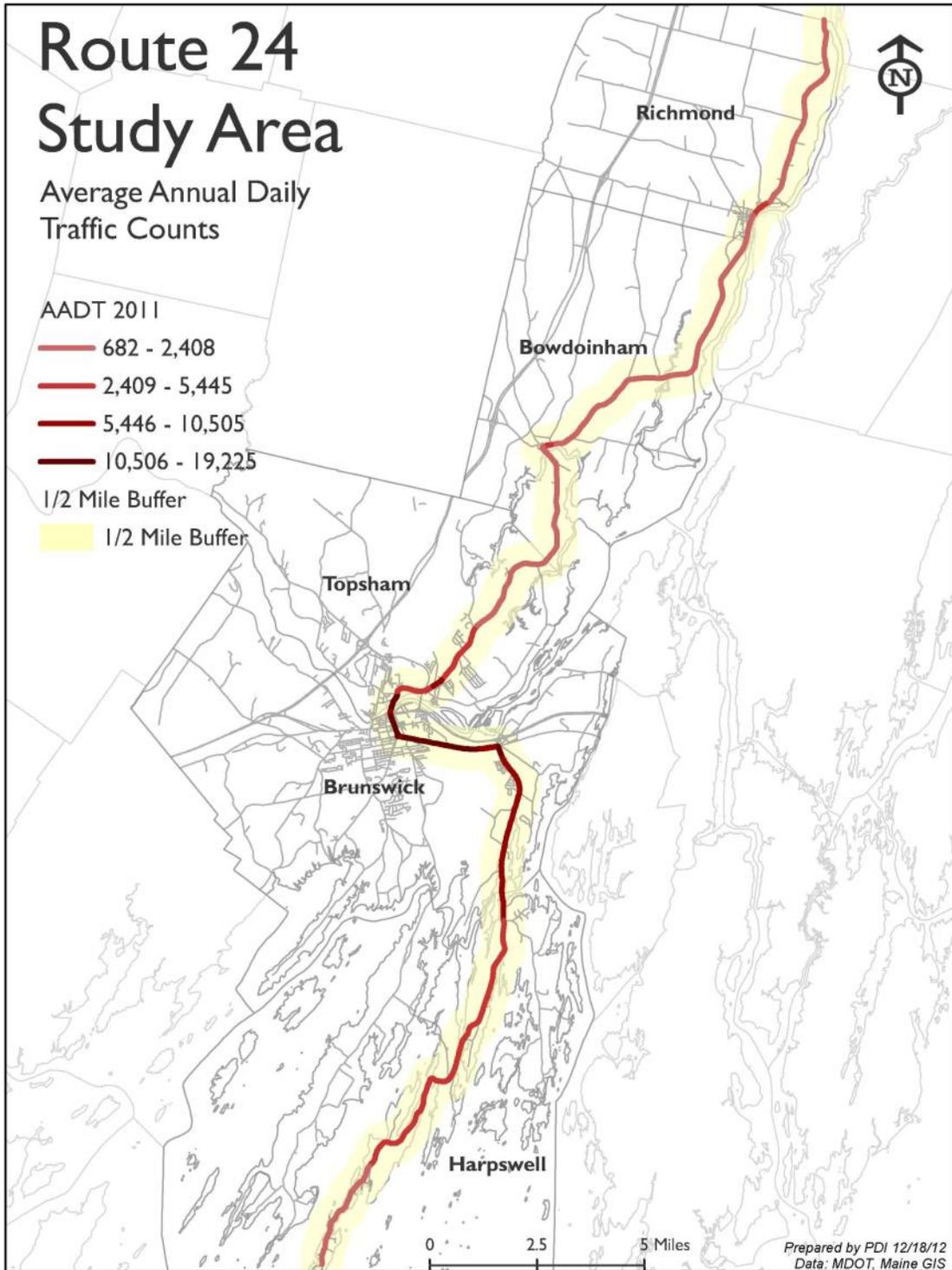


Figure 3

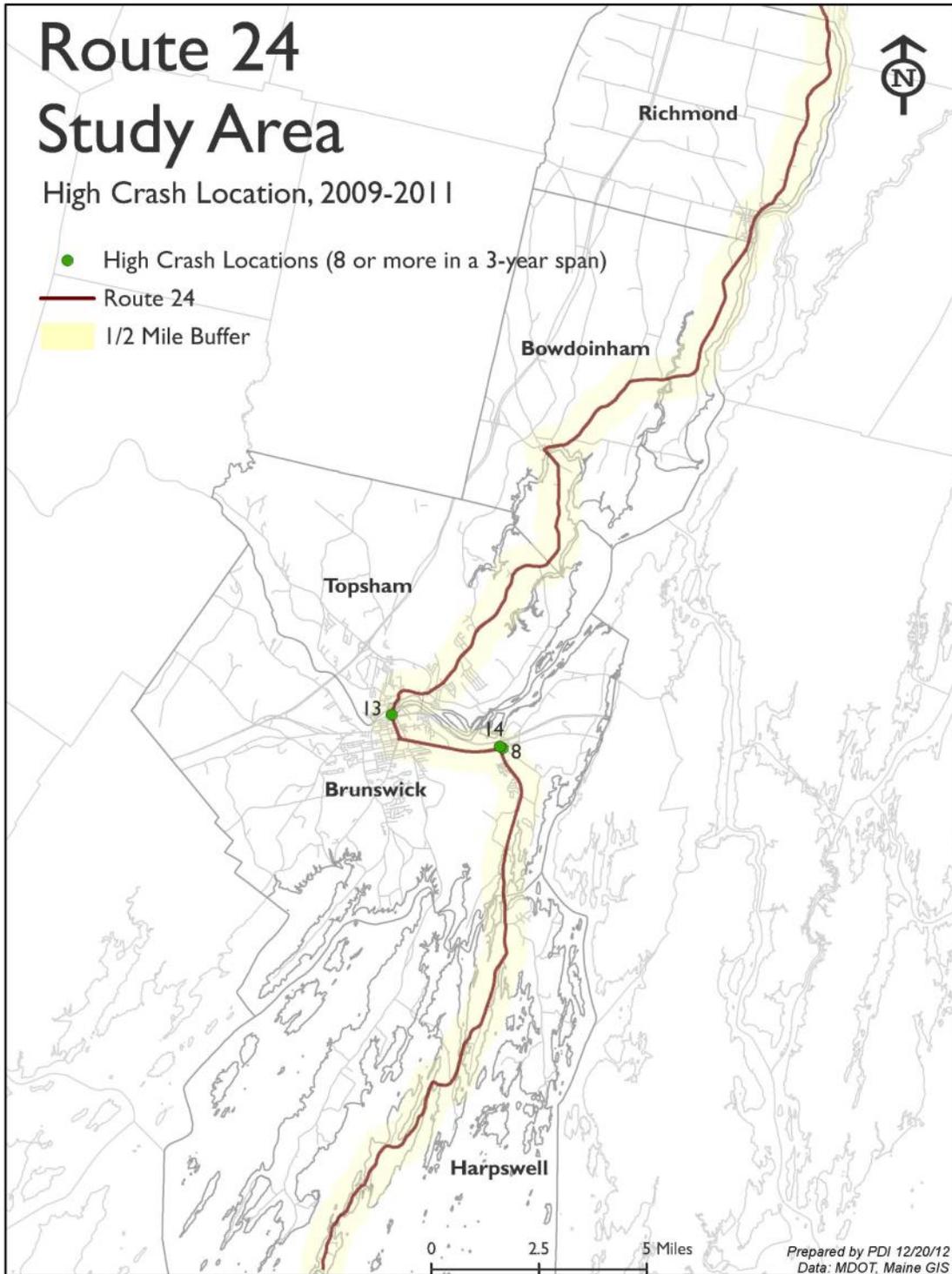


Figure 4

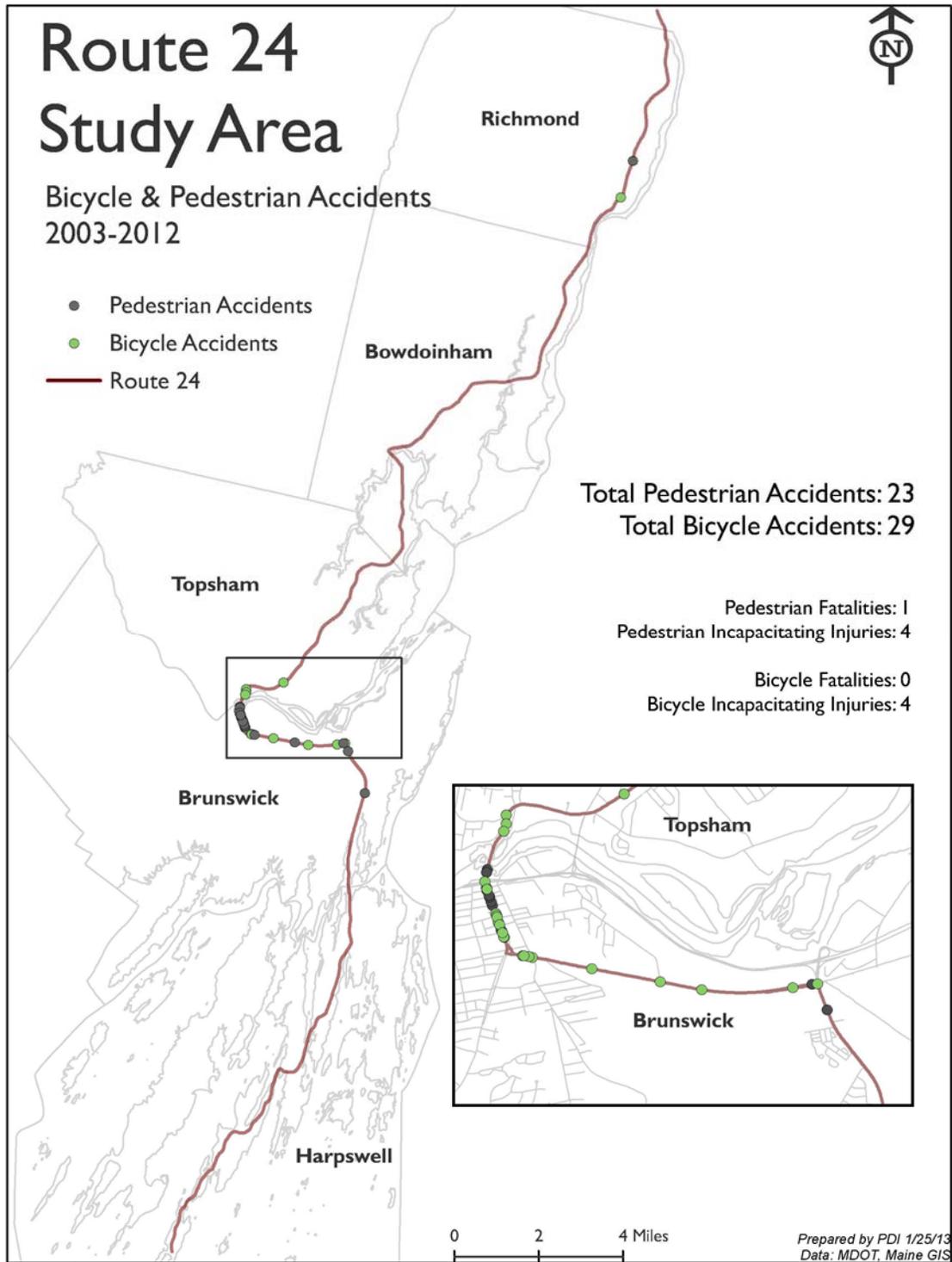
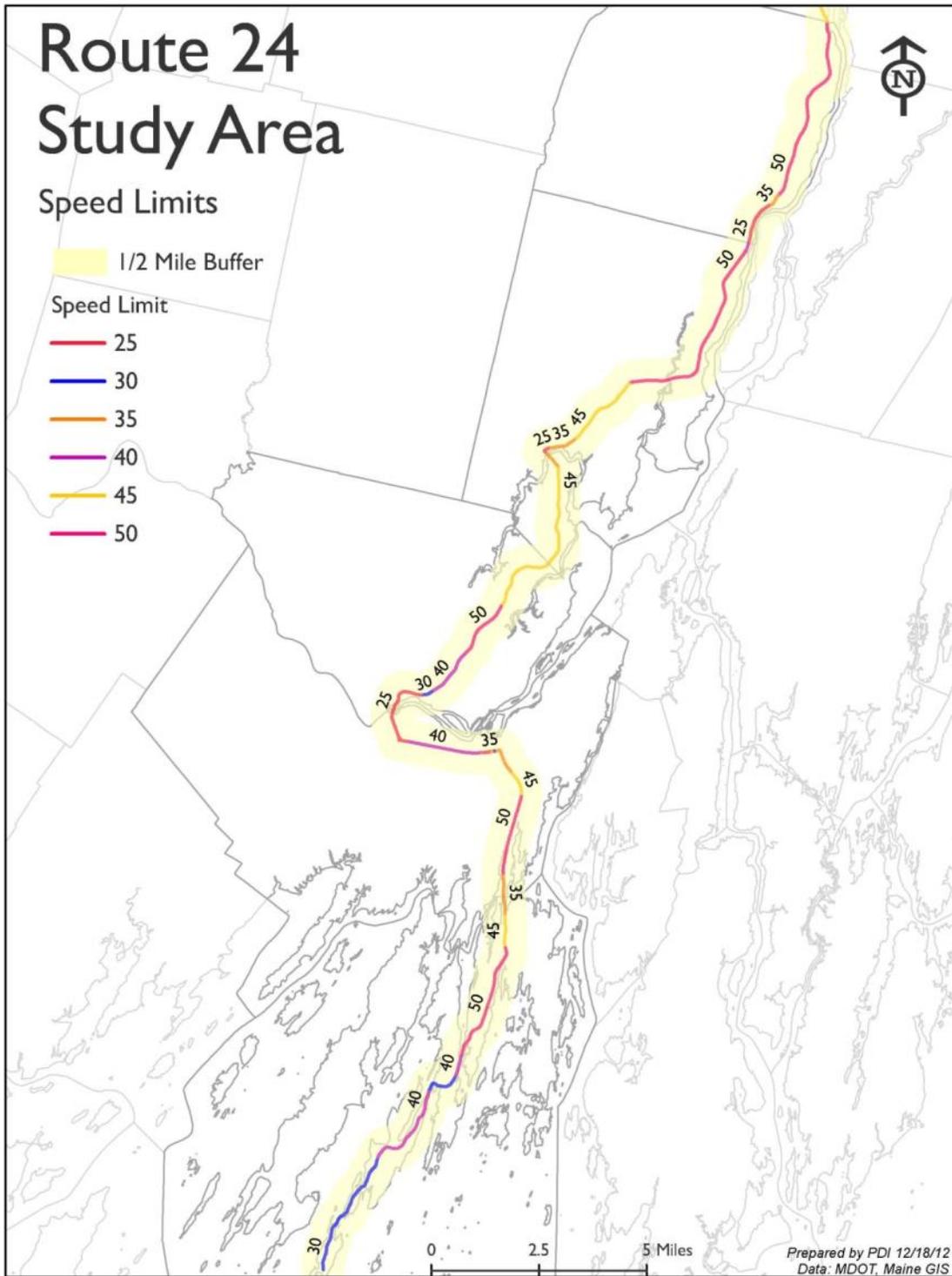


Figure 5



B. MaineDOT Condition and Safety Scores

MaineDOT has adopted a “framework for managing Maine’s highway system based on highway corridor priorities (HCP) and customer service levels (CSL).”

Route 24 is a priority 4 corridor.

Table V-4: MaineDOT Priority Levels

	Definition
Priority 1 Roads	These roads include the Maine Turnpike, the interstate system and key principal arterials like Route 1 in Aroostook County, the Airline (Route 9), Route 2 west of Newport, and Route 302. The 1,400 miles of Priority 1 roads represent only 7 percent of the miles, but carry fully 40 percent of all vehicle miles traveled in Maine.
Priority 2 Roads	These roads total about 940 miles. They are non-interstate, high value arterials that represent about 4 percent of the total miles of road but carry 11 percent of overall traffic.
Priority 3 Roads	These roads generally are the remaining arterials and most significant major collector highways. These 2,050 miles represent only 9 percent of miles, but carry 19 percent of the traffic.
Priority 4 Roads	These roads generally are the remainder of the major collector highways, often also part of Maine's unique state aid system, in which road responsibilities are shared between the state and municipalities. These 1,900 miles represent about 8 percent of total miles, and carry 10 percent of the traffic.
Priority 5 Roads	These roads are 2,500 miles of minor collector highways, almost all on the state aid system. They represent 11 percent of miles, but carry only 7 percent of traffic.
Priority 6 Roads	These roads are local roads and streets, and are the year-round responsibility of our municipal partners. Though they carry just 13 percent of the statewide traffic, these 14,300 miles make up 61 percent of the total miles.

Source: MaineDOT

The customer service level includes three considerations: safety, condition and serviceability, and grades them similar to a report card (A – F). Table V-5 below defines the measures that make up the overall service level grade. Route 24 Customer Service Level Scores (safety, condition and service) in the study area are presented in Figures 6-

11 on the following pages. Figure 12 presents Route 24 safety scores and high crash location together.

Table V-5: MaineDOT Customer Service Levels

Customer Service Level	Category	Definition
Crash History	Safety	This measure includes the two types of motor vehicle crashes most likely related to the highway- head-on and run-offroad crashes. The A-F scale compares these crash rates with the statewide average.
Paved Roadway Width	Safety	This measure compares total paved width (lane plus shoulder) with minimum acceptable widths by Highway Corridor Priority (not new design standards). If a highway segment fails this minimum, the Safety Customer Service Levels for that segment is decreased one letter grade.
Pavement Rutting	Safety	This measure looks at wheelpath rutting, since excessive rutting holds water and contributes to hydroplaning and icing in winter. The A-F scale set points vary by Highway Corridor Priority, and are based on hydroplane tests.
Bridge Reliability	Safety	This measure is pass/fail. If a highway segment contains a bridge with a Condition Rating of 3 or less (excluding non-overpass decks), the Safety Customer Service Level is decreased one letter grade. These bridges are safe, but may require increased inspection or remedial work that could affect traffic flow.
Pavement Condition	Condition	This measure uses the Pavement Condition Rating (PCR), a 0-5 scale that is composed of International Roughness Index, rutting, and two basic types of cracking. The A-F scale varies by Highway Corridor Priority.
Roadway Strength	Condition	This measure uses the results of the falling weight deflectometer, a device that estimates roadway strength. The A-F scale is uniform across Highway Corridor Priority, since even low-priority roads must support heavy loads in Maine's natural resource-based economy.

Bridge Condition	Condition	This measure converts the 0-9 national bridge inventory (NBI) condition ratings to pass or fail; it is uniform across Highway Corridor Priority.
Ride Quality	Condition	This measure uses the International Roughness Index (IRI), which is expressed in inches per mile of deviation. IRI is the nationally accepted standard for passenger comfort, and the A-F scale varies by Highway Corridor Priority.
Posted Road	Service	Each year, MaineDOT posts more than 2,000 miles of road during spring thaw to protect their longevity, but some posted roads directly affect Maine's economy. Road segments that are permanently posted get a D, those with seasonal postings get a C.
Posted Bridge	Service	This measure uses load weight restrictions to arrive at an A-F score that varies by Highway Corridor Priority.
Congestion	Service	This measure uses the ratio of peak traffic flows to highway capacity to arrive at an A-F score for travel delay. Peak summer months are specifically considered to capture impacts to Maine's tourism industry. This scale is uniform across Highway Corridor Priority, since tourist travel is system-wide and sitting in traffic affects customer service similarly on all roads.

Figure 6

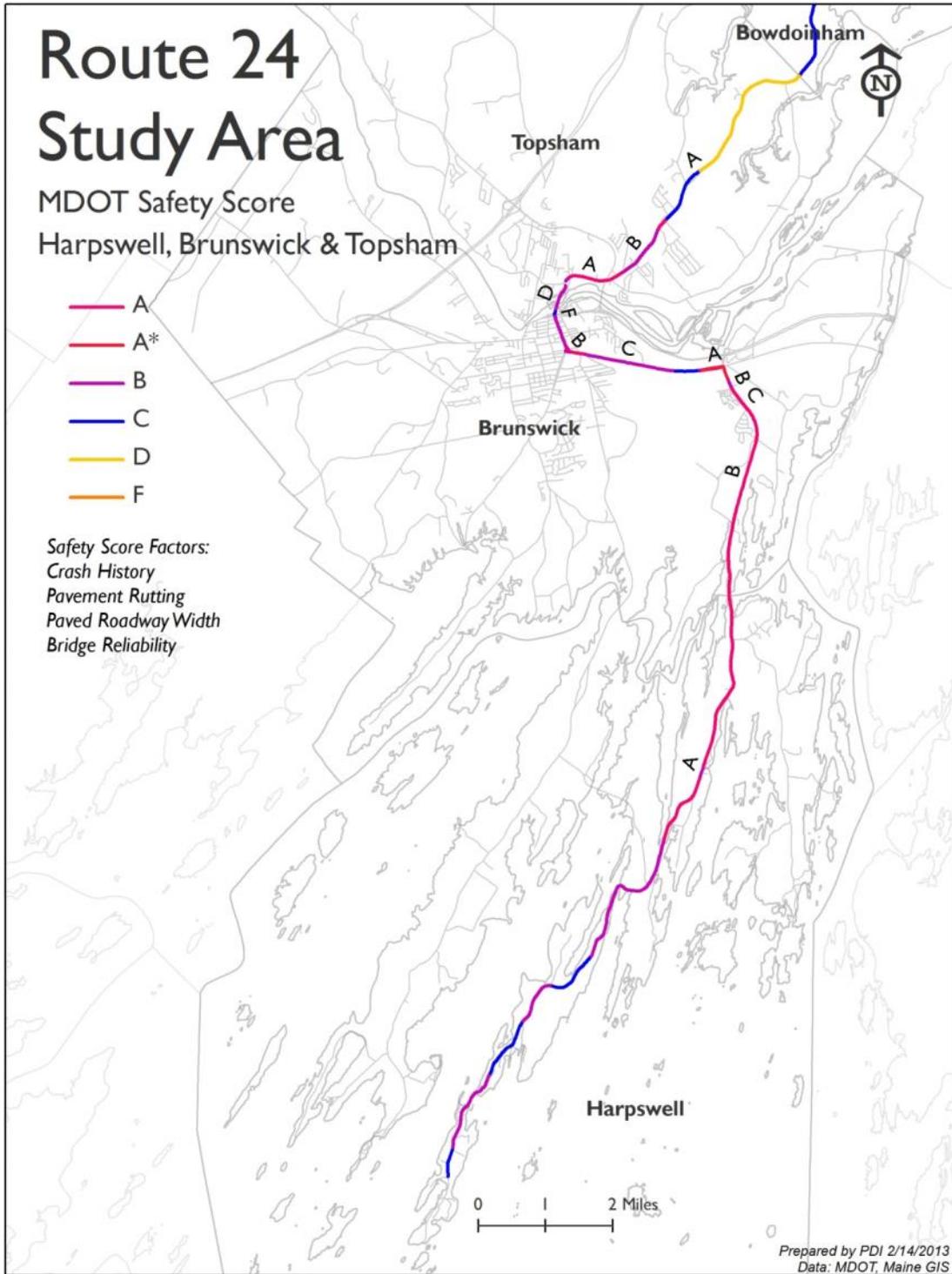


Figure 7

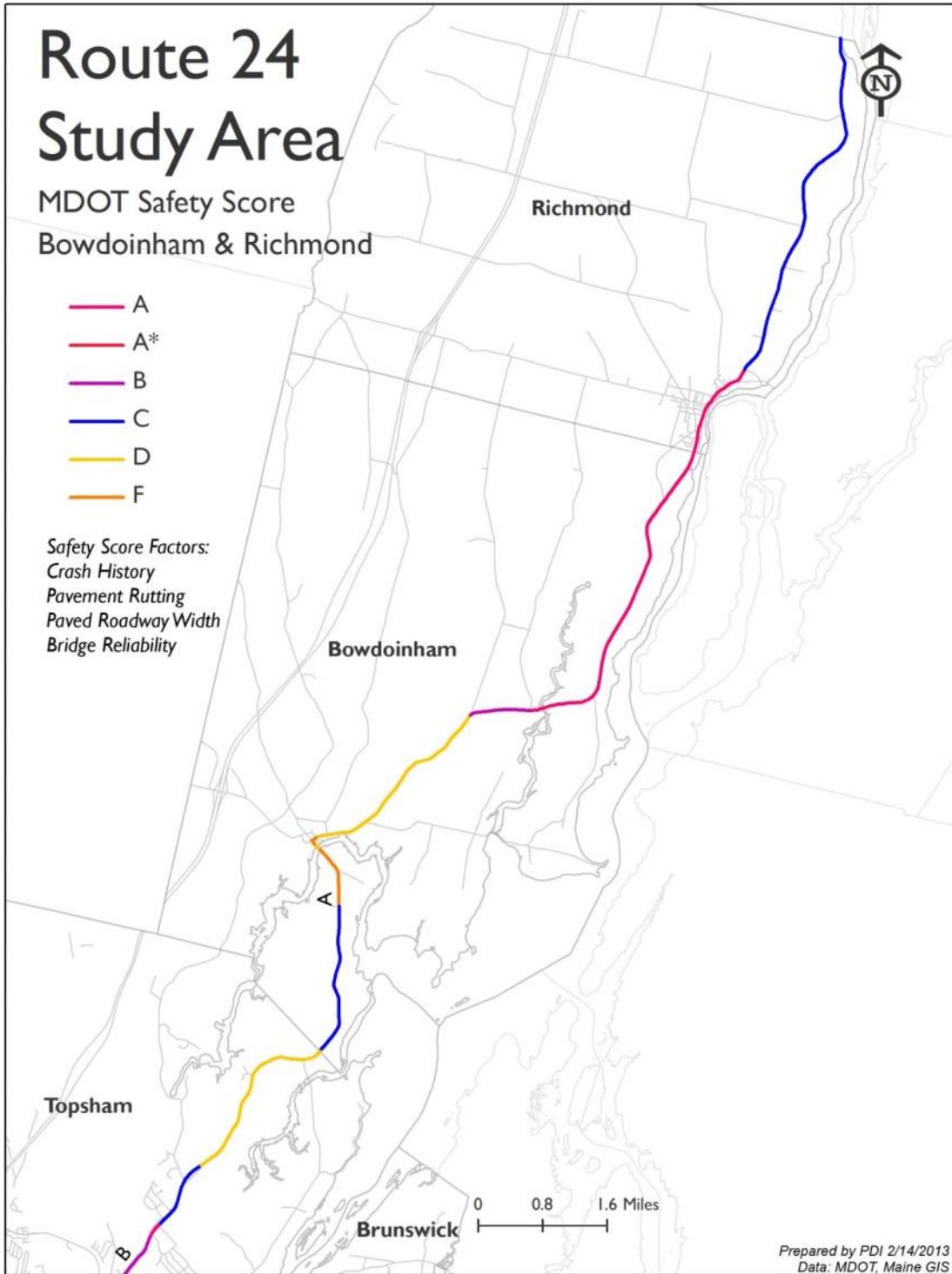


Figure 9

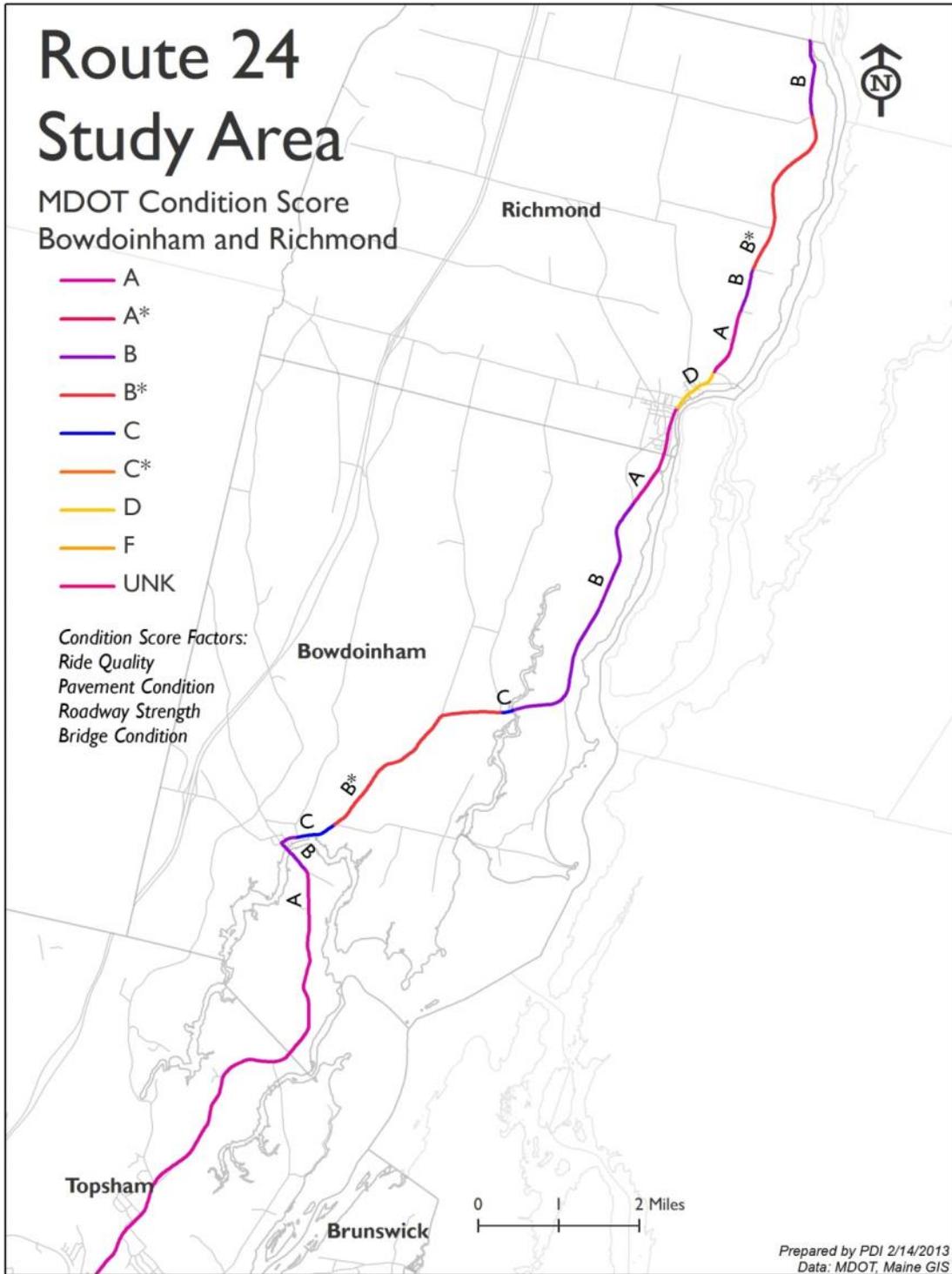


Figure 10

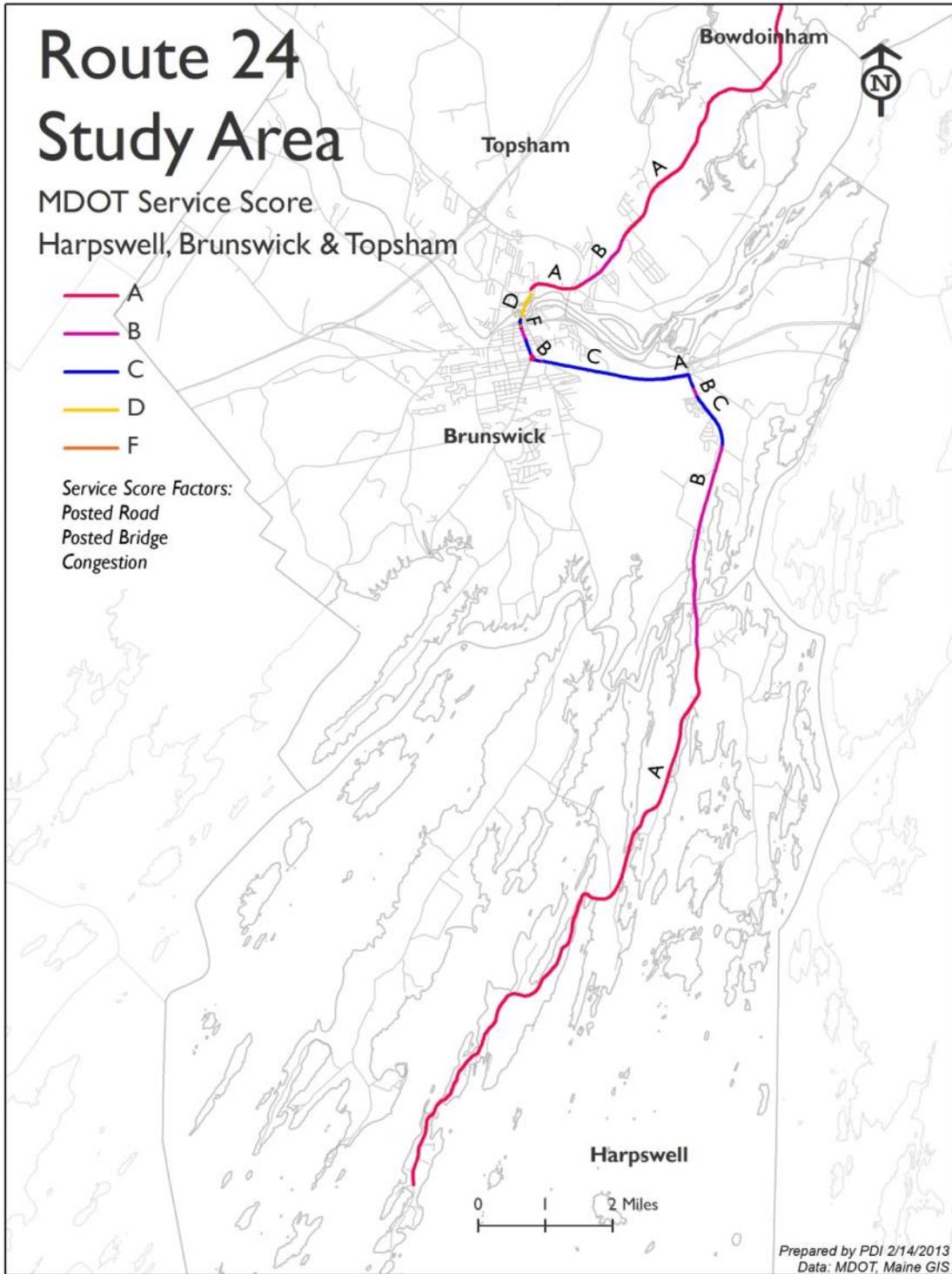


Figure 11

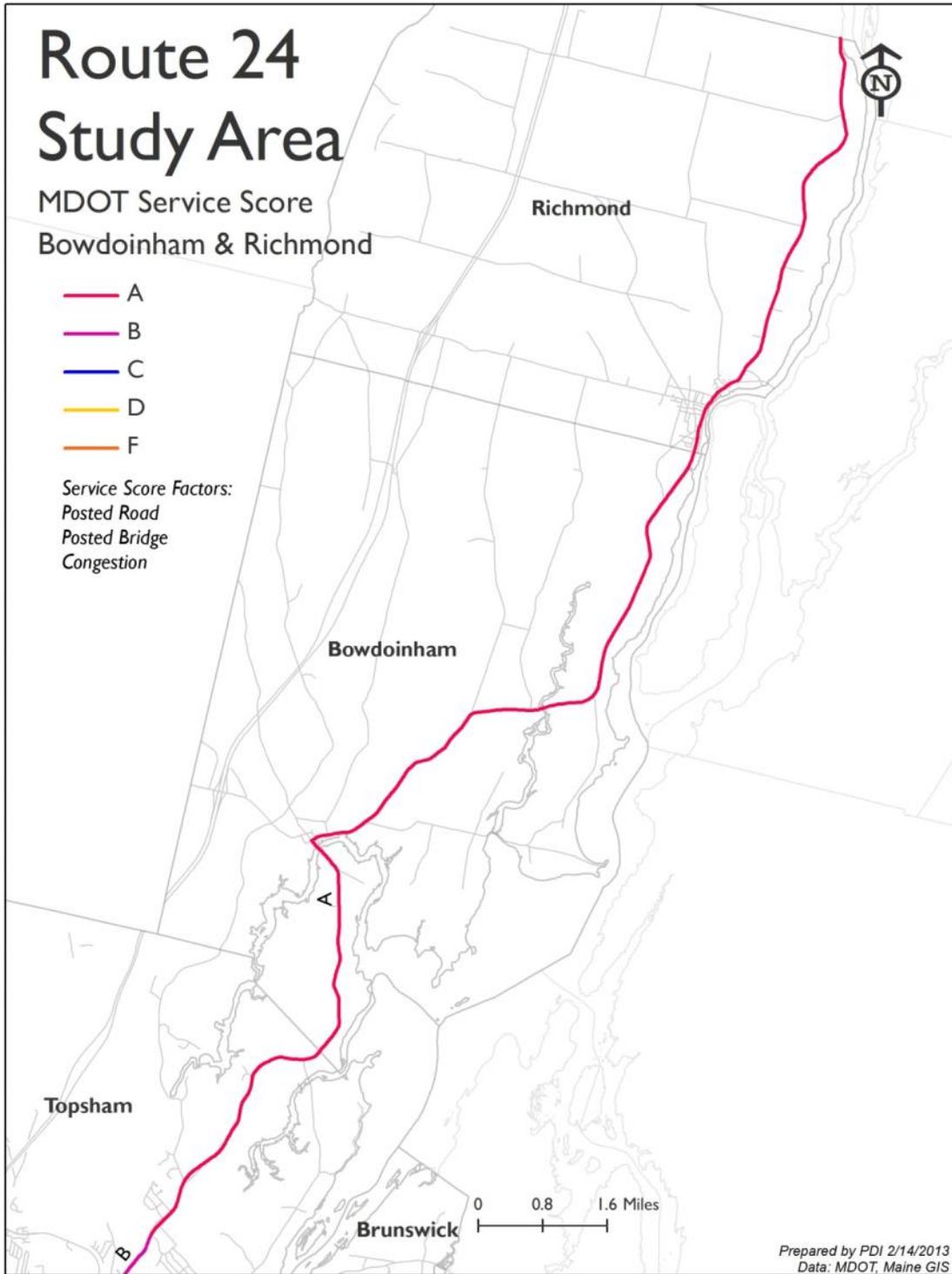
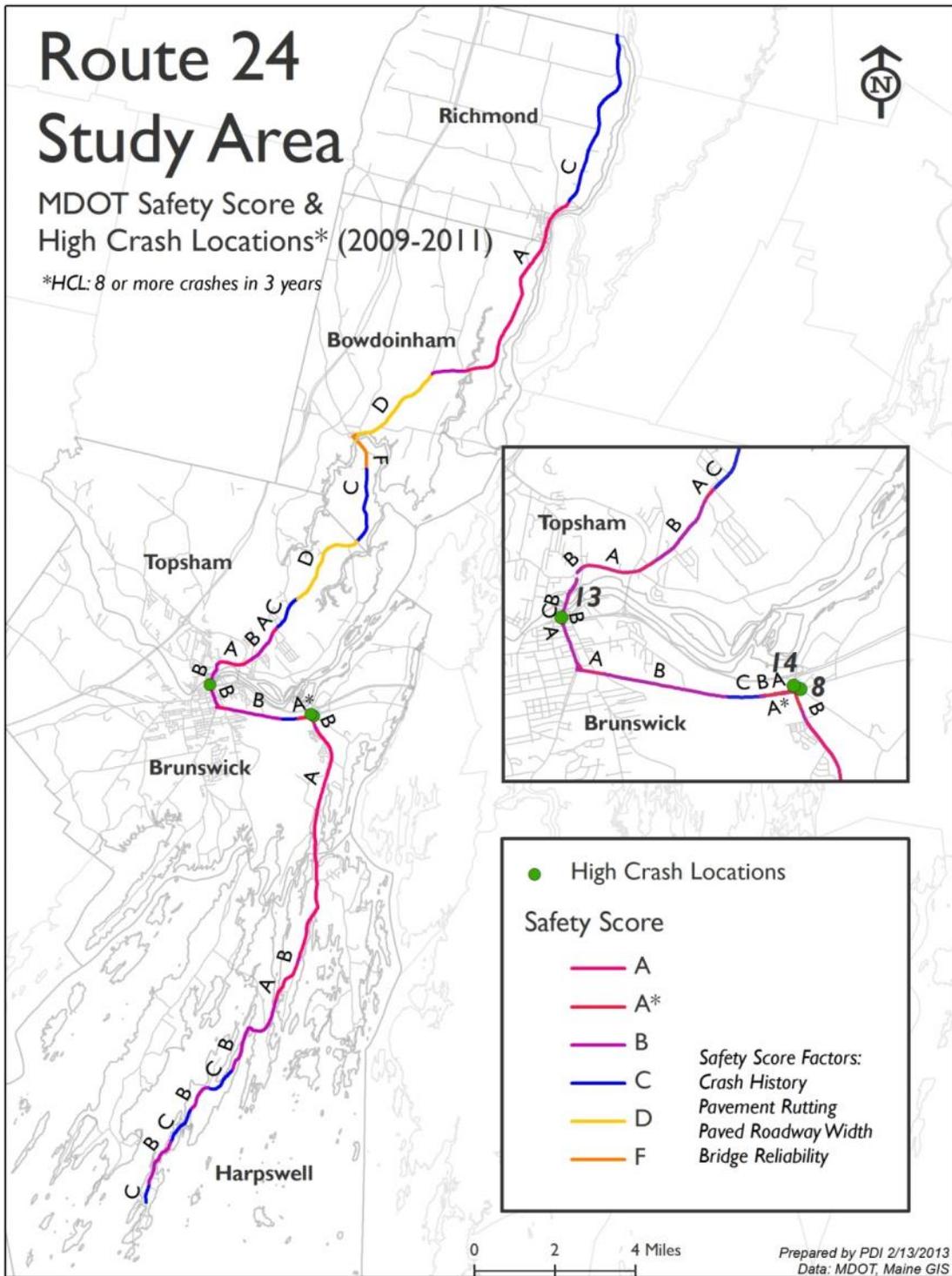


Figure 12



C. Transit, Bicycling and Walking

Public transit in the study area includes bus and rail service as well as two Park and Ride facilities (Figure 13).

Bus

The Brunswick Explorer is a local bus service. The Explorer route includes Route 24 to Cook's Corner, as well as Brunswick Station on Maine Street.

Concord Coach is regional private carrier which stops at Brunswick Station and Bowdoin College.

Greyhound is a private carrier which stops at the 7-Eleven on Maine Street in Brunswick.

Train

Amtrak provides service to Portland and south three times per day from the Brunswick Station.

Maine Eastern provides seasonal passenger excursion rail, departing from Brunswick Station north to Rockland.

The Lower Road Branch north to Augusta is not currently active.

Park and Ride

There are two Park and Ride facilities in the study area: one at Brunswick Station and one at the Home Depot in Topsham (which is not on Route 24).

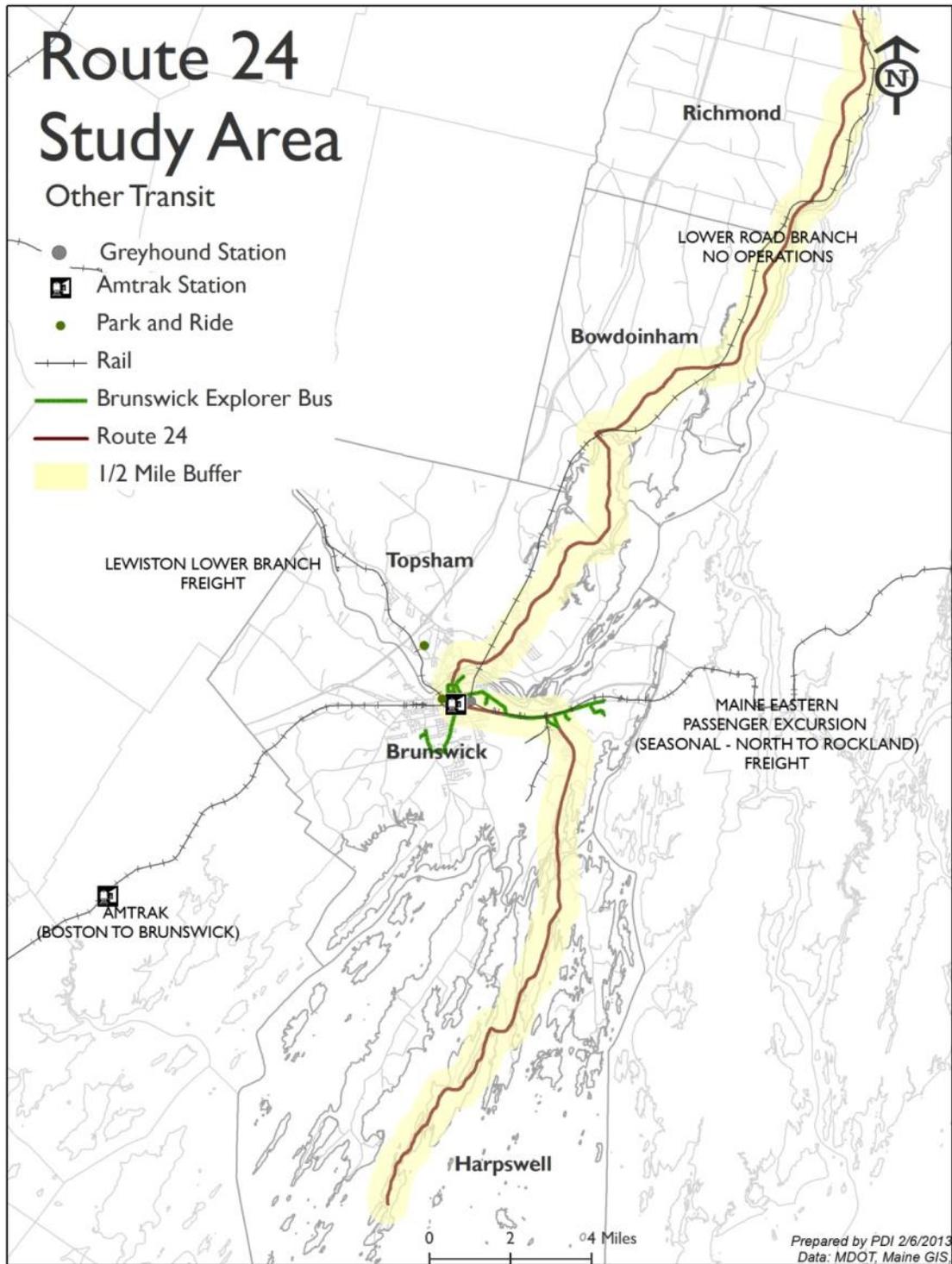
Bicycling and Walking

Many individuals use Route 24 for bicycling and walking transportation trips, especially in village areas. In rural areas, Route 24 is often the only place for people to walk in their neighborhoods.

Route 24 is the interim route for the Merrymeeting Trail, a planned bike-pedestrian trail that would extend from Topsham to Gardiner along the Merrymeeting Bay and Kennebec River.² Local and regional bicycle groups, including the Merrymeeting Wheelers, often use Route 24 for group rides.

² <http://merrymeetingtrail.org/planning.html>

Figure 13



D. Corridor Capacity

Access Management is the planned location and design of driveways and entrances to public roads. According to MaineDOT, the goals of access management are to increase safety, enhance mobility, and avoid future construction costs by preserving the capacity of the existing highway system.

As a major urban collector, Route 24 is subject to MaineDOT Access Management rules. On portions of the highway that are outside of Urban Compact Areas (Figure 14), anyone installing a new driveway or entrance along a state highway, or changing the use of an existing driveway (for example, from residential to business) must get a permit from MaineDOT. On portions of Route 24 that are within Urban Compact Areas, the municipality holds jurisdiction. When local rules differ from state rules, the stricter of the two applies.

Most of the five towns in the study area have either 1) suggested policies, or 2) policies based on motorized vehicle speed limit and sight distance. The policies in Table V-6 below may be summaries of town codes, and not exact language.

Figure 14

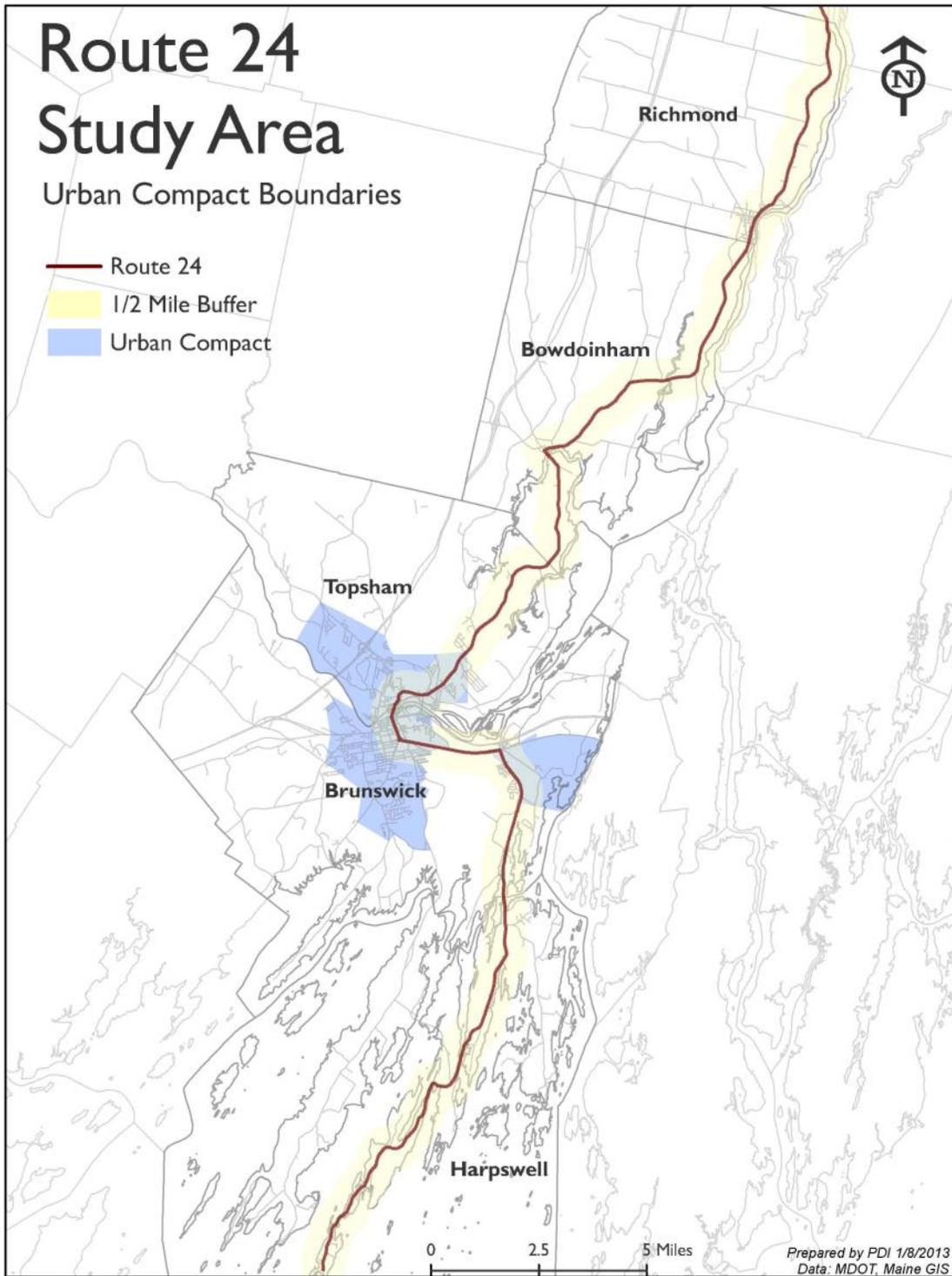


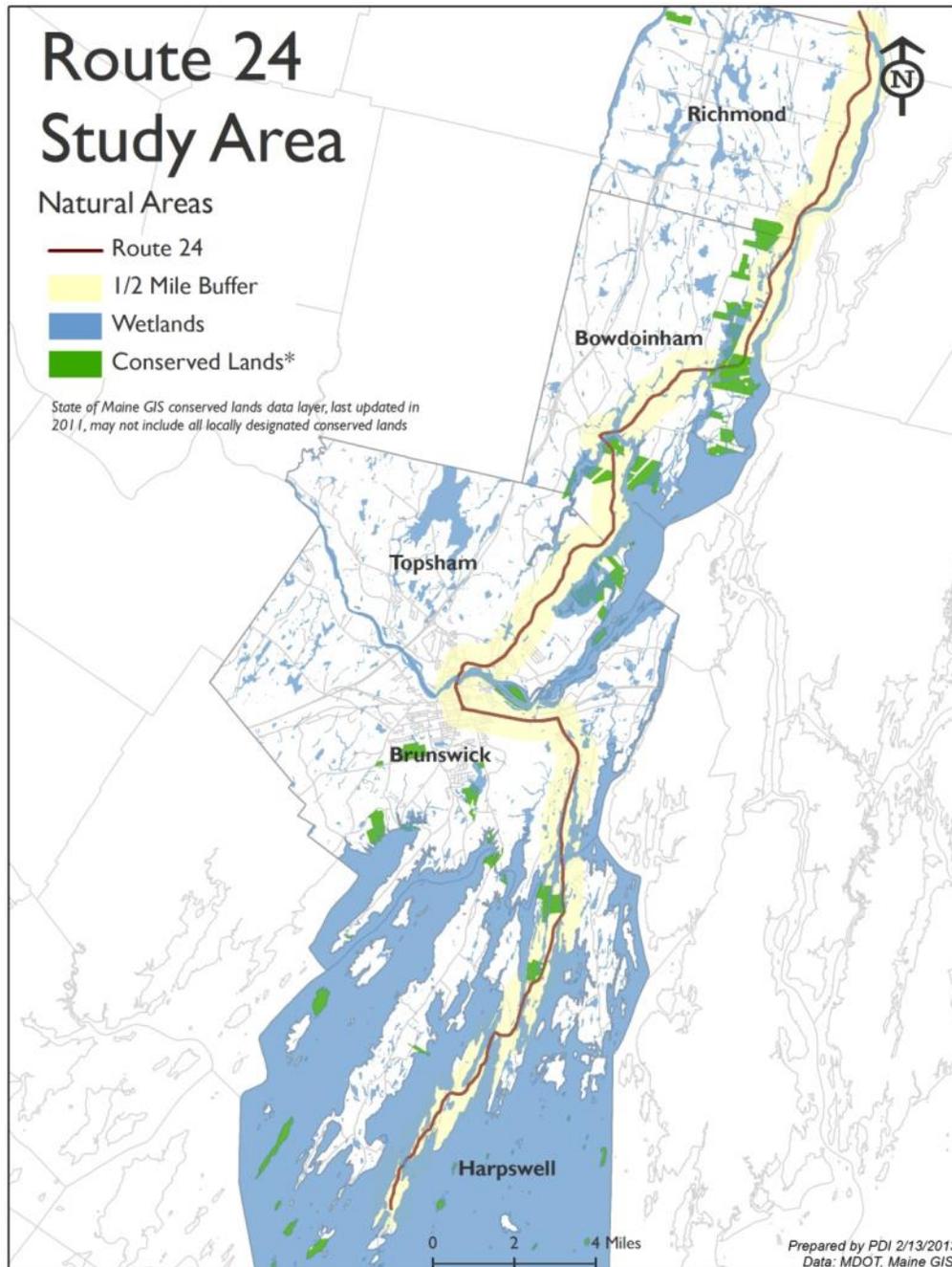
Table V-6: Local Access Management Policy by Town

Town	Access Management Policy
Harpswell	Subdivisions with roads connecting directly to State arterial roads shall obtain entrance permits from Maine DOT. Any owners of lots fronting on State Route 123, State Route 24, the Cundy’s Harbor Road or the Mountain Road are encouraged to share driveways to reduce curb cuts and improve safety. A curb cut must be approved by the Maine DOT and the Town Road Commissioner. (Harpswell Road Ordinance)
Brunswick	Any development review proposal that will generate over 500 vehicle trips per days, as determined by Institute of Traffic Engineers (ITE) standards, shall comply with the standards in the code (based on speed of road and sight distance). (Town of Brunswick Zoning Ordinance)
Topsham	Safe access shall be assured by providing an adequate number and location of access/egress points with respect to sight distances, intersections and other traffic generators. The proposed development shall not have an unreasonable impact on local roads by degrading the levels of service and shall assure safe interior circulation patterns by separating vehicular and pedestrian traffic within the site. Access/egress points shall be designed in accordance with sight distance: (specific site distances in code) (Topsham Municipal Code)
Bowdoinham	MaineDOT has jurisdiction over access management in Bowdoinham. Driveway placement based on unobstructed sight distance (based on speed of road and sight distance). (Town of Bowdoinham Land Use Ordinance)
Richmond	Private access ways must be at least 50 feet from nearest intersection; Public streets must be at least 150 feet from the closes intersection; Private accessways into a development shall be separated by at least 75 feet. (Town of Richmond Land Use Ordinance)

VI. Natural Areas

Figure 15 presents Route 24 natural areas and possible development constraints.

Figure 15



VII. Existing Plans & Land Use Regulations

A. Harpswell

Harpswell's 2005 Comprehensive Plan describes Route 24 as one of the four principal roads in town, passing by "the open spaces, forests, bays, coves, villages, and harbors that define, in part, Harpswell's unique rural character."

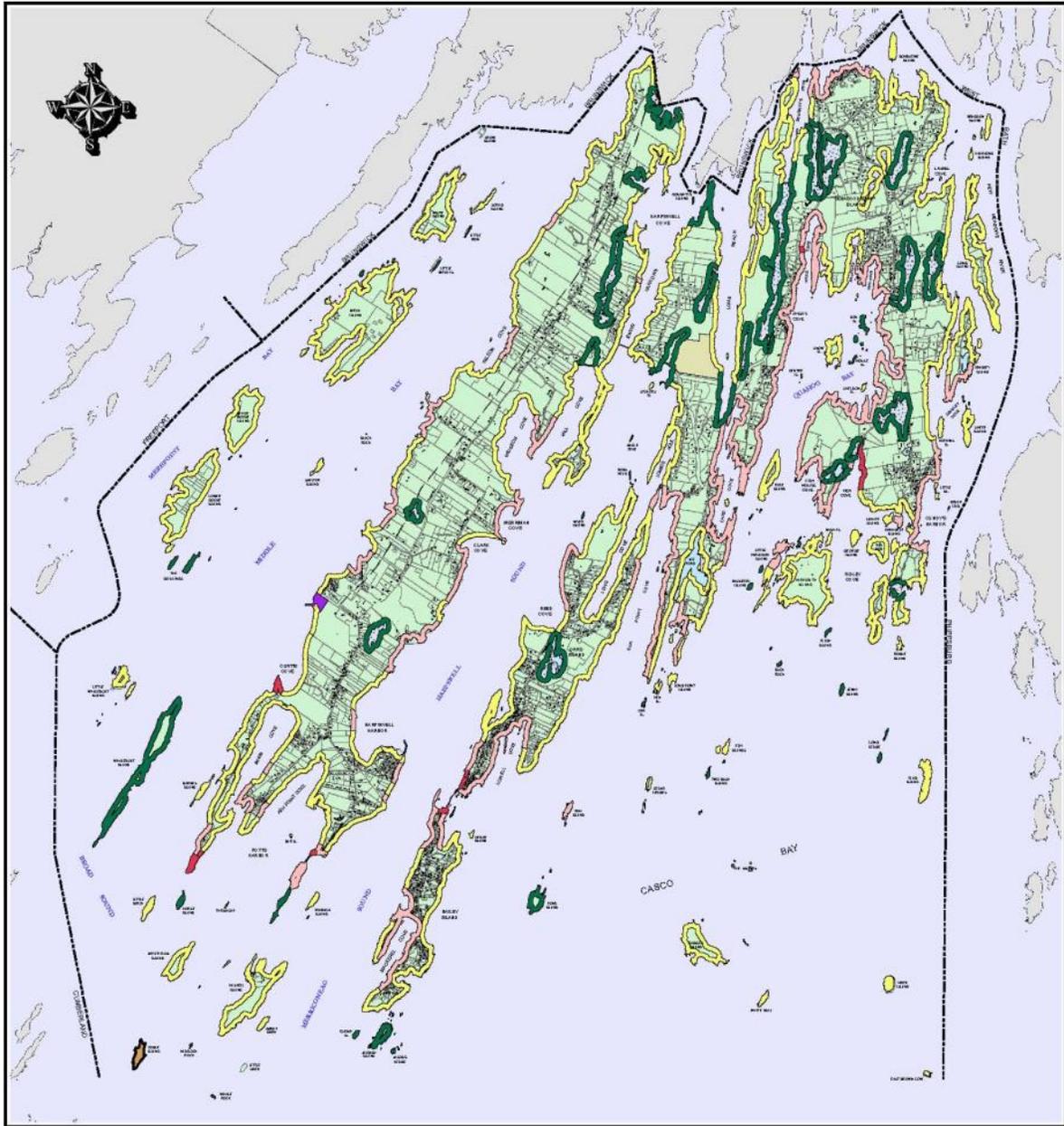
The plan states that Route 24, "should be preserved as an open, winding, beautiful entrance to Town – curb cuts for new developments restricted, street lights discouraged, and bike trails set alongside. This is an area where marine-related and home-based businesses can develop – but not strip malls."

There are three zoning districts in Harpswell: Shoreland, Interior, and Tower. Shoreland Zoning applies to all land within 250 feet of the water in Harpswell. It includes Business, Residential, Resource Protection, Eagle Island Historic, and Commercial Fishing (Figure 16).

Devil's Back is a town-owned property on both sides of Route 24, just past the Orr's Island bridge from Great Island, which includes a hiking trail and parking improvements.

Figure 16

TOWN OF HARPSWELL SHORELAND ZONING MAP



ZONING LEGEND

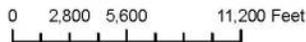
	CF - Commercial Fishing
	EIHD - Eagle Island Historic District
	MFMBD - Mitchell Field Marine Business District
	RP - Resource Protection
	SB - Shoreland Business
	SR - Shoreland Residential
	TD - Tower District

ADOPTED AT TOWN MEETING JUNE 14, 2011

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ADDITIONAL FEATURES

	UNZONED LAND
	MAJOR WETLANDS
	BUILDING FOOTPRINTS
	PARCELS AS OF MAY 2011

B. Brunswick

Route 24 in Brunswick includes Maine Street downtown and along the Old Bath Road to Cook's Corner.

Brunswick's 2011 Downtown Master Plan vision statement describes how sidewalks and landscaping will create a unified, pedestrian friendly whole, and the sides of Maine Street will be connected with well-landscaped islands or pedestrian refuges. "Downtown is a pedestrian- and bike-friendly area with ample, easy-to-find parking, improved pedestrian crossings, and traffic-calming mechanisms. Together these create a roadway with fewer driver distractions. Through-traffic is minimized by directing it to appropriate alternative streets and highways."

The 2011-2012 Brunswick Downtown Walkability plan states that "In order to increase comfort for all modes, enhance the commercial environment, foster placemaking while still accommodating automobile travel, emergency service and snow storage, Brunswick should rebalance the level of service on Maine Street to better accommodate all road users, including shop owners." It recommends the Town:

- 1) Make changes to the travel-way of Maine Street (curb to curb) to increase space for pedestrians and streetscape amenities and encourage slower vehicular travel speeds.
- 2) Establish designated space in the travel-way for cyclists, encouraging cycling but discouraging cycling on the sidewalk.
- 3) Improve intersections to enhance pedestrian comfort, safety and efficiency as well as improving vehicular traffic flow.
- 4) Encourage sidewalk, building and amenity design and layout that support a continuous and vibrant sidewalk space that is welcoming, comfortable, and usable for pedestrians.
- 5) Ensure that changes enhance the street's function and experience in all seasons.
- 6) Create several gathering places along Maine Street; capitalizing on opportunities to build off of existing destinations and create new destinations of a variety of types along Maine Street.

The 1998 Cook's Corner Master Plan envisions a diversification of uses at Cook's Corner, including the introduction of housing, light industrial, and office development, at a scale that accommodates pedestrian and bicyclists. The plans recommendations include creating additional travels routes to alleviate congestion and provide increased frontage for new development; making improvements along existing roads to ease

travel for automobiles as well as bicyclists and pedestrians; implementing design guidelines to make a people oriented place; and enlarging the area zoned for big box development and distinguishing between areas suitable for big box development and those more suitable for small-scale, mixed use development.

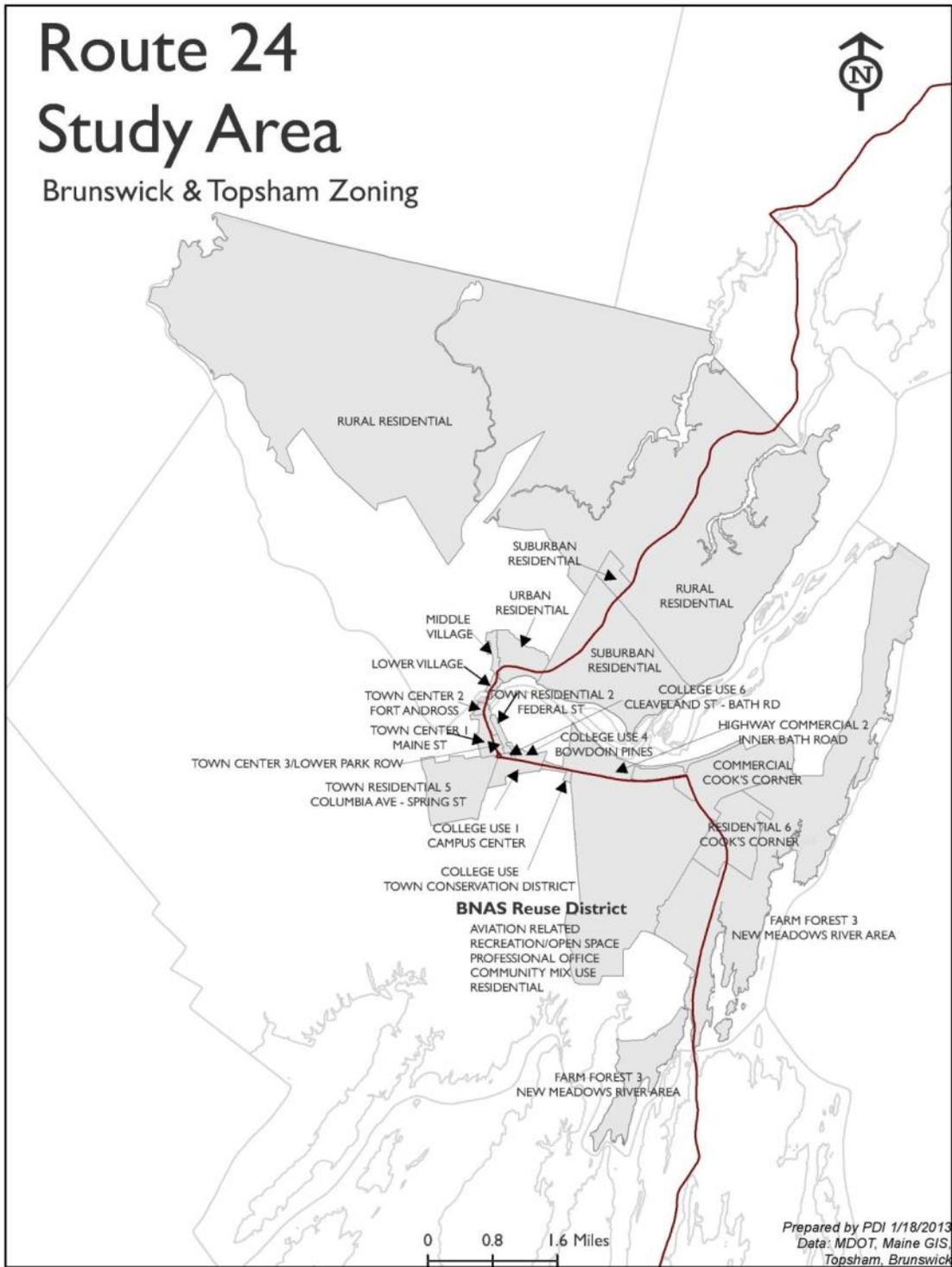
The Midcoast Regional Redevelopment Authority's (MRRA) Brunswick Naval Air Station Reuse Master Plan describes the nature and magnitude of transportation demands associated with redevelopment of the facility, as well as the ability of the existing transportation systems to accommodate these demands, as paramount considerations. "A recurring theme from the public was the desire to provide viable alternatives to single passenger automobile travel, and sensitivity to other uses in the vicinity of the base." The transportation framework plan element of the Reuse Master Plan addresses both off-site and on-site capacity-related improvements, including:

- The creation of a new connector spur and interchange that will connect to US Route 1 west of the present interchange at Cook's Corner
- New secondary points-of-access onto the adjacent street systems at Bath Road / Gurnet Road / Harpswell Road
- New east / west connector linking Gurnet and Harpswell Roads
- The widening of Bath Road
- The creation of a new network of pedestrian / bicycle trails.

The purpose of the 2010 Naval Air Station Traffic Feasibility Study is to recommend improvements to improve mobility and access in support of the redevelopment of NASB (Naval Air Station Brunswick). Strategies evaluated in the plan include providing direct access to US Route 1 from the NASB; improving mobility along the Coastal Connector (Route 196) and Route 201; improving mobility along Pleasant and Mills Streets; and extending the existing rail spur to the NASB.

Route 24 in Brunswick runs through the following types of zones: BNAS Reuse (multi-use, including aviation, office and residential), College Use (Bowdoin), Cook's Corner (Residential and Commercial), Town Residential (with limited other uses), Town Center (mixed use), and Highway Commercial (existing strip development) (Figure 15).

Figure 17



C. Topsham

Route 24 in Topsham includes the lower portion of Main Street, historic Elm Street, and Middlesex Road.

Topsham's 2005 Comprehensive Plan envisions the village area (which includes Main Street) as the core of the community, with small-scale businesses, historic homes, public services such as police, schools and post office, and a waterfront park. "Pedestrians will be able to move about in safety and with ease, thanks to more sidewalks, better traffic flow, more parking, more bike trails, and safe crosswalks. More of the Village's historic buildings will be renovated and improved." High design standards, landscaping, and infill development that complements the existing character of the area will help the village retain its historic New England character.

The plan envisions that the Foreside Road/Middlesex Road area will not change significantly in the next two decades, except that recreational opportunities will expand. "Scenic views of the rivers, farms, and Merrymeeting Bay will be protected, and a limited amount of residential development will occur to the north (in clustered developments). In towards the Downtown there will be more infill development on expanded public utilities. More bicycle and pedestrian paths (including a connection across the Androscoggin to the bike path), hiking trails, water access points, sidewalks, and recreation opportunities at the recreation complex will make this a regional recreation center."

The comprehensive plan proposes that redevelopment in the lower and middle village areas complement the existing dense, mixed-use pedestrian scaled village, and that the Town ensure traffic along Main Street is not harmful to the pedestrian-oriented businesses in the Lower, Middle, and Upper Villages.

Route 24 in Topsham goes through residential zones (Urban, Suburban and Residential), as well as mixed use, pedestrian scale areas (Lower Village and Middle Village (Figure 12).

The proposed Merrymeeting Trail is a multi-use trail planned as a "rail with trail" that would link the communities of Topsham, Bowdoinham, Richmond, and Gardiner (Figure 16). The 25 miles trail would connect to the 6.5 mile long Kennebec River Rail Trail from Augusta to Gardiner in the north, and the 2.6 mile long Androscoggin River Bicycle and Pedestrian Path in Brunswick and Topsham to the south. It would parallel portions of the Kennebec River, cross the Cathance and Adagadasset Rivers and their

network of trails connecting publicly owned land, and parallel the western side of the Merrymeeting Bay.

According to the 2012 Merrymeeting Trail Feasibility Study, Route 24 will serve as the interim route connecting Topsham Village and Bowdoinham Village, until such time as sections A1 and A2 are constructed.

Figure 18



There is a plan to extend the Androskoggin River Bike Path that currently terminates at Elm Street (Route 24) over Elm Street and on to Main Street. This will also serve as the last leg of the Merrymeeting Trail as it approaches Topsham at Tedford Road.

D. Bowdoinham

The Bowdoinham Walkable Village Plan states that “crossing Route 24 either at the intersection of Main Street or at the intersection of Ridge Road is currently dangerous.

Sidewalks, crosswalks and added signage would help reduce speed and allow pedestrians to safely cross.”

The plan also describes Route 24 as an important highway corridor linking Bowdoinham to Topsham (south) and Richmond (north). “This road is used by many bicyclists, but is somewhat dangerous due to limited shoulders. There are numerous scenic views along the road that could be more accessible to pedestrians and bicyclists if there were sidewalks in the village as well as shoulders, where appropriate.”

The plan calls for a number of Route 24 pedestrian improvements. Priority 1 investments have been completed.

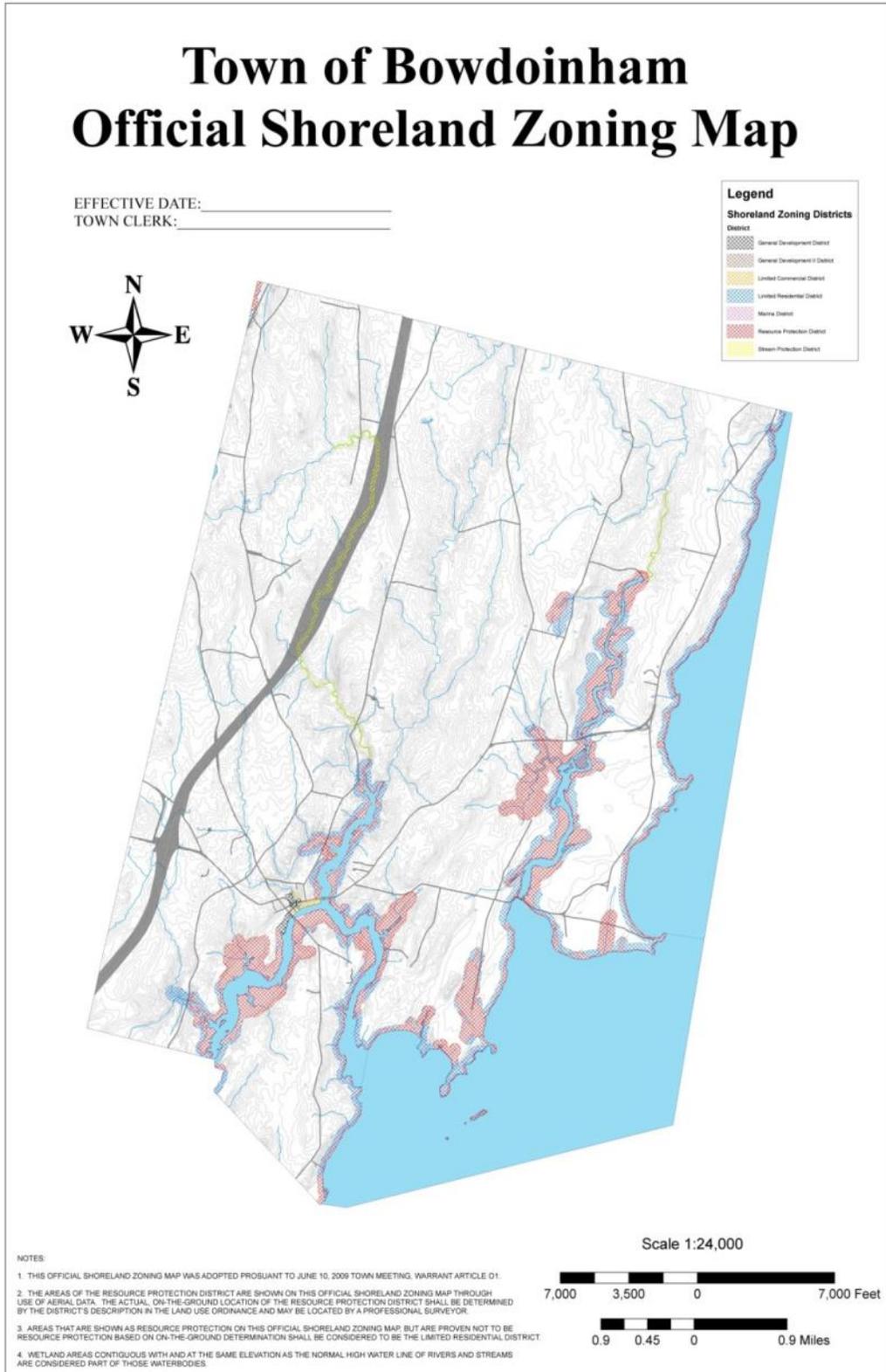
Road	ID #	Location	Description	Feet
Priority 1 Investments				
River Road (Route 24)	5	Main Street to Ridge Rd	Minimum 4-foot wide sidewalk, paved shoulder	760
	6	Main Street to Cathance River bridge	Minimum 4-foot wide sidewalk, paved shoulder	880
Priority 2 Investments				
River Road	15	Ridge Road to Brown’s Point Road	Minimum 4-foot wide sidewalk with shoulder or paved shoulder	2,700
Bay Road	8	Wallentine Road to Cathance Bridge	Minimum 4-foot wide sidewalk, 2-foot wide shoulder	1,720
Priority 3 Investments				
River Road	21	Browns Point Road to Elloit Lane	Minimum 4-foot wide sidewalk with shoulder or paved shoulder	1,400

5. Main Street to Ridge Road: Connects Main Street and the Ridge Road, which serves to connect Bowdoinham Community School, Municipal Recreation Complex the Country Store and Town Landing Restaurant. 6. Cathance River to Main Street: Connects residents to Main Street. 8. Connects residents to the Village. 15. Ridge Road to Browns Point Road: Connects residents to the Village. 21. Browns Point Road to Elloit Lane: Connects the River Road, the Town Landing and the Country Store to the Maily Waterfront Park.

All of Bowdoinham is zoned Residential-Agricultural, with Shoreland Zoning overlays. Route 24 goes through the following Shoreland zones: Resource Protection, Limited Commercial & General Development (Figure 19).

The proposed Merrymeeting Trail uses Route 24 as an interim route in Bowdoinham (Figure 18, above).

Figure 19



E. Richmond

Richmond's Comprehensive Plan recommends improving the village as a pedestrian environment by improving sidewalks.

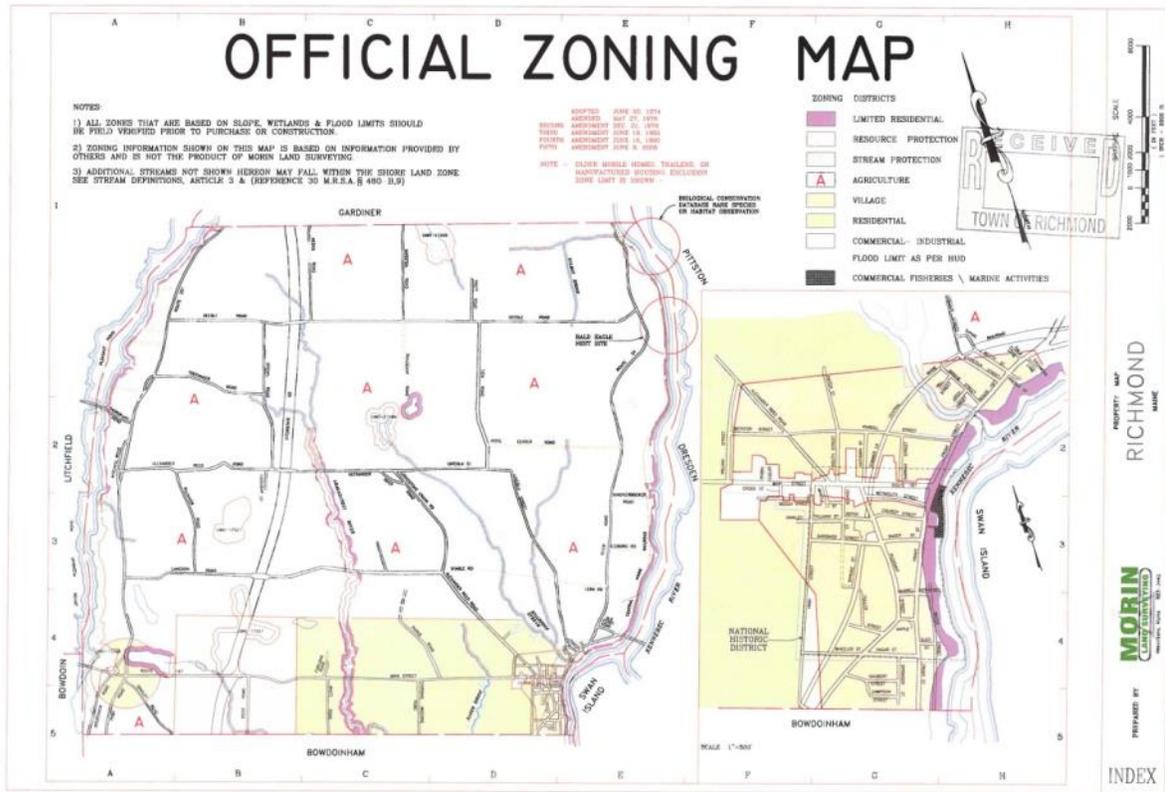
The Richmond Village Downtown Revitalization recommends encouraging pedestrian activity on Main Street as key to maintaining the historic character and quality of life in the community. It recommends sidewalk improvements as well as crosswalks and pedestrian bump-outs at several locations along Main Street and Front Street (Route 24) in the village.

The Richmond Waterfront Improvement Report makes recommendations regarding improvements to Fort Richmond Park, a town-owned parcel at the intersection of Maine Street and Front Street, including restrooms, identification of erosion issues and solutions, expansion of the existing floating dock system, creation of boat trailer parking spaces, and a mooring field evaluation to address mooring needs.

Route 24 in Richmond goes through Village (mixed use), Residential, Agriculture and Shoreland Zoning. Shoreland zones: Limited Residential, Resource Protection, Stream Protection and Commercial Fisheries/Marine Activities (Figure 20).

As in Topsham and Bowdoinham, the proposed Merrymeeting Trail uses Route 24 (River Road) as an interim route in Richmond.

Figure 20



F. "Connecting Maine" Route 24 Objectives

As part of the state's long-range (2008-2030) transportation planning effort, the Midcoast Council of Governments (MCOG) identified the following Route 24 regional objectives in 2008. Some of these objectives have already been achieved, some are on-going; others were incorporated into the Route 24 regional objectives identified for this plan. The objectives presented at the beginning of this plan update the 2008 objectives presented below.

2008 Long-Range Plan Route 24 Objectives

Transportation Objectives

- Consider a major rehabilitation or replacement of the Frank Woods Bridge.
- Re-establish left turn onto Maine Street in Brunswick from the Route 1 off-ramp (complete)

- Improve the condition and safety of the rail crossing on Maine Street, Brunswick (*complete*)
- Improve the Maine Street/Bath Road intersection.
- Improve traffic flow on the Bath Road portion of Rte. 24.
- Explore ways of improving pedestrian and bicycle facilities along the Bath Road portion of Rte. 24 (*ongoing*)
- Support transit service (*ongoing*)
- Make improvements that will allow the sidewalk under the rail crossing in Topsham to be widened.
- Support safe, inter-connected bike and pedestrian facilities in Brunswick and Topsham (*ongoing*)
- Consider ways of improving access to private land that is cut off by the railroad in Topsham.

Land Use Objectives

- Slow traffic in downtown areas and improve mobility as additional growth takes place.
- Improve pedestrian and bike facilities.
- Develop impact fee systems similar to Brunswick's in other communities to fund road improvements necessitated by new development.

Economic Objectives

- Ensure mobility along Rte. 24 as well as safe access to businesses and residences.
- Ensure that transportation improvements preserve the vitality of downtown areas as important locations for civic, housing, retail and commercial growth.
- Invest in track upgrades and safety improvements to support passenger rail service between Portland and Brunswick as well as Brunswick and Rockland.
- Provide for enhanced utility crossings along selected sections of rail line.

VIII. Issues & Concerns

Table VIII-1 provides by town the Route 24 issues and concerns identified through a review of existing plans, interviews with town officials, comments made at a public meeting, and plan advisory committee meetings.

Table VIII-1: Issues and Concerns

Harpswell			
Existing Plans	Town Staff Interviews	Public Meeting #1 Comments	Committee Meeting #1
<p><i>Harpswell Comprehensive Plan (2005)</i></p> <ul style="list-style-type: none"> • Preserve Rt 24 scenic resources, open spaces, no strip commercial development 	<ul style="list-style-type: none"> • Need shoulders on Bailey's, Orr's Island • Unsafe for bike/ped south of mountain road – but a lot of bicyclists and pedestrians in the area • Work with property owners on ROW • Signage to public access points • Erosion 	<p>Existing Conditions</p> <ul style="list-style-type: none"> • Route 24 uses – mix of tourism, trucking and construction (incl. timber harvests, commercial fishing and boat hauling) • <i>Route 24 is the only road in and out of Harpswell – critical</i> for bikes, pedestrians, cars • Route 24 in Harpswell is the (possible) longest segment in the region • Residential complaints about speed limits <p>Suggested Changes</p> <ul style="list-style-type: none"> • Look at doing capital improvements beyond basic maintenance, especially creating paved shoulders south of Mountain Road • Paved shoulders can help extend the life of the road (for cars) – a secondary benefit is a safer location for bicyclists and pedestrians • Scenic/Historic Promotion - including the cribstone bridge • Need permission of property owners to extend the ROW for paved shoulders • Lots of scenic views, but very few places to pull off – people still do, which can be hazardous 	<ul style="list-style-type: none"> • Signage to Harpswell from I-295 not clear • bicyclists – afraid to bike because of speed, broken shoulder • Narrow, limited visibility south of Mountain Road • Emergency evacuation route • People walk along Rt 24, can be dangerous • Town evaluation of street lights resulted in elimination and addition of some lights

Brunswick			
Existing Plans	Town Staff Interviews	Public Meeting #1 Comments	Committee Meeting #1
<p><i>Downtown Master Plan</i> <i>Downtown Walkability (2011-2012)</i> <i>Naval Air Station Transportation Feasibility Study, Cook's Corner Master Plan</i></p> <ul style="list-style-type: none"> • Sidewalks, landscaping, pedestrian and bike friendly • Minimize through traffic • Traffic Calming 	<ul style="list-style-type: none"> • Re-routing Rte 24 away from DT Brunswick – across coastal connector (trying to make downtown more walkable – see DT Master Plan + Walkability) • Change Route 24 directional signs within Brunswick to route away from residential streets 	<p>Existing Conditions</p> <ul style="list-style-type: none"> • Cook's Corner Area <ul style="list-style-type: none"> ○ Shoulder varies with gaps (south of Ward Rd, marked on map) – makes it harder for less experienced cyclists ○ Access Management – a lot of parking lots/driveways ○ Possible redevelopment locations (owned by Schott and several others – marked on map) • Bikeability audit – will collect • Maine St - Brunswick downtown plan is working on “Right-Sizing” Maine St – adding medians, sidewalks, bike lanes, etc. • Check daily traffic counts for Route 24 • Local residents going from Harpswell to Richmond will skip Brunswick, take Route 1/Route 196 (Route 24 not the most efficient route) • Look at MRRRA Base Redevelopment study for alternative transportation options and development impact • GPS Devices direct people through Rte 24, inefficient routes – how do we influence them? (more traditional GPS, not Google Maps) <p>Changes</p> <ul style="list-style-type: none"> • Town of Brunswick would like to redirect Route 24 traffic off Maine St <ul style="list-style-type: none"> ○ Should not have a negative financial impact, re: MDOT ○ Goal: make Brunswick a destination, not a pass through ○ Send traffic to Route 1 – Coastal Connector 	<ul style="list-style-type: none"> • Existing Route 24 – not efficient • Get rid of signs on Mill St, Cushing, directing people to residential neighborhoods • Downeaster impact – likely not much • Lights at intersection at Federal St/Rte 24 don't respond to bikes (same situation at Cabot St turning left onto Maine St @ Ft Andross) • If Route 24 is re-routed, need to maintain bike routes/access (maybe through signage)
Topsham			
Existing Plans	Town Staff Interviews	Public Meeting #1 Comments	Committee Meeting #1
<p><i>Comprehensive Plan (2005)</i> <i>Merrymeeting Trail</i></p> <ul style="list-style-type: none"> • More sidewalks, safe crosswalks 	<ul style="list-style-type: none"> • Rerouting Rte 24 out of historic district (Elm St) • alter RR trestle over Elm St – too narrow 	<p>Existing Conditions</p> <ul style="list-style-type: none"> • Paved shoulders are very narrow (see map) • Narrow, poor visibility under railroad tracks • Regional bicyclists ride on Foreside, not Route 24 (local cyclists still use it) 	<ul style="list-style-type: none"> • Get bicycle/ped accident data • Get Road LOS/designations from MDOT • Cleaning of bridge – road is

<ul style="list-style-type: none"> • Pedestrian scale • Rt 24 as interim Merrymeeting trail route 	<p>for bikes/peds</p>	<ul style="list-style-type: none"> • New convenience store at Tedford Rd and Route 24 • Look for data on bike-ped accidents – ask local police departments • Green Bridge/Frank Wood Bridge – it’s hard to bike on walkway, look at 2012 study for maintenance <p>Changes</p> <ul style="list-style-type: none"> • Town of Topsham wants to re-route out Rte 24 out of Topsham Historic District - Bypass over Merrymeeting to Route 1 • Create signage to direct cyclists to Foreside - also proposed to use Foreside for Merrymeeting Trail • Access control – preplan for future development • Shrubs extending into road – need more maintenance 	<p>filled with debris, needs sweeping</p> <ul style="list-style-type: none"> • Maintenance – who cleans the bridge during the summer? –DPWs or MDOT? • Status of Frank Wood bridge?
Bowdoinham			
Existing Plans	Town Staff Interviews	Public Meeting #1 Comments	Committee Meeting #1
<p><i>Walkable Village Plan Merrymeeting Trail, Transportation Vision Statement, Route 24 MDOT Scoping Statement</i></p> <ul style="list-style-type: none"> • sidewalks in the village • paved shoulders • Rt 24 as interim Merrymeeting trail route 	<ul style="list-style-type: none"> • Dangerous intersections (Ridge Rd, White Rd, Carding Machine Rd) • Scenic Byway? • Rte 24 is interim Merrymeeting Trail – a lot of bike tours • Shoulders end at Topsham town line 	<p>Existing Conditions</p> <ul style="list-style-type: none"> • Paved shoulder ends at Bowdoinham line • Speed limit high, narrow road – 50-60 mph • Trees in road – trucks hit them • Route 24 is interim route for Merrymeeting Trail (see map) • Intown road – recently resurfaced • A lot of truck traffic – logging, etc. - not posted-keep heavy weights trucks off the road <p>Changes</p> <ul style="list-style-type: none"> • Need better signage for tourist destinations– will find people in Bowdoinham, looking for Bailey’s Island • Maintenance – brush extending into road 	<ul style="list-style-type: none"> • Drivers complain about bikes, low visibility • How to make safe for both cars and bike/ped users? Shoulders can increase car speed • Needs to be rebuilt • Difference between shoulder and designated bike routes • Increased traffic from construction/CNP project

Richmond			
Existing Plans	Town Staff Interviews	Public Meeting #1 Comments	Committee Meeting #1
<p><i>Comprehensive Plan Richmond Village Downtown Revitalization, Waterfront Plan</i></p> <ul style="list-style-type: none"> • Pedestrian friendly village • Sidewalk improvements and bumpouts • Rt 24 as interim Merrymeeting Trail 	<ul style="list-style-type: none"> • Crumbling sidewalks on Front St • Need shoulder • Dangerous RR trestle – on a curve, hill, too narrow for cars + bikes • Merrymeeting Bay bicyclists 	<p>Existing Conditions</p> <ul style="list-style-type: none"> • Town of Richmond is beginning a comp plan update • Speed diminishes as you come into Richmond – not a problem, people are able to slow down • Community of walkers • Interim route for Merrymeeting Trail • Railroad trestle safety – top priority for town (narrow, on hill) • Town will check on sidewalks • Route 24 has better shoulders north of railroad trestle <p>Changes</p> <ul style="list-style-type: none"> • Look at how the Dresden Bridge will interact with Route 24 (DOT study) • Need shoulders going into the village 	<ul style="list-style-type: none"> • RR trestle is too low (shaves off the top of trucks), in addition to being narrow • Look at impact of Dresden Bridge Traffic • Motorcycle traffic

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IX. Objectives & Strategies

The regional objectives identified by this plan for Route 24, from Harpswell to Richmond, are:

1. Ensure safe travel for all corridor users, including vehicle drivers, pedestrians and bicyclists;
2. Maintain the capacity of the corridor;
3. Provide coordinated signage and marketing;
4. Address storm surge and future inundation, particularly with regard to emergency routes; and
5. Re-route Route 24 out of the downtowns of Brunswick and Topsham to remedy high traffic impacts, with consideration for Business 24 designation of the existing route through these towns.

Table IX-1 summarizes the strategies proposed to achieve those objectives, described in detail below.

Table IX-1: Objectives and Strategies

Objective	Strategies
1. Ensure safe travel for all corridor users, including vehicle drivers, pedestrians and bicyclists	<ul style="list-style-type: none"> • Adopt a Complete Streets-style approach • Make improvements in paved shoulders and bike lanes • Ensure road maintenance to address poor conditions • Widen and lift dangerous railroad trestles in Topsham and Richmond • Review maintenance activities in environmentally sensitive areas
2. Maintain the capacity of the corridor	<ul style="list-style-type: none"> • Use access management to manage development impacts on the corridor
3. Provide coordinated signage and marketing	<ul style="list-style-type: none"> • Improve regional and local signage • Capitalize on ocean and water views as assets with value to tourism marketing efforts
4. Address storm surge and future inundation, particularly	<ul style="list-style-type: none"> • Identify inundation threats to emergency routes, identify alternative routes,

with regard to emergency routes	adaptation strategies
5. Re-route Route 24 out of the downtowns of Brunswick and Topsham to remedy high traffic impacts, with consideration for Business 24 designation of the existing route in those towns	<ul style="list-style-type: none"> • Re-route the corridor out of downtown and historic Brunswick and Topsham • Designate existing Route 24 as “Business 24” in Brunswick and Topsham.

Objective 1: Ensure safe travel for all corridor users, including vehicle drivers, pedestrians and bicyclists.

Strategy 1: Adopt a Complete Streets-style approach

The “Complete Streets” method of planning designs streets so that they work for all users – pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.³ Communities that adopt complete streets policies often ask planners or engineers to design or change the right-of-way with all users in mind.⁴ While complete streets policies are often adopted by a municipality or a state, the Route 24 plan recommends that MaineDOT adopt a Complete Streets-style approach for the corridor, including providing sidewalks and paved shoulders for pedestrians and bicyclists as appropriate (see Strategy 2, below).

Strategy 2: Make improvements in paved shoulders and bike lanes

Paved road shoulders can provide a number of important functions, including:

- space for emergency storage of disabled vehicles
- space for law enforcement activities
- space for maintenance activities

³ Complete Streets Resources:

Implementing Complete Streets: Rural Communities and Small Towns
<http://www.smartgrowthamerica.org/documents/cs/factsheets/cs-rural-2.pdf>

Sample Complete Streets Resolution (Pipestone, MN)
<http://www.mncompletestreets.org/gfx/Pipestone%20Policy.pdf>

Federal Highway Administration: Street Design Part 1 – Complete Streets
<http://www.fhwa.dot.gov/publications/publicroads/10julaug/03.cfm>

⁴ <http://www.smartgrowthamerica.org/documents/cs/factsheets/cs-rural-2.pdf>

- an area for drivers to maneuver to avoid crashes
- an alternative for cyclists to ride with some separation from vehicular traffic
- structural support for the road and moving water away from the road, increasing the life expectancy of the road.

AASHTO (the American Association of State Highway and Transportation Officials) recommends 4 feet of paved shoulder for bicyclists, 5 feet with a curb (in village areas). According to MaineDOT, the department tries to achieve an 11 foot travel lane and 3 foot paved shoulder on Route 24. MaineDOT policy is to repair crumbling shoulders where they already exist as part of any repair work, and to add paved shoulders whenever the road base is strengthened or reconstructed. MaineDOT should be encouraged to improve shoulders to provide space outside the travel way for pedestrians and bicyclists—this could be wider sidewalks, bike lanes, or sidewalks.

Members of the Merrymeeting Wheelers Bicycle Club have conducted a Bikeability Audit of Route 24 in Harpswell and Brunswick (Figure 19). A similar effort undertaken for all of Route 24 in the study area by local organizations would help identify key locations in need of safety improvement for bicyclist.

Table IX-2 presents the specific locations of Route 24 that need bicycle and pedestrian improvements, as identified by each of the towns.

Table IX-2: Route 24 Bicycle and Pedestrian Issues, Identified by Towns

	Location	Issue	Location	Issue
Harpswell	South of Mountain Road	No shoulders to ride/walk on	Cook’s Corner (as service center for Harpswell)	Dangerous for bicyclists and pedestrians
Brunswick	Cook’s Corner	Dangerous for bicyclists and pedestrians		
Topsham	Railroad trestle			
Bowdoinham	To Eliot Lane and Wallentine Road	Extend existing sidewalks, per Walkable Village Plan	All of Route 24 in Bowdoinham	Add a 3-foot shoulder

Richmond	Railroad trestle			
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Figure 21

BIKEABILITY AUDIT INFO

October 2012

Mountain Road to Gurnet Bridge

Discussion:

Medium lane width with fog lines and 1' to 3' shoulder.

Narrow shoulder ¼ mile north of Mountain Road.

Recommended Action: Minor improvements on shoulder needed.

Gurnet Road to Cook's Corner

Discussion:

- heading south from Rt. 1 to Mariner's Landing a wider shoulder and additional striping required;
- paved shoulder gap. At Coombs Rd. Southbound, paved shoulder disappears forcing vehicles passing to the right of left-turning vehicles onto gravel shoulder which is often rutted;
- Southbound from Coombs Road only a 12" paved shoulder, which then expands to 3';
- Paved shoulder gap. Northbound south of Board Road the paved shoulder abruptly ends at DOT Compact Line and then resumes ½-mile further north;

Recommended Action: Minor improvements to shoulder as needed.

Cook's Corner to Federal Street via State Road

Discussion:

- No dedicated bike or pedestrian accommodations at Cook's Corner – an abomination/dangerous
- Federal Street lights are non-responsive to bicycles. An issue that has been addressed with MDOT to no avail.

Recommended Action:

- Major changes to Cook's Corner interchange needed.
- MDOT changes to lights at Federal Street needed.

Federal Street to Androscoggin River

Discussion:

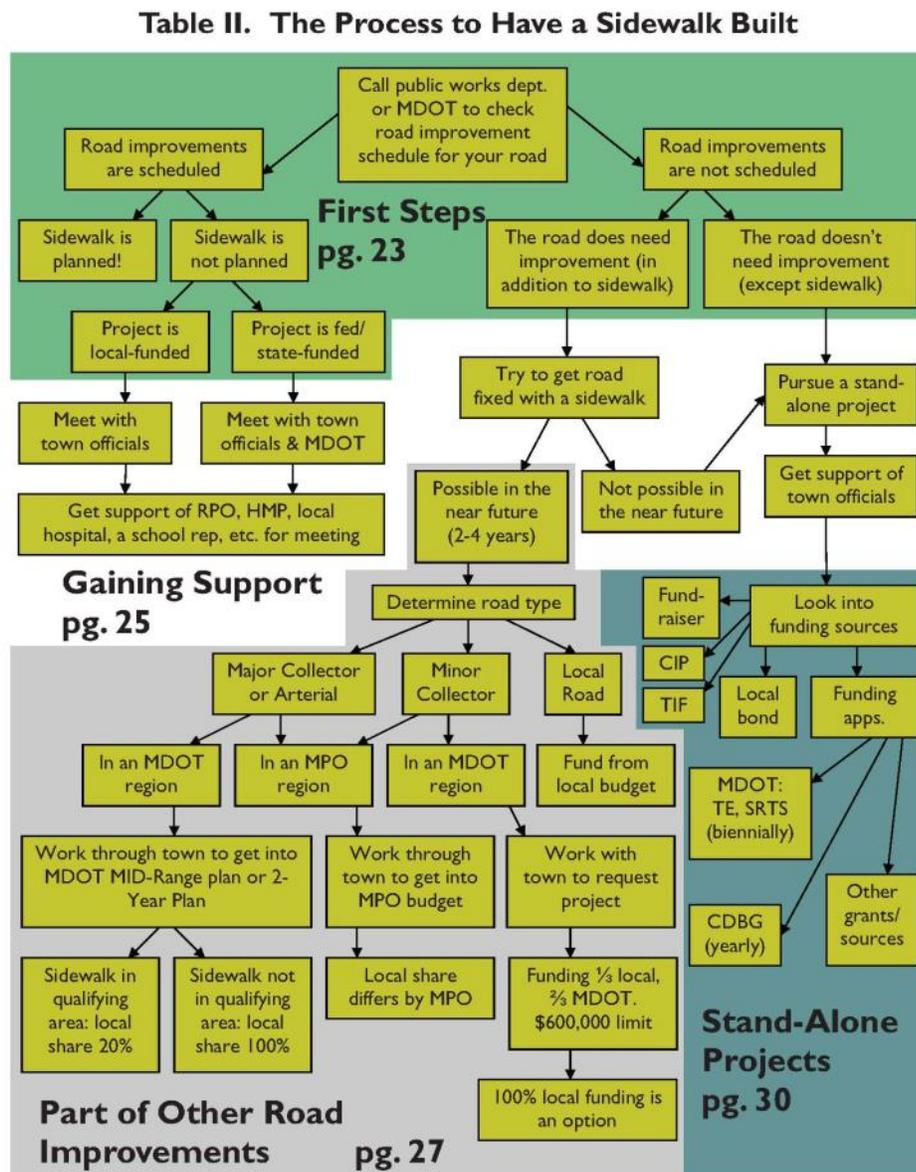
Route 24 at newly engineered intersection (Maine Street/US1) does not accommodate bicycles. We must 'take the lane' to be safe and that creates animosity with motorists who do not understand the laws as they apply to cyclists.

Recommended Action:

MDOT changes to lights at Maine Street/US1 interchange needed, in particular Cabot Street.

Figure 22 presents a diagram from MaineDOT about the process to have a sidewalk built, including funding opportunities. In general, pedestrian and bicycle improvements could be funded as part of MaineDOT's Biennial Capital Work Plan (formerly the Biennial Transportation Improvement Program, or BTIP). There are also grant opportunities specifically for pedestrian and bicycle facilities, particularly near schools. A new program at MaineDOT, the Municipal Partnership Initiative, provides a 50% state/50% local cost share. The MPI program is competitive.

Figure 22



Strategy 3: Ensure road maintenance to address poor conditions

The MaineDOT Biennial Capital Work Plan for Fiscal Years 2012-2013 included 18 projects in the study area. None were located on Route 24.

Harpswell: 0
Brunswick: 8
Topsham: 4
Bowdoinham: 1
Richmond: 5

According to MaineDOT, funding for road maintenance is diminishing. Road maintenance is funded by a tax on gasoline, which has been flat at the federal level since 1993. More fuel efficient vehicles also reduce gas tax revenues. At the same time, the cost of road maintenance and improvements is rising, due to increases in the prices of materials (asphalt, etc.) and diesel for equipment and trucks.

Route 24 is a priority 4 road, which means that projects on priority 1, 2, and 3 roads are funded first. The regional engineer estimates that work on Route 24 in the study area will be limited to light paving on a few stretches in the next few years.

Strategy 4: Maine DOT should widen and lift dangerous railroad trestles in Topsham and Richmond.

The Route 24 railroad trestles in Topsham and Richmond are unsafe. In Topsham, the trestle is so narrow that it forces a 5 foot wide sidewalk down to a 2 foot wide sidewalk, and frequently causes people to step into the travel way if passing another pedestrian or bicycle. In Richmond, it is also so low that trucks routinely crash into it.

Both trestles are owned and controlled by MaineDOT. The rail is not currently in use.

Strategy 5: Maine DOT and Route 24 towns should review road maintenance activities in environmentally sensitive areas.

Route 24 towns and Maine DOT should review road maintenance activities – especially winter activities, like salting and sanding – for effects on environmentally sensitive areas, with a focus on stormwater runoff.

Objective 2: Maintain the capacity of the corridor

Strategy 1: Use access management and other tools to manage development impacts on the corridor.

Portions of Route 24 that are outside of Urban Compact Areas (Figure 14) are subject to MaineDOT Access Management rules. On portions of Route 24 that are within Urban Compact Areas, the municipality holds jurisdiction.

Towns along Route 24 could use other tools, such as site plan review, limiting access points, impact fees, and acceleration/deceleration lanes as appropriate to help maintain the capacity of the road and prevent unnecessary congestion.

Objective 3: Provide coordinated signage and marketing

Strategy 1: Improve regional and local signage

According to MaineDOT, MaineDOT is responsible for traffic signs on state and state aid roads. In urban compact areas, the municipality is responsible for all traffic signs except destination and route markers, and speed limit signs where the limit changes. Outside the urban compact areas on state and state aid roads, MaineDOT is responsible for traffic signs and road markings. Municipalities should apply to a Region Traffic Engineer, outlining the problem that the traffic control device would address. In an urban compact area, the municipality is responsible for providing, installing, and maintaining all traffic signs and road markings. However, a proposed “Stop” or “Yield” sign on a state road in a compact area must be reviewed by MaineDOT Traffic Engineer.

Destination and Route Signs “are the sole responsibility of the MaineDOT. They are installed and maintained by MaineDOT. Requests for additional signs or re-signing should be directed to the Division Traffic Engineer. Requests to replace existing signs that have deteriorated, been damaged, or have fallen should be directed to the local MaineDOT Maintenance Division.”

Table IX-3 presents Route 24 signage issues, as identified by each of the towns.

Examples of wayfinding plans:

- Wayfinding plan for Hillsborough, NC:
http://www.ci.hillsborough.nc.us/sites/default/files/Final%20Wayfinding%20Signage%20Plan_2011.pdf

- Wayfinding plan for Southlake, TX (won a planning award in 2010):
<http://www.cityofsouthlake.com/DocumentCenter/Home/View/711>
- Wayfinding plan for Bethel, ME:
http://www.bethelmaine.org/Pages/BethelME_News/I039EE10D.0/Bethel%20Wayfinding.pdf
- City of Portland Wayfinding System Study:
<http://www.portlandmaine.gov/planning/wayfindingreport.pdf>

Table IX-3: Route 24 Signage Issues, Identified by Towns

	Location	Issue	Location	Issue
Harpswell	I-295	Not clear how to get to Harpswell. Legislative bill to put signs on I-295 has been submitted.	Route 24, especially Orr's and Bailey Island, including the Cribstone Bridge, Mackerel Cove, and the Lobsterman's Statue/Land's End.	Lack of signs for public access and points of interest. Need to be consistent with Manual on Uniform Traffic Control Devices (MUTCD), for example, white on brown signs
Brunswick	Route 24 directional signs at the corner of Mill and Cushing	Directs people to residential neighborhoods – needs to change		
Topsham	Route 196/Route 24	Need to better direct regional traffic to use the bypass and local traffic to use Main Street/Route 24		

Bowdoinham		Need better signage for tourism destinations throughout region		
Richmond		Need better signage for tourism destinations throughout Richmond		

Strategy 2: Capitalize on ocean and water views as assets with value to tourism marketing efforts.

Designation of a Scenic Byway has a marketing value and can help a region increase tourism. The application process is rigorous and competitive, requiring a region to identify unique regional attributes and value, whether historic, cultural, scenic, or recreational. There are 14 scenic byways in the state, 4 of which are nationally recognized, including in Schoodic, Rangeley, and Acadia. Designation used to include funding, but according to MaineDOT, there is currently no funding for the program.

This could change in the future. In the meantime, the region could capitalize on the unique scenic and recreational assets of the Route 24 corridor to help market the area to potential visitors. Figure 23 presents a draft corridor asset map, including historic downtowns, numerous scenic water viewsheds and boat access points, and recreation opportunities. Numerous additional assets could be added.

Figure 23

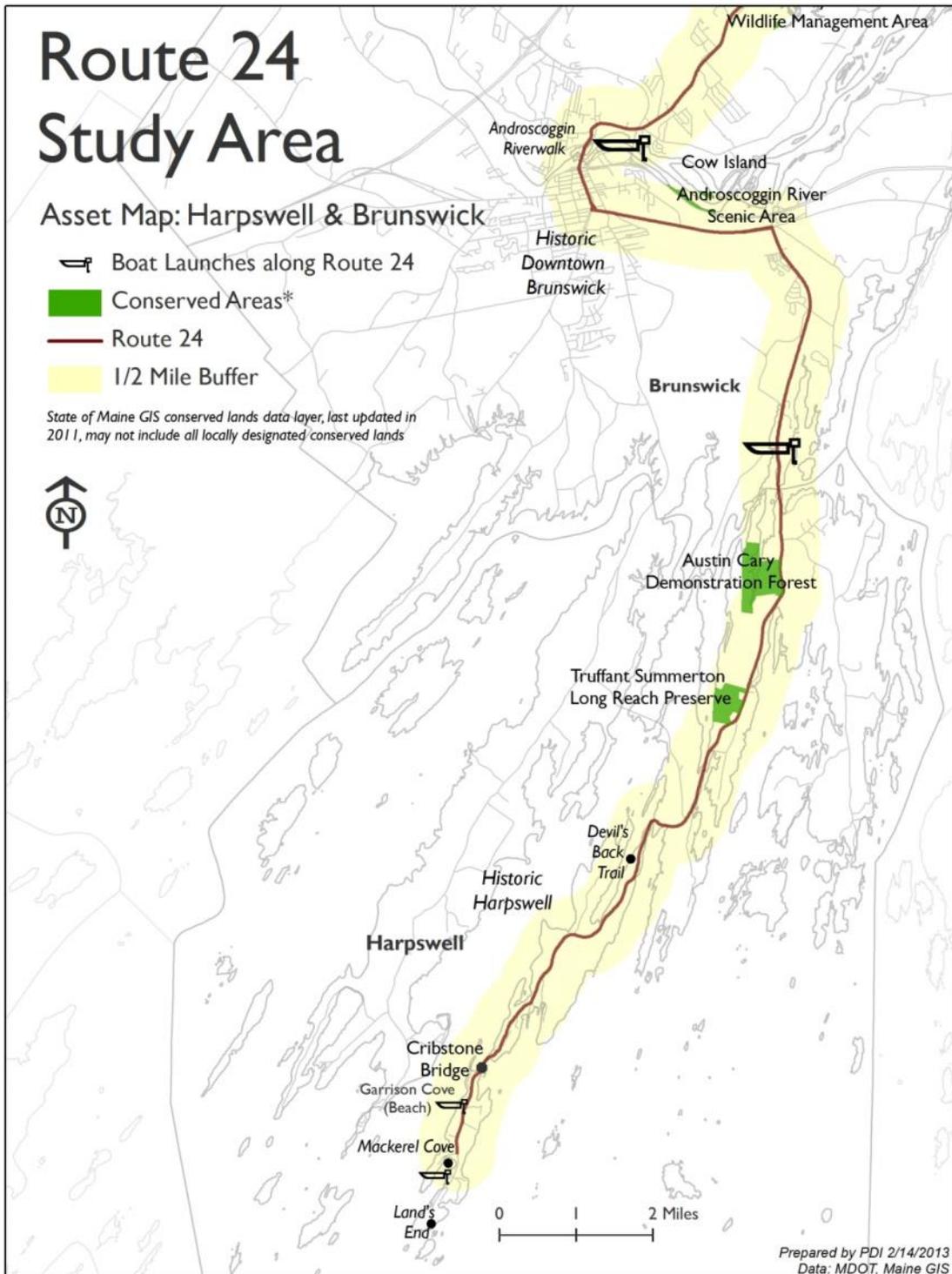
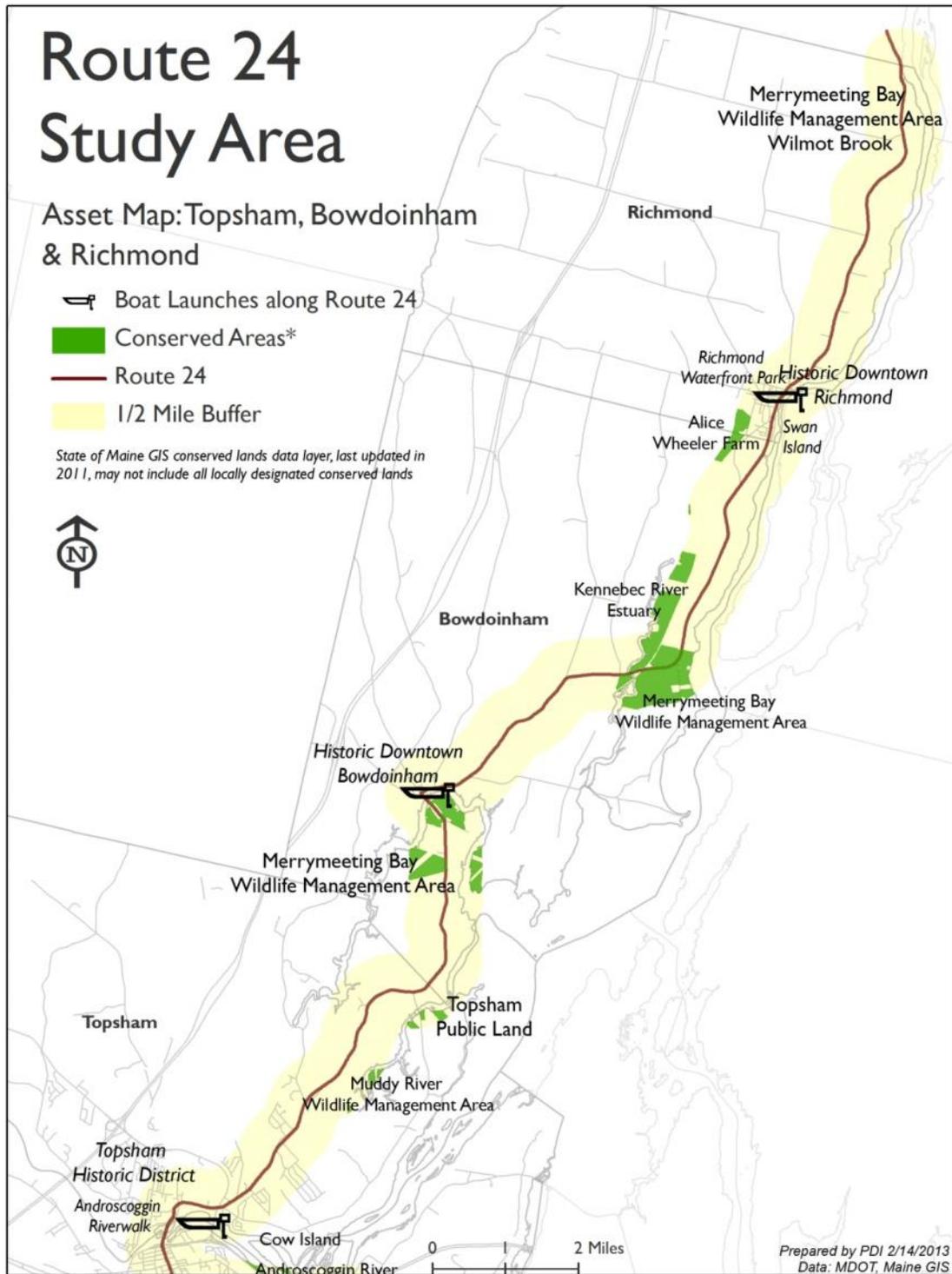


Figure 24



Objective 4: Address storm surge and future inundation, particularly with regard to emergency routes.

Strategy 1: Identify and respond to inundation threats to emergency routes

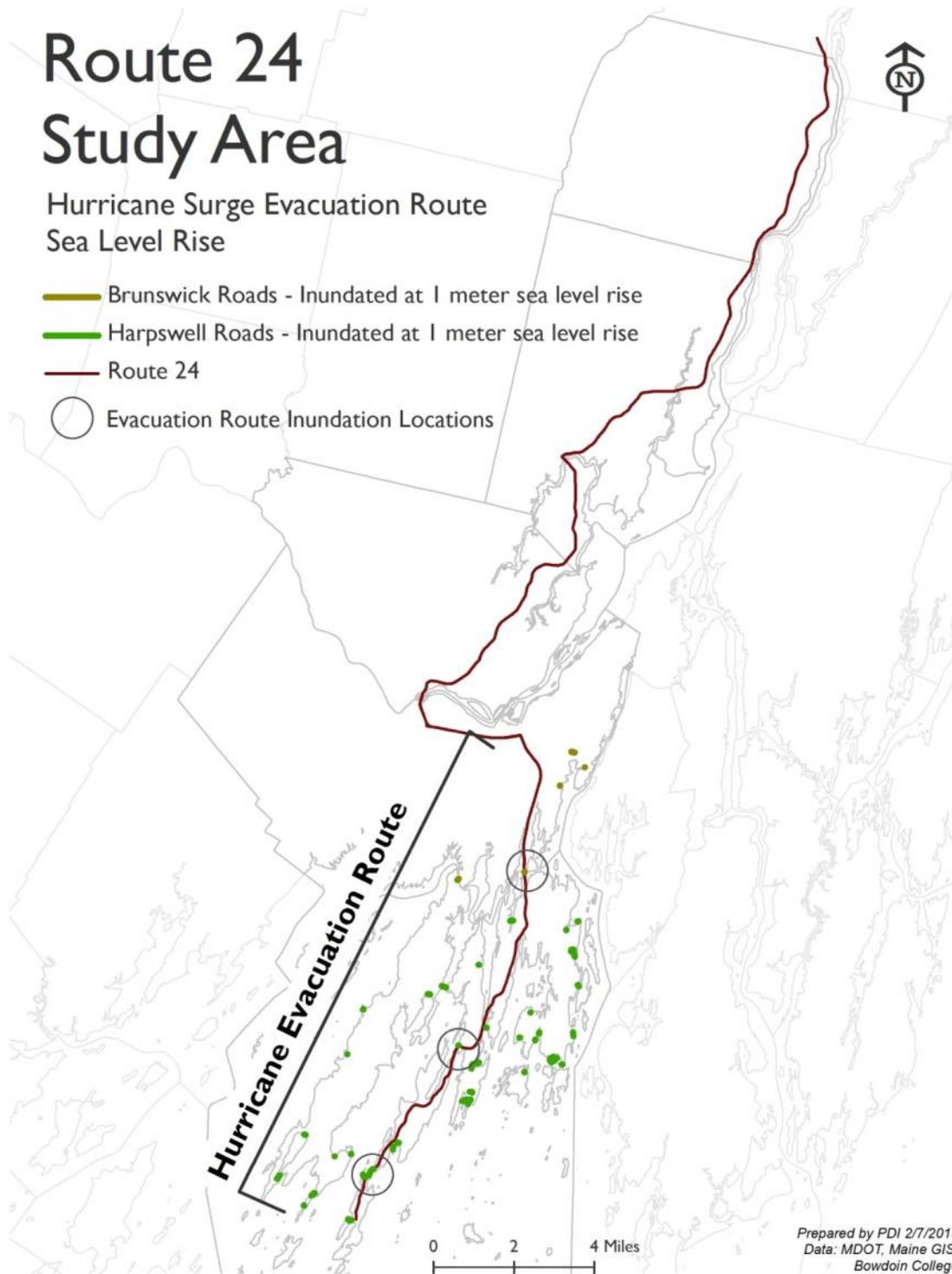
Route 24 from Bailey Island (Harpswell) to Route 1 in Brunswick is designated as a “critical evacuation roadway segment” in case of a hurricane or storm event.⁵

Figure 25 compares the Hurricane Surge Evacuation Route (as identified by the Army Corps of Engineers) with a 1 meter sea level rise scenario developed by Professor Eileen Johnson and her students at Bowdoin College. The hurricane surge evacuation route would be inundated at the following Route 24 locations:

- Harpswell: Area around the Cribstone Bridge
- Harpswell: Area around the bridge to Orr's Island
- Brunswick: Gurnet Road, just over the Harpswell line.

⁵ Maine Hurricane Evacuation Study Transportation Analysis – 2007. Prepared for the U.S. Army Corps of Engineers and Battelle Memorial Institute

Figure 25



Objective 5: Re-route Route 24 out of the downtowns of Brunswick and Topsham to remedy high traffic impacts, with consideration for Business 24 designation of the existing route in those towns.

Strategy 1: Re-route the corridor out of downtown and historic Brunswick and Topsham.

The proposed relocated Route 24 would avoid downtown Brunswick and historic Topsham, instead following the Route 196 bypass (Coastal Connector) from Route 1 in Brunswick to Middlesex Road in Topsham (Figure 26). This would reduce through vehicle traffic in areas with lots of pedestrians.

According to MaineDOT, the process involves the towns conducting a public process whereby anyone affected by a route number change has an opportunity for input, and providing information to meet the following state criteria⁶:

“Route number assignments in general are made in a manner to guide the unfamiliar traveler to desired destinations. These assignments have developed into a network of routes that connect major and minor centers of population, industry, recreation, commerce, and government. The basic criteria used to determine the need and location of routes are traffic demand, directness of the highway connections, highway conditions, shortest length, and safety factors.

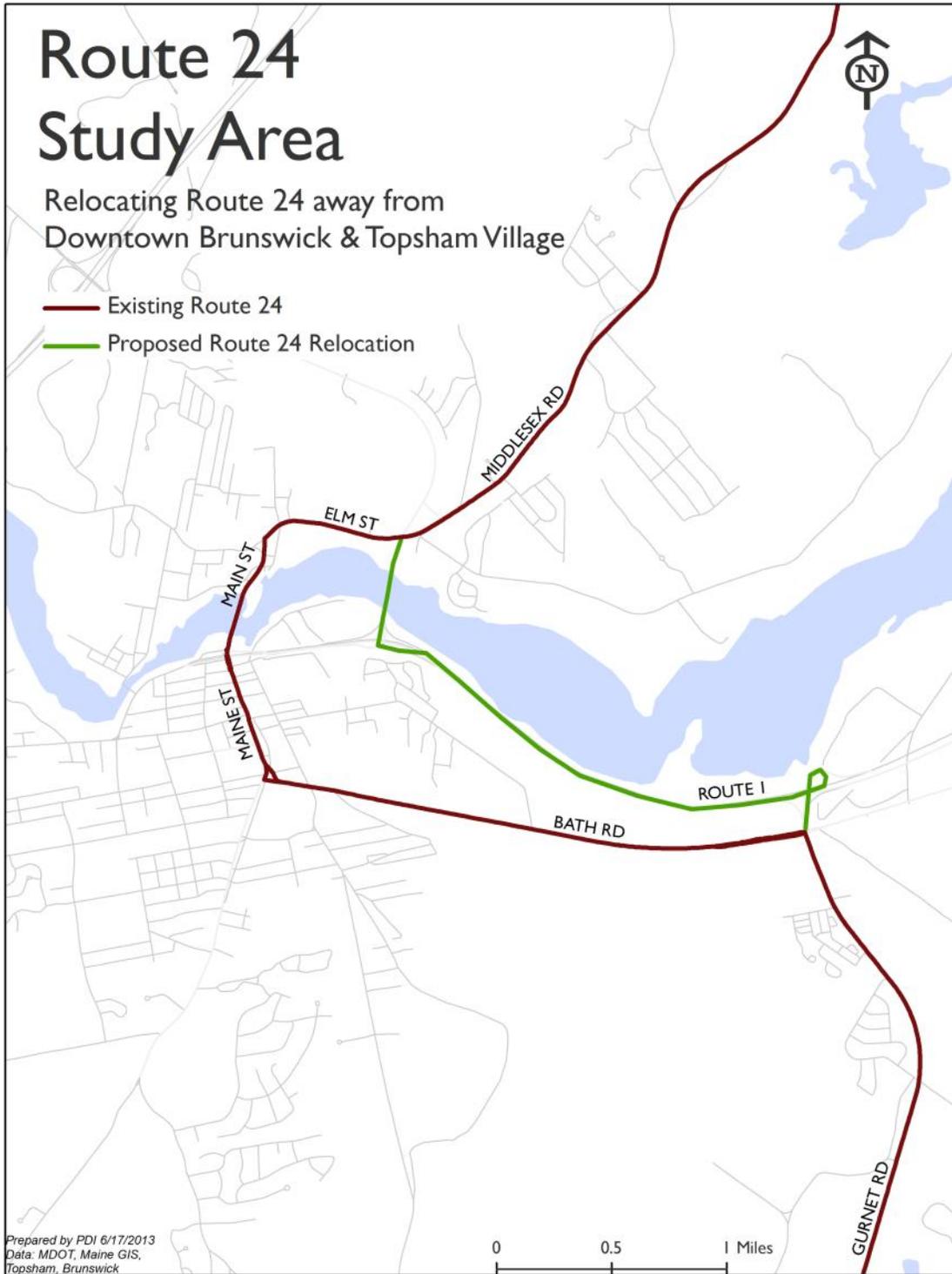
- Traffic Demand: Compare traffic on proposed route to traffic on existing routes in the same area.
- Highway Conditions: Compare pavement widths and shoulder widths on proposed route to conditions on existing routes in the same area.
- Directness: Compare mileage and speed on proposed route to produce an estimated travel time. Compare travel time on proposed route to travel time on existing route in the same area.
- Safety: Request and review accident summaries. Field review to look for hazards.
- Other Items: Look at density of routes already present in the area. Look at present configuration of signs in the area.”

The re-routing can be done through Commissioner Record. Signs will then be changed and internal systems will be updated.

Strategy 2: Designate existing Route 24 as “Business 24” in Brunswick and Topsham.

⁶ <http://www.maine.gov/mdot/csd/mts/routenumbers.htm>

Figure 26



X. Implementation

The following table identifies the action that will be taken to implement the strategies and objectives outlined above, as well as who is responsible and a time frame.

Table X-I: Route 24 Implementation Table

<i>Objective 1: Ensure safe travel for all corridor users, including vehicle drivers, pedestrians and bicyclists</i>		
<i>Strategy 1: Adopt a "Complete Street"-style approach</i>		
Action	Who	Short-term/Long-term
Future MaineDOT improvements on Route 24 should be targeted toward all users – including vehicle drivers, bicyclists and pedestrians.	MaineDOT	Long-Term
MaineDOT should work with interested organization to promote Complete Streets-style policies along Route 24.	MaineDOT	Long-Term
Route 24 towns should support efforts of the Bicycle Coalition of Maine, GrowSmart Maine and other organizations to promote Complete Streets-style policies in Maine.	Route 24 Towns	Long-Term
<i>Strategy 2: Make improvements in paved shoulders and bike lanes</i>		
Action	Who	Short-term/Long-term
The Merrymeeting Wheelers or other local organizations should extend the bikeability audit of Harpswell and	Local bicycle/pedestrian organizations	Short-Term

Brunswick to all of the towns in the Route 24 study area – and include walkability audits in urban areas and village centers.		
Towns along Route 24 should create lists of targeted improvement areas for MDOT.	Route 24 Towns, MaineDOT	Short-Term
MaineDOT should stripe a fog line along Route 24 in locations where there is an 11-foot travel lane.	MaineDOT	Short-Term
MaineDOT should maintain existing shoulders and travel lane width along Route 24.	MaineDOT	Long-Term
<i>Strategy 3: Ensure road maintenance to address poor conditions</i>		
Action	Who	Short-term/Long-term
MaineDOT should sweep Route 24 shoulders every spring. The Merrymeeting Bridge should be swept in April (earlier than usual) because of the barriers.	MaineDOT	Short-Term
MaineDOT should repair Route 24 shoulders as part of other maintenance projects.	MaineDOT	Long-Term
Towns along Route 24 should meet every two years to discuss regional transportation priorities (in conjunction with MaineDOT biennial plan).	Route 24 Towns, Midcoast Council of Governments	Long-Term
<i>Strategy 4: MaineDOT should widen and lift dangerous railroad trestles in Topsham and Richmond</i>		
Action	Who	Short-term/Long-term
MaineDOT should work with Topsham and Richmond to	Topsham and Richmond,	Short-Term

increase width and clearance of Route 24 under railroad trestles, making the road safer for vehicle drivers, pedestrians and bicyclists.	MaineDOT	
<i>Strategy 5: Maine DOT and Route 24 towns should review road maintenance activities in environmentally sensitive areas.</i>		
Route 24 towns and Maine DOT should review road maintenance activities – especially winter activities, like salting and sanding – for effects on environmentally sensitive areas, with a focus on stormwater runoff.	Route 24 Towns, MaineDOT	Short-Term/Long-term

<i>Objective 2: Maintain the capacity of the corridor</i>		
<i>Strategy 1: Use access management and other tools to manage development impacts on the corridor</i>		
Action	Who	Short-term/Long-term
Towns along Route 24 should explore using site plan review and other tools such as limiting access points, impact fees, and acceleration/deceleration lanes as appropriate to help maintain the capacity of the road and prevent unnecessary congestion.	Route 24 Towns	Long-term

Objective 3: Provide coordinated signage and marketing

<i>Strategy 1: Improve regional and local signage</i>		
Action	Who	Short-term/Long-term
Towns along Route 24 should support Harpswell’s legislative efforts to change signs along I-295.	Route 24 Towns	Short-Term
MaineDOT should use appropriate signage to encourage traffic to use appropriate roads - i.e., regional and through traffic should use Route 196, and local traffic should use Maine Street and Route 24.	MaineDOT	Short-Term
MaineDOT should maintain existing Route 24 road signs, ensuring their long-term legibility and providing a clear process by which towns can request sign replacements.	MaineDOT	Long-Term
Towns along Route 24 should work together to establish a shared format for regional wayfinding signs, including color, font, and logo.	Route 24 Towns	Long-Term
<i>Strategy 2: Capitalize on ocean and water views as assets with value to tourism marketing efforts</i>		
Action	Who	Short-term/Long-term
Towns along Route 24 should work together to promote common tourism efforts.	Route 24 Towns	Long-term
Towns along Route 24 should work with Chambers of Commerce and business associations on existing marketing efforts for the Route 24 area– including Allure of the Coast and Maine Invites You.	Route 24 Towns, Chambers of Commerce, Business Associations	Short-Term

Towns along Route 24 should work together to create a common assets map that can be distributed to tourism and travel organizations, building on the draft created for this plan (Figure 23).	Route 24 Towns	Short-Term
Towns along Route 24 should consider pursuing a Scenic Byway designation for the road.	Route 24 Towns, Midcoast Council of Governments	Short-term

<i>Objective 4: Address storm surge and future inundation, particularly with regard to emergency routes</i>		
<i>Strategy 1: Identify and respond to inundation threats to emergency routes</i>		
Action	Who	Short-term/Long-term
MaineDOT should consider the impact of storm surge flooding on when making Route 24 road improvements, using models that show future inundation levels.	MaineDOT	Long-Term

<i>Objective 5: Re-route Route 24 out of the downtowns of Brunswick and Topsham to remedy high traffic impacts, with consideration for Business 24 designation of the existing route in those towns.</i>		
<i>Strategy 1: Re-route the corridor out of downtown and historic Brunswick and Topsham</i>		
Action	Who	Short-term/Long-term
The towns of Tospham and Brunswick, working with	Towns of Topsham and	Short-term

Maine DOT, should undertake the public process necessary to start re-routing Route 24.	Brunswick	
The towns of Topsham and Brunswick, working with MaineDOT, should fill in any bicycle and pedestrian path gaps created by this re-routing.	Towns of Topsham and Brunswick, MaineDOT	Long-term
<i>Strategy 2: Designate existing Route 24 as "Business 24" in Brunswick and Topsham.</i>		
The towns of Topsham and Brunswick should work with MaineDOT to designate existing Route 24 as "Business 24" in their towns after the corridor is re-routed.	Towns of Topsham and Brunswick, MaineDOT	Long-term

DRAFT

ITEM 89

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: July 23, 2013

RE: Architect recommendation

The Town Office Renovation Committee has completed their interviews for the architectural services for the renovation work to be done at the McLellan Building.

The Committee is recommending that the Town secure the services of Scott Simons Architects.

The fee for services will be established once we have a construction budget. Scott Simons has agreed that the fee for services will be based on the Bureau of General Services fee scale. A copy of the fee schedule is attached to this memo.

STATE OF MAINE ARCHITECTURAL PROJECTS SCHEDULE OF RECOMMENDED FEES

Revised Schedule 2/89

New Construction Cost		A Rate	B Rate	C Rate
\$50,000	and below	10.0	11.0	12.0
\$50,000	to \$99,999	9.5	10.5	11.5
\$100,000	to \$149,999	9.2	10.2	11.2
\$150,000	to \$199,999	8.9	9.9	10.9
\$200,000	to \$299,999	8.5	9.5	10.5
\$300,000	to \$399,999	8.2	9.2	10.2
\$400,000	to \$499,999	8.0	9.0	10.0
\$500,000	to \$599,999	7.9	9.9	9.9
\$600,000	to \$699,999	7.8	8.8	9.8
\$700,000	to \$799,999	7.7	8.7	9.7
\$800,000	to \$ 899,999	7.6	8.6	9.6
\$900,000	to \$ 999,999	7.5	8.5	9.5
\$1,000,000	to \$1,499,999	7.3	8.3	9.3
\$1,500,000	to \$1,999,999	7.1	8.1	9.1
\$2,000,000	to \$2,499,999	7.0	8.0	9.0
\$2,500,000	to \$2,999,999	6.9	7.9	8.9
\$3,000,000	to \$3,999,999	6.8	7.8	8.8
\$4,000,000	to \$4,999,999	6.7	7.7	8.7
\$5,000,000	to \$6,999,999	6.5	7.5	8.5
\$7,000,000	to \$8,999,999	6.3	7.3	8.3
\$9,000,000	to \$10,999,999	6.1	7.1	8.1
\$11,000,000	to \$14,999,999	6.0	7.0	8.0
\$15,000,000	to \$9,999,999	5.9	6.9	7.9
\$20,000,000	to \$29,999,999	5.8	6.8	7.8
\$30,000,000	to \$50,000,000	5.7	6.7	7.7
For renovation projects add to percentage above for that portion of the project that is renovation.		2.0	2.5	3.0

EXAMPLES OF BUILDINGS ACCORDING TO DEGREE OF COMPLEXITY

- A-Rate For structures of simple architectural character such as : Warehouses, Garages, Hangers, Garages, Loft Buildings, Parking Structures.
- B-Rate For structures of usual architectural character such as: Office Bldgs. and Institutional Bldgs., Schools, dormitories, College Buildings (except special purpose Laboratories and Clinics Armories)
- C-Rate For structures of individual or specialized architectural character: Libraries, Communications Buildings, including Radio and TV Studios, Clinics, Laboratories, health Centers Theaters (Performing Arts).

The fees above are based on the cost of construction and apply to lump sum, single contractor contracts. Where separate contracts are involved or where the

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: July 22, 2013

RE: Construction Manager Recommendation

The Town Office Renovation Committee has concluded their interviews for Construction Manager for the renovation of the McLellan building for the Town Office.

The Committee is unanimous in their recommendation to hire Warren Construction Group of Freeport. Councilors that were involved in the Police Station project will remember Peter Warren from the interviews that occurred for that project.

Peter brings a unique experience to this project that is anticipated to benefit the project. He has done most, if not all of the renovations at the McLellan building for Bowdoin College. He knows the building very well. Peter is also the contractor that did the build-out of the current Council Chambers, TV 3 control room as well as the build-out for Bowdoin at 16 Station Avenue.

Although I did not participate in the interviews, I concur with their recommendation based on Peter's experience in the building, as well as the experience that we have had working with him in the past.

Peter's proposal indicates that there will not be a cost for pre-construction. Once the design work is complete and the budget is developed we will know what the total cost of the construction will be, including his fees and costs.

ITEM 90

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: Froship Donuts LLC

Corporation-Corporation Name: _____

Incorporation Date: _____ Incorporation State: _____

New License: Opening Date _____ Renewal License

Business Name: Froship Donuts E-Mail: ShelbyStandaer@gmail.com

Business Address: 54 maine street Business Phone Number: 729-4258

Name of Contact Person: Shelby Omdal Contact's Phone Number: 607-2134

Mailing Address for Correspondence: 10 winterfrost drive

Signature of Applicant: [Signature] Date: _____

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

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

Corporations Please Complete:

Address of Incorporation: 54 maine street Phone #: 607-2134

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Nels & Shelby Omdal</u>	<u>owners</u>		<u>100%</u>

Town Clerk Use Only

Approvals: Finance Codes Health Officer Council Police

Codes Officer Signature _____

25.00

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

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

Type of License: Seller of Prepared Food Paid Fee: \$ 25- Cash/Check Date: JUL 11 2013

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 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: 54 Maine Street 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] (Signature of owner, officer, partner or agent)

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

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

Describe in detail kind and nature of entertainment- _____

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

Signature of Owner, officer, partner or agent: _____

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

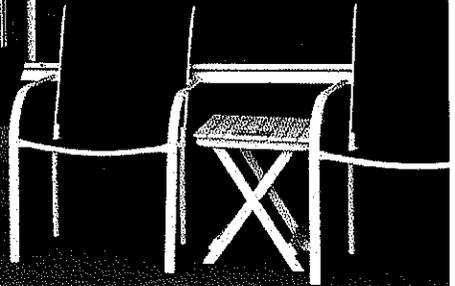
Theater (\$150 per screen)-Exp. June 30th _____ Number of Screens

COFFEE

FROSTY'S

DONUTS

BACK
DING
LINE



ITEM 91

BACK UP MATERIALS

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BRUNSWICK BOARDS AND COMMITTEE OPENINGS

Bicycle and Pedestrian Advisory Committee

1 member – no set term

Davis Fund Committee

1 members – 3 year term to expire on 06/30/2016

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

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

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

2 members – 3 year terms to expire on 07/01/2016

Recycling & Sustainability Committee

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 05/10/2016

Village Review Board

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

1 member – 3 year term to expire on 10/20/2016

Water District Board of Trustees

1 member - a balance of 3 year term to expire on 09/13/2015

1 member – 3 year term to expire on 09/13/2016

Zoning Board of Appeals

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

1 full members - 3 year term to expire on 11/20/2015

1 associate member –3 year term to expire on 07/01/2016

Recreation Commission

Daniel	Ankeles	7 Beech Dr	406-2293	6/13/2013
Will this be a reappointment	no	MembershipType:	Interview Time:	<input type="text" value="Wed. July 17 at 6:00"/>
Rebecca	Banks	3 Alder Drive	729-7989	6/10/2013
Will this be a reappointment	No	MembershipType:	Interview Time:	<input type="text" value="Wed. June 18 at 5:00"/>
Karen	Corey	9 Glover St	729-7934	6/10/2013
Will this be a reappointment	yes	MembershipType:	Interview Time:	<input type="text" value="Wed. June 18 at 5:45"/>
Tammy	Dostie-Gray	8 Laurel Rd	729-3932	6/1/2013
Will this be a reappointment	no	MembershipType:	Interview Time:	<input type="text" value="Wed. July 17 at 6:00"/>
Daniel	McLaughlin	6 Bunganuc Landing Rd		7/2/2013
Will this be a reappointment	no	MembershipType:	Interview Time:	<input type="text" value="Mon., July 15 at 6:30 pm"/>
Jeffrey	Ward	10 Laurel Rd.	725-4939	6/3/2013
Will this be a reappointment	yes	MembershipType:	Interview Time:	<input type="text" value="Wed. June 18 at 5:15"/>

Sewer District Trustees

Earle	Harvey	28 Jewell Street	729-4598	6/5/2013
Will this be a reappointment	yes	MembershipType:	Interview Time:	<input type="text" value="Wed. July 17 at 6:45"/>

Water District Trustees

Claude	Philippon	45 Bouchard Dr	729-6049	7/2/2013
Will this be a reappointment	yes	MembershipType:	Interview Time:	<input type="text" value="Wed., July 17 at 7:15 pm"/>

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

For Office Use Only	
OCT 22 2012	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Michael N. Davis Date 21 Oct 2012
 Street Address: 7 Federal Street, Apt. 6
 Home Telephone #: 837-9728 E-mail Address: coachdavis@me.com I live in Council District #: _____

I wish to be considered for appointment to the:

Bicycle & Pedestrian Advisory 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? No If so, please state name of Board/Committee/Commission and the number of years of service:

Number of Years _____ Date term expires _____

Occupation: College Professor & Business Consultant
 Employer: University of Southern Maine, Thomas College, & Southern New Hampshire University Work Telephone #: 837-9728

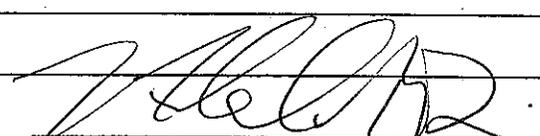
List any civic organizations to which you belong:

League of American Bicyclists; Sierra Club; League of Conservation Voters; Maine Businesses for Sustainability; Bicycle coalition of Maine

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

Avid cyclist; cycle commute daily; teach social responsibility & sustainability courses - a key part being cycle/pedestrian use w/ urban areas to reduce congestion and carbon emissions

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


SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

PLEASE NOTE: 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: Bicycle & Pedestrian Advisory Committee

Term Length: _____

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

No. I have reviewed the Brunswick Bicycle & Pedestrian Improvement Plan and committee meeting agendas.

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

I am an avid cyclist and bicycle commute daily in the Brunswick area. I also walk/cycle with my daughter school days to The Harriet Beecher Stowe School. I teach social responsibility & sustainability courses which address cycle/pedestrian usage w/ urban areas.

3. Why would you like to be on the Board/Committee/Commission? to reduce congestion & carbon emis.

To play a role in helping shape policy for cycle and pedestrian usage in the Brunswick area. To serve as a "meaningful advocate" for cyclists and pedestrians.

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

Yes. I am aware of the time involved to serve on this committee, including participation at monthly meetings.

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

No. I do not have any conflict of interest that could arise from serving on this committee.

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

Having lived and cycled/walked in Brunswick daily for 2+ years, I am concerned about vehicle traffic as it relates to safe cycle & pedestrian usage.

APPLICANT'S SIGNATURE AND ADDRESS (PRINT NAME)

Michael N. Davis

7 Federal Street, Apartment 6
Brunswick, Maine 04011
Telephone: 207-837-9728
E-mail: coachdavis@me.com

October 21, 2012

Town of Brunswick
Bicycle & Pedestrian Advisory Committee (BBPAC)
Brunswick, Maine 04011

Dear BBPAC:

Please accept this letter and attached resume and application form as my formal application for committee membership on the **Brunswick Bicycle & Pedestrian Advisory Committee (BBPAC)**.

I am an avid cyclist, who daily commutes in and around the greater Brunswick area. This includes cycling (and/or walking) my daughter to school at the Harriet Beecher Stowe Elementary School. On a daily basis, I benefit from the hard work of the BBPAC to make the town more friendly to cyclists and pedestrians.

I cycle the Androscoggin to Kennebec Bike Path many times per week. I also cycle commute daily on Federal, Maine, McKeen, Page, and/or Mill Streets. Several times per month, I also ride on the Bath Road - commuting to and from my teaching assignments at the Brunswick Center of Southern New Hampshire University. Walking with my daughter to school, I have utilized the cross walks on Federal, Maine, Page, McKeen Streets, and the Bath Road. In town, I have utilized the various "bike friendly" facilities of local merchants (i.e., bike storage racks, etc.).

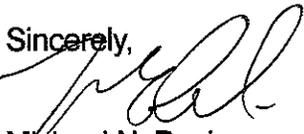
That said, in my 2+ years in Brunswick, I have also noted opportunities to further enhance friendliness to cyclists and pedestrians within the greater Brunswick area. Several of these opportunities are noted on the agendas of the BBPAC, such as the discussion of "Safe Routes to School". Other issues I note are enforcement of traffic laws that impact cyclists and pedestrians (i.e., cross walk issues and speed enforcement) and lighting on the Bath Road (extremely dark for night commuting).

I would also welcome the opportunity to contribute to the shaping of policy and programs that positively impact cyclists and pedestrians, including input on public service announcements, coordination of programs with neighboring communities, grants targeted to cycling and pedestrian access, providing advocacy for cyclists and pedestrians, and monitoring implementation/updating of the Brunswick Bicycle & Pedestrian Improvement Plan.

Lastly, in my work as a college instructor, I teach courses on social responsibility and sustainability. In these courses, I emphasize the importance of increased cycling and pedestrian traffic in urban areas in order to reduce congestion (from motor vehicles), enhance safety, and reduce carbon emissions. I would very much enjoy putting my knowledge and experience to work on the BBPAC!

As I stated above, the purpose of this letter is to introduce myself, share my credentials and formally apply for for committee membership on the **Brunswick Bicycle & Pedestrian Advisory Committee (BBPAC)**.

Sincerely,



Michael N. Davis



Michael N. Davis

7 Federal Street, Apartment 6
Brunswick, Maine 04011

coachdavis@me.com
207-837-9728

After a 20+ year career in international business - living and working in Europe and Japan - in 1999, Mike launched his own consulting practice, Pathfinder Consulting. Through Pathfinder, Mike serves as an organizational consultant, executive coach, author, and public speaker.

Mike also serves as an adjunct instructor of business and organizational leadership courses at Southern New Hampshire University, Thomas College, and the University of Southern Maine. Mike's coursework at these colleges/universities aligns with his coaching and workshop themes:

- Strategic Human Resource Management
- Leading Change
- Leading & Managing Nonprofit Organizations
- Organizational Leadership
- Responsible Organizational Leadership & Sustainability
- International Business
- International Marketing
- Leading Different Cultures

Mike is a 1st generation college graduate, born on a family farm in Ohio. Mike and his family have lived in Maine for the past 25 years.

Business Professional:

- Owner, Pathfinder Consulting (partial client list: AmeriCorps/VISTA; Central Maine Medical Center; Chase Leavitt CHB; Fairchild Semiconductor; Hannaford/Delhaize Group; Honeywell; L.L. Bean; McCabe, Duval & Associates; North Yarmouth Academy; Parkview Hospital; Shore Point Technology)
- Director of Operations for two smaller Maine businesses (one in advertising/marketing and another in freight forwarding/customs house brokering)
- Manager of International Retail Operations and Product Support Services at L.L. Bean (for-profit outdoor retailer)
- Owner, Naylor-Davis International Limited (for-profit international business consulting practice)
- President of the Maine World Trade Association (non-profit international business association)
- Assistant Executive Director of the Ohio Export Council (non-profit international business association)

- Davis, Michael N. (2010) Why Must I Embrace Change? *Employment Times*, Vol. 12 (Issue 27; 28 June to 11 July 2010), pages 3 and 10.
- Davis, Michael N. and Durr, Janie. Resident Assistant Resource Guide. Biddford (ME): University of New England, Student Affairs Division, 2004.
- Davis, Michael N. International Commerce Training Guide. Augusta (ME): Maine World Trade Association, 1985.
- Davis, Michael N. Country Financial Profiles. Columbus (OH): State of Ohio Department of Development, International Trade Division, 1984.
- Davis, Michael N. Ohio Export Financing Directory. Columbus (OH): State of Ohio Department of Development, International Trade Division, 1983.

Education/Certifications:

- M.A., Public Administration (International Organizational Development) – OHIO UNIVERSITY.
- B.A., Political Science (International Relations and Political Theory) – OHIO UNIVERSITY.
- Certificate of Public Administration – OHIO UNIVERSITY.
- Certified - Social Studies Teacher; 6-12; State of Maine
- Career and Life Skills Coach – Coach U
- Certified Practitioner of Wilderness First Aid.
- Registered Maine Guide.
- Sea Kayaking, Snowshoeing and Hiking/Camping Instructor (L.L. Bean, Inc. and Pathfinder).

Awards:

- Named as the *Outstanding Graduate Faculty of the Year* by the College of Online & Continuing Education, Brunswick Maine Center, Southern New Hampshire University (May 2012)
- Named as a finalist for the *2012 Excellence in Teaching Award* by the College of Online & Continuing Education, Southern New Hampshire University (May 2012)
- Named as *Subject Matter Expert* by Southern New Hampshire University Online for the subjects of Human Resource Management and Organizational Leadership (2009, 2010, and 2011)
- Named *Outstanding Graduate Faculty Member for 2007-2008* at Southern New Hampshire University.
- Excellence in Teaching Award Nominee (Southern New Hampshire University) (Feb 2008)
- Named “Beta Tester” for Blackboard Online Learning Platform (ProSites Launch) (Fall 2007)
- Named to “Dean’s List” for Excellence in Teaching (Kaplan University) (Fall 2007)
- Recognized for Outstanding Student Evaluations by Dean of Distance Education (Southern New Hampshire University) (Spring & Fall 2007)
- Community Builder of the Year Nominee (University of New England) (May 2004)
- Bean’s Best Nominee (L.L. Bean) (’95, ’97, ’98)
- Named “Maine’s Number One Man in the World” by *Maine Enterprise Magazine* (May 1986)

5/15
7:30 P.M.

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

For Office Use Only	
<u>OCT 5 2012</u>	Date App. received
_____	Date App. Entered
_____	Appointed

Full Name: Kathy E. Wilson Date 10/5/2012

Street Address: 144 Pleasant St.

Home Telephone #: 725-0179 E-mail Address: JUSTAMIN.PIN@gmail.com I live in Council District #: 4

I wish to be considered for appointment to the:

BBPAC

(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:

Outer Pleasant St. & Downtown Implementation Master Plan Number of Years 1 Date term expires ?

Occupation: Self Employed ? ~~Self Employed~~ Pet Groomer

Employer: Self Work Telephone #: 725-0179

List any civic organizations to which you belong:

? LAKC - Dog Club

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

I bike a lot and have some time

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

Kathy E. Wilson
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: _____

Term Length: _____

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?

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

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

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

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

NO CONFLICT OF INTEREST STATEMENT REQUIRED BY APPLICANT RESPONSIBILITY

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

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

Full Name: DONALD L. KNISELEY Date 5/9/2013

Street Address: 20-3 OAK ST.

Home Telephone #: 504-3003 E-mail Address: dkniseley@comcast.net I live in Council District #: 6

I wish to be considered for appointment to the:

DAVIS FUND

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM BEGINS: 7/1/2010

TERM EXPIRES: 6/30/2013

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: DAVIS

DAVIS FUND Number of Years 3 Date term expires 6/30/2013

Occupation: ADMINISTRATION

Employer: THORNTON OAKS Work Telephone #: 373-4600

List any civic organizations to which you belong:

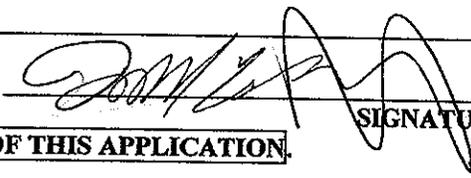
BRUNSWICK ROTARY CLUB; PEOPLE PLUS BOARD; ACCESS HEALTH BD.

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

3 yrs. exp.; knowledge of town organizations; fund raising

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

DAVIS FUND


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 does not constitute an appointment to a Town Board/Committee/Commission.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: DAVIS FUND

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 - see other side

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

SERVICE TO THE TOWN'S CITIZENS + ORGANIZATIONS

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'S A GREAT GROUP + AN IMPORTANT, BUT FUN TASK

DO NOT WRITE IN THESE SPACES

Town of Brunswick

Application for

Appointment to Board/ Committee/ Commission

For Office Use Only	
JUN 17 2013	pp.
_____	Received
_____	Date App.
_____	Entered
_____	Appointed

Full Name: Daniel Ankeles Date 6/13/2013

Street Address: 7 Beech Drive

Home Telephone #: 406-2293 E-mail Address: dankeles@gmail.com I live in Council District #: 2
cell 756-3793

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

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: _____

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: 7/1/2016

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

N.A. Number of Years N.A. Date term expires N.A.

Occupation: Legislative Aide

Employer: Maine Legislature Work Telephone #: 287-1430

List any civic organizations to which you belong:

Member - Brunswick Topsham Land Trust

Member - Brunswick Democratic Town Committee

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

I have both a journalism and a public policy background. My work at both Public radio and the Maine legislature give me an insight into municipal government.

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

N.A.

Daniel Ankeles
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

~~Information on this application and your identity will not be made available to a Town Board/Committee/Commission unless you place a check in the box below.~~

Board/Committee/Commission Applying For: Recreation Commission

Term Length: 3 yrs

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

Does Brunswick have a comprehensive long-term plan regarding recreational activities already?

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

I would cite my experience in State Government, where I have been exposed to the many difficult issues municipalities face, particularly on issues related to funding. Through my work both in campaigns and in journalism, I have had a good deal of practice at consensus building and fostering working relationships.

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

I love living in Brunswick. Our family intends to stay here for many years to come, and I feel it is important to be involved and participate in municipal government. Our trails and our recreational facilities and activities are an integral part of community life. I have no agenda. I just want to be helpful and of service to my town.

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

Yes and 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?

As a dog owner and an expectant father, I appreciate the importance of having a healthy trail system and plenty of recreational opportunities.

DISCLAIMER: THIS DOCUMENT IS UNOFFICIAL AND DOES NOT REPRESENT THE POSITION OF THE BOARD.

Daniel J. Ankeles

7 Beech Drive, Brunswick, ME 04011
(207) 756-3793; dankeles@gmail.com

POLITICAL WORK

Maine House Democratic Office – Augusta, ME

December 2012-Present

Legislative Aide

- Worked with 15 representatives on communications, constituent services, testimony and research

Maine House Democratic Campaign Committee – Augusta, ME

December 2011-December 2012

Southern Midcoast Regional Field Director

- Staffed nine candidates for the Maine House, all of whom won and two of whom won in GOP-leaning districts
- Helped candidates execute a campaign plan, stay on task, manage tight budgets, and adopt best practices
- Built trusting long-term relationships with candidates and volunteer bases around my region
- Served as GOTV Zone Director for Lincoln and Sagadahoc Counties

Maine People's Alliance – York County, ME

July 2011-November 2011

York County Regional Organizer (People's Veto of the ban on same-day voter registration)

- Recruited and managed close to 100 volunteers, exceeding signature goal by over 1300
- Ran regional persuasion and GOTV operations, winning every town in York County

Cynthia Dill For State Senate (Special Election) – Cape Elizabeth, ME

April 2011 – May 2011

Field Organizer and Early Vote Field Director

- Managed the campaign's successful absentee ballot operation and helped recruit and manage volunteers

Maine House Democratic Campaign Committee – Augusta, ME

July 2010 – November 2010

Portland Regional Field Director

- Staffed 25 candidates for the Maine House in York and Cumberland counties
- Helped candidates develop and execute a campaign plan, manage tight budgets, and adopt best practices
- Helped capture two open Republican seats in a very bad election cycle for Maine Democrats

Maine Citizen Trade Policy Commission – Augusta, ME

January 2011 – April 2011

Administrative Staffer

- Arranged, organized, and took minutes at commission meetings and drafted occasional press releases

JOURNALISM WORK

WEVO – New Hampshire Public Radio – Concord, NH

February 2008 – June 2010

Producer – The Exchange, New Hampshire's only statewide public affairs call-in program

- Booked, pre-interviewed, and developed relationships with sources from all areas of politics and public policy
- Wrote and edited scripts; produced and researched shows; directed broadcast; produced election coverage

WCAI - Cape Cod Public Radio - Washington, D.C.

Fall 2007

Washington Correspondent

American Public Media - Marketplace - Washington, D.C.

Fall 2007

Reporting Intern

WBUR - National Public Radio: On Point – Boston, MA.

Fall 2006-Spring 2007

Production Intern

Proficient: Macs and PCs, MS Office, various editing programs, recording equipment, and broadcast equipment

EDUCATION

Proficient: Spanish, German, Italian, Portuguese, and Japanese

Boston University: College of Communication, 2006–07

Studied Print & Radio Journalism

University of Chicago, 2000–04

A.B., Political Science with General Honors

Foreign Language Acquisition Grant: Hokkaido International Foundation in Japan, 2001

Phillips Academy, 1996–2000

Cum Laude Society

Daniel J. Ankeles
7 Beech Drive
Brunswick, Maine 04011
207-756-3793
dankeles@gmail.com

June 14, 2013

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

To Members of the Brunswick Town Council,

I am writing to apply for an open position on Brunswick's Recreation Commission.

My wife, Catherine, and I first moved to town in 2011. We have taken the past two years to settle in and get to know our neighbors and our town. I love living here, and I would like to begin getting more involved in civic life. It is well past time to start giving back to our community.

Every day we use Brunswick's trail system to take long walks with our dog, Scout. We are also expecting our first child, and we very much hope that he will become involved in some of the many recreational opportunities the town offers.

I believe I could be a useful addition because of my background in both journalism and government. My time in both fields has given me a window into how municipal government works and what makes good public policy. I hope to display the kind of patience and thoughtfulness that it takes to be a productive and constructive member of the commission.

Thank you very much for both your time and consideration. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Ankeles', with a long horizontal flourish extending to the right.

Daniel Ankeles

5 pm

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

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

Full Name: Rebecca Banks Date 6/10/13

Street Address: 3 Alder Drive, Brunswick, ME 04011

Home Telephone #: 207-729-7989 E-mail Address: j_m_banks@yahoo.com I live in Council District #: _____

I wish to be considered for appointment to the:
Recreation Committee

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both: X 7/1/13
FULL MEMBERSHIP STATUS: _____ **TERM BEGINS:** _____
 and/or
ASSOCIATE MEMBERSHIP STATUS: _____ **TERM EXPIRES:** _____

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: Programming & Outreach Coordinator
 Employer: People Plus Work Telephone #: 729-0757

List any civic organizations to which you belong:
Harriet Beecher Stowe Parent Group

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
See Resume. In addition, I have served as a youth basketball coach for 2 years and my family actively participates in many recreation department programs.

Have you previously served on a Town board/committee/commission? No 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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Recreation Committee

Board/Committee/Commission Applying For: _____

3 Years

Term Length: _____

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, please see resume

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

My family is deeply connected to youth sports and recreation activities in our community. I understand and appreciate the benefits of a thriving, active Recreation department to build community. My professional experience at People Plus, a local community center with a mostly Senior population, further highlights the need for recreation for all ages.

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?

Rebecca S. Banks

3 Alder Drive * Brunswick, ME 04011 * (207) 729-7989 H, (207) 841-2737 C * j_m_banks@yahoo.com

January, 2013 **People Plus** Brunswick, Maine
To present *Programming and Outreach Coordinator.* Responsible for creating programs and providing services to support an engaged, healthy, and independent life for older adults.

- ▲ Design, implement and market a comprehensive plan of programs and services that target the emotional, financial and physical health of Seniors.
- ▲ Recruit, hire, train, and supervise program personnel (paid and volunteer.)
- ▲ Direct a coordinated outreach effort aimed at programs that meet the identified needs of seniors.
- ▲ Develop and foster relationships with the business and public sector that help sustain intergenerational community participation and support.

April, 2011- **Brunswick Downtown Association** Brunswick, Maine
January, 2013 *Development Coordinator.* Responsible for recruiting and retaining members for the Brunswick Downtown Association, a community based organization of businesses and citizens designed to promote and support Downtown Brunswick.

- ▲ Coordinated outreach efforts to involve Downtown organizations in BDA sponsored events.
- ▲ Worked to identify the needs of BDA members and created strategies to support these needs.
- ▲ Created and implemented a membership campaign drive designed to recruit members to the BDA and market the benefits of membership.

February, 2007- **Sheabella Tutus** Brunswick, Maine
January, 2009 *Co-founder.* Created a handmade tutu business in the Brunswick area.

- ▲ Designed, manufactured and sold original designs.
- ▲ Created a marketing plan and website to launch Sheabella tutus and effectively target potential markets

October, 1997- **The Advisory Board Company** Washington, D.C.
May, 2003 *Director.* Managed the Events department within the Advisory Board Company, a health care research company.

- ▲ Interviewed, trained, managed and retained a department to successfully execute all phases of the event planning process for over 300 meetings annually.
- ▲ Implemented a multi-million dollar budget for national and international membership meetings.
- ▲ Managed a system to track relevant historical meeting information and established processes to analyze this information to increase cost effectiveness, to predict meeting trends and to prepare and monitor meeting budgets increasing the cost-effectiveness of Advisory Board functions.

Associate Director. Negotiated hotel and local vendor contracts annually with consideration to Advisory Board standards. Successfully managed a team within the department and planned meeting series.

July, 1996- **U.S. Peace Corps** Kinkala, Congo
June, 1997 *Water and Health Extension Agent.* Chosen as one of eleven volunteers to expand the Peace Corps presence in The Republic of Congo. Assessed needs of local population utilizing a comprehensive baseline study. Launched action plan to implement modern yet technically appropriate and sustainable solutions.

Education and Other Relevant Experience

Harriet Beecher Stowe Parent Group Brunswick, Maine
Secretary

Learning Land Nursery School Brunswick, Maine
Board Member.

Americorps Volunteer Austin, Texas
Community Resource Specialist. Worked to mobilize educational, financial, psychological and physical resources to increase the support for "at risk" teens who enter the Spectrum Emergency Youth Shelter.

University of Texas Austin, Texas
Bachelor of Business Administration with a Marketing major.

5-215

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

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

Full Name: Karen Corey Date 6/2/13

Street Address: 9 Glover St.

Home Telephone #: 729-7934 E-mail Address: Kcorey8@gmail.com I live in Council District #: 3

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

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: 7/1/2013
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:
Recreation Commission Number of Years 3 Date term expires 7/1/2013

Occupation: Athletic Coach
Employer: Bowdoin College Work Telephone #: 725-3371

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:
M.S. in Sports Management, MBA. 15 yrs in athletic coaching from youth to international levels.

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

Karen Corey
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 and does not guarantee a position on a Board/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Recreation Commission

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?

Yes. See resume.

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

I think recreation is important for All ages. It also helps grow and strengthen a 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?

—

DISCLOSURE OF INTEREST STATEMENT FOR BOARD MEMBER APPLICANT RESPONDENT

KAREN M. COREY

9 Glover Street • Brunswick, Maine 04011 • (207) 729-7934 H, (207) 798-0614 C • kcorey8@gmail.com

RELEVANT EXPERIENCE

- ✦ **Collegiate Head Women's Volleyball Coach**, Bowdoin College, Brunswick, ME, 2006-present.
 - ◆ Recruit, evaluate, player development, schedule, scout opponents, train and motivate.
 - ◆ Meticulous budget management, promote and conduct promotional and fundraising activities, and develop community and alumni support.
 - ◆ Head coaching record 146-73 (.666).
 - ◆ 3 All Americans, 2 time NCAA tournament, 2012 NCAA Sweet 16.
- ✦ **International Head Coach, US Armed Forces Volleyball.** 2009, 2010.
 - ◆ Selected by panel of Armed Forces Sports Program Directors for Head Coach position.
 - ◆ Assimilate, integrate and train team for international competition.
 - ◆ World Military Volleyball Championships, 2010. World Military Games, Brazil, 2009.
- ✦ **Head Coach, All-Navy Volleyball.** 2009, 2010.
 - ◆ Train and develop athletes of varied athletic skill and experiences to compete in three weeks time.
 - ◆ Compete at USA Volleyball Open Championships and Armed Forces Tournament.
 - ◆ 2010 Silver Medal. 2009 Gold Medal.
- ✦ **Assistant Coach**
 - ◆ All-Navy Volleyball. 2008. Gold Medal.
 - ◆ Bowdoin College, 2005.
- ✦ **Scholastic Coach**, 4 yrs. (Naval Academy Prep School. DoD high school, Rota Spain. Princeton HS, IL.)
- ✦ **All Navy Volleyball Team Member**, 1998, 1999.
- ✦ **Naval Academy 4 yr Varsity Letter Team Member.** 1991-1994.
 - ◆ MVP of US Naval Academy NCAA Division I Volleyball team. 1994.
 - ◆ Earned Second Team All Patriot League. 1993, 1994. Patriot League Academic Honor Roll. 1993.
- ✦ **President New England Women's Volleyball Association.** 2009-Present.
 - ◆ Administer 78 NCAA Division III New England Coaches' association.
 - ◆ Recruit membership, coordinate weekly coaches' poll, supervise website and awards voting processes. Conduct Annual Meeting and Senior Athlete's Showcase.

CERTIFICATIONS/AWARDS

- ✦ **USA Volleyball, Coaching Accreditation Program Level III.**
 - ◆ Completed training at the US Olympic Training Center.
- ✦ **Notable Personal Military Awards.**
 - ◆ Navy and Marine Corps Commendation Medal
 - ◆ Navy and Marine Corps Achievement Medal (two awards)

EDUCATION

- ✦ **M.B.A.**, Northern Illinois University, DeKalb, IL, 2008.
- ✦ **M.S., Sports Management**, Northern Illinois University, DeKalb, IL, 2004.
- ✦ **B.S., Oceanography**, United States Naval Academy, Annapolis, MD, 1995.

LM+emal
for 6/19

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

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

Full Name: Tammy D. Dostie-Gray Date _____

Street Address: 8 Laurel St. Brunswick, ME

Home Telephone #: 729-3932 E-mail Address: tgraymatr@gmail.com I live in Council District #: 2

I wish to be considered for appointment to the:

Recreation Commission
(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? NO If so, please state name of Board/Committee/Commission and the number of years of service:

_____ Number of Years _____ Date term expires _____

Occupation: Stay-at-home parent

Employer: NA Work Telephone #: _____

List any civic organizations to which you belong:
NA

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

While I do not have any explicit knowledge of this board, I do have a strong conviction that there needs to be robust programs begin current recreation & future recreation needs that

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

Tammy D. Dostie-Gray
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 NOTICE: 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: Recreation Commission

Term Length: _____

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

not at this time

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

I have a strong desire to want to be involved civically in my community. I look at the Recreation Commission position as an opportunity to take my love for my community here in Brunswick & combine it with my passion for the outdoors.

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

I enjoy the town of Brunswick so much. It's such a lovely community & very vibrant. And as stated above, I would enjoy the opportunity to help make (continue to make) recreational activities in Brunswick a vital component of our community - that serves as one of the reasons that Brunswick is attractive to current

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

yes - I am aware + I have no conflicts at this time.

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?

Thank you for your consideration.

DISCLAIMER: THIS STATEMENT IS FOR INFORMATION ONLY AND DOES NOT CONSTITUTE AN OFFICIAL STATEMENT OF THE BOARD.

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

For Office Use Only	
7/2/13	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: DANIEL McLAUGHLIN Date _____

Street Address: 6 BUNGARUE LANE RD.

Home Telephone #: 207 841 1321(C) E-mail Address: dbmb777@gmail.com live in Council District #: 3

I wish to be considered for appointment to the:
RECREATION COMMISSION
(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? no If so, please state name of Board/Committee/Commission and the number of years of service:

Number of Years _____ Date term expires _____

Occupation: AIRLINE PILOT
Employer: UNITED AIRLINES 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:
Brunswick youth soccer league coach (2012); participated in high school, college and adult sports.

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

[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

This completion of this application may be considered by the Town Board/Committee

LMT emad
Feb 11/9.

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

For Office Use Only	
613113	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: JEFFREY H. WARD Date 5-29-13

Street Address: 10 LAUREL RD., BRUNSWICK, ME 04011

Home Telephone #: 207-841-2349 E-mail Address: JEFF.WARD, 207@egmail.com I live in Council District #: 2

I wish to be considered for appointment to the:

RECREATION COMMISSION

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: July 1, 2013

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: JUNE 30, 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:

RECREATION COMMISSION Number of Years 10+ Date term expires JUNE 30, 2013

Occupation: Consultant

Employer: Self employed Work Telephone #: 207-841-2349

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:

35 years in athletics

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

Jeffrey H. Ward
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 DO NOT SIGN THIS APPLICATION UNTIL YOU HAVE BEEN CONSIDERED FOR A TOWN BOARD/COMMITTEE/COMMISSION.~~

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Recreation Commission

Term Length: 3 years

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

No

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

30+ years in athletics, Masters in Higher ^{Educate} Admin

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

Best way to serve the 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?

DISCLOSURE OF INTEREST STATEMENT: I HEREBY AFFIRM MY RESPONSIBILITY TO DISCLOSE

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

For Office Use Only
9/11/12 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Earle F. Harvey Date 9-11-12

Street Address: 28 Jewell Street, Brunswick, ME 04011

Home Telephone #: 729-4598 E-mail Address: earlefh@yahoo.com I live in Council District #: 3

I wish to be considered for appointment to the:
Brunswick Sewer District Board of Trustees

(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:

Topsham Development, Inc. (TDI) Number of Years 2 Date term expires 2015

Occupation: Private Banking/Commercial Finance

Employer: Mechanics Savings Bank Work Telephone #: 207-333-4591

List any civic organizations to which you belong:

Topsham Rotary Club, Southern Mid-Coast Chamber of Commerce, TDI, USM Alumni Association Board of Directors

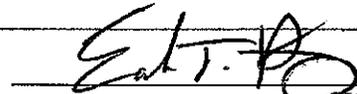
United Baptist Church of Topsham Board of Trustees

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

Served as Treasurer of many organizations and have worked in commercial banking for nearly 20 years.

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

See above - I have not served on a Brunswick committee/commission.


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: Brunswick Sewer District Board of Trustees

Term Length: ? _____

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

Not at this time

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

Masters in Public Administration and Masters in Business Administration. I also have served on boards in a financial capacity numerous times. My professional experience has included public and private finance and I also have managerial experience acting as the former president of a community bank. (Border Trust)

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

Public service desire and I know one of the current members who approached me a few years ago.

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?

None to my knowledge.

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

I look forward to serving.

Earle F. Harvey
28 Jewell Street
Brunswick, Maine 04011
earlefh@yahoo.com

Work Experience

Border Trust Company (Augusta, ME)

President & Chief Executive Officer (January 2005 – August 2012)

- Responsible for all strategic and business functions
- Communicate with all regulatory entities on a regular basis
- Responsible for loan and deposit growth at all branch locations
- Directly oversees all ALCO and investment portfolio activities
- Responsible for all community relations
- Successfully sold institution to larger competitor

Chief Financial Officer & Treasurer (August 2001 to January 2005)

- Oversaw all financial reporting functions which included regulatory reporting, budgeting, and board reporting
- Served as Chief Risk Officer
- Responsible for business development in mid-coast market
- Managed investment portfolio

Assistant Treasurer (June 1998 to August 2001)

- Responsible for creating ALCO infrastructure and creating pricing model
- Managed investment portfolio and responsible for all board financial reports
- Responsible for Year 2000 conversion of all IT systems

Mellon Private Asset Management (Boston, MA)

Family Office Analyst (January 1998 to May 1998)

- Served as Family Office Analyst during last year of graduate school
- Created Disaster Recovery Manual for Boston Family Office

Citizen's Financial Group (Providence, RI)

ALCO Staff Analyst (May 1997 to September 1997)

- Served as ALCO Analyst (summer intern) in dynamic office in this growing international banking company
- Managed all non-maturity deposit assumption database and created reports for ALCO meetings and participated in weekly ALCO working group sessions

Community & Professional Involvement

- United Way of Mid Coast Maine – Chairman of 2011 Campaign and Board Member, Member of 2012 Campaign Cabinet
- Southern Mid Coast Chamber of Commerce (SMMC) – Past Board Member and 2009 Chairman
- Rotary Club of Topsham – Founding Member and Past President (2007 to 2008)
- United Baptist Church of Topsham – Board of Trustees and Finance Committee Member
- American Red Cross (Mid Coast Chapter) – Former Board Member
- Bankers Bank Northeast – Past Board and Loan Committee Member
- Current active coach in youth sports in Brunswick, ME (football, basketball, baseball- past)
- Treasurer of Topsham Development Inc. – Economic Development Arm of the Town of Topsham
- Pi Alpha Alpha – Member of National Public Administration Honor Society
- Beta Gamma Sigma – Member of National MBA Honor Society

Education

Masters in Business Administration (MBA) – Boston College, Boston, MA, Carroll School of Management - 1998. Graduated with honors.

Masters in Public Administration (MPA) – Suffolk University, Boston, MA, Frank Sawyer School of Management - 1996. Graduated with honors.

New England School Banking at Williams College, **General Banking Graduate** – 1994

Bachelor of Science in Business Administration (B.S.) – University of Southern Maine, Portland, ME, School of Business – 1993

CFA Institute – passed Level 1 of Chartered Financial Analyst Exam – 2003.

Personal Interests

Aviation (commercial pilot license with instrument and multi-engine privileges held), running, and golf.

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

For Office Use Only	
Date App.	Received
<u>JUL - 2 2013</u>	App.
	Entered
	Appointed

Full Name: Claude Philippon Date 7-2-13

Street Address: 45 Bouchard Dr

Home Telephone #: 729-6049 E-mail Address: Philippon@CoMCo ^{ST. MET} live in Council District #: 4

I wish to be considered for appointment to the:

Water District

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 9-13-13

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: 9-13-16

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:

Water District Number of Years 30 Date term expires 9-13-13

Occupation: Ret.

Employer: _____ 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:

50+ years Construction 30 yrs water Dist.

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

Planning Board 8+

Claude R Philippon

SIGNATURE

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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 does not constitute an appointment to any board or committee.~~

Board/Committee/Commission Applying For: Water District

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?

Yes

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

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?

DISCLOSURE OF INTERESTS: ABOVE INFORMATION IS PUBLIC INFORMATION

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
July 15, 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; Tom Farrell, Parks and Recreation Director; Anna Breinich, Director of Planning and Development; John Eldridge, Finance Director; Denise Clavette, Business Development Manager; Terry Goan, Police Officer; and TV video crew

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

Public Comment:

Leon Thayer, 91 Pleasant Street, spoke on several items.

Laura Lienert, 10 High Street, spoke regarding Movies in the Park upcoming on Thursday at Davis Park.

Correspondence:

Councilor Favreau and Councilor Watson spoke regarding the opening of Five Guys burger restaurant.

Adjustments to the Agenda: None

MANAGER'S REPORT:

- (a) **Council Committee Updates**
(Includes update from the NNEPRA Brunswick Layover Building Advisory Group)

Reports were given on the following committees: NNEPRA Brunswick Layover Building Advisory Group, Downtown and Outer Pleasant Street Master Plan Implementation Committee, Town Hall Renovation Committee, and TV Cable Advisory Committee.

- (b) **Accept and expend a grant from the Walmart Foundation for items for the new Police Station** (*Action Required*)

Town Council Minutes

July 15, 2013

Page 2

Manager Brown spoke regarding this item.

Councilor Perreault moved, Councilor Watson seconded, to allow the Police Department to accept and expend \$2,500 from the Walmart Foundation to purchase evidence supplies for the new Police Department. The motion carried with nine (9) yeas.

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

(c) Nomination Papers availability

Fran Smith, Town Clerk, spoke regarding this item

Councilor Knight announced she would not be seeking re-election.

PUBLIC HEARINGS

80. The Town Council will hear public comments on moving the voting location to Building 211 from Brunswick Junior High School, and will take any appropriate action. (Manager)

Chair Wilson opened the public hearing.

The following people spoke regarding this item:

Marybeth Burbank, 11 Cumberland Street and President of Northwest Brunswick Neighborhood Association

Jane Millett, 10 Franklin Street

Leon Thayer, 91 Pleasant Street

Dottie Hassfeld, 271 Mere Point Road

Rich Ellis, 231 Adams Road

Elizabeth Glover, 65 Willow Grove Road

George Glover, 65 Willow Grove Road

Eric Funderburk, 18 High Street

Louise Rosen, 16 High Street

Steve Weems, 44 Thompson Street

Jason Coombs, Old Bath Road

Laura Lienert, 10 High Street

Councilor Tucker read letters from Representative **Matthea Daughtry** and from **Hallie Daughtry**.

Chair Wilson closed the public hearing.

All members of the Council spoke regarding this item.

MAIN MOTION

Councilor Knight moved, Councilor Tucker seconded, to keep the polls at Brunswick Junior High School for the next election and to study the feasibility of having multiple voting locations in Brunswick.

Amendment to Motion

Councilor Richardson moved, Councilor Watson seconded, to have two polling locations in Brunswick to include Brunswick Junior High School and Building 211. The motion failed with two (2) yeas. Councilor Tucker, Councilor Perreault, Councilor Favreau, Chair Wilson, Councilor Knight, Councilor Brayman, and Councilor Pols were opposed.

VOTE ON MAIN MOTION

Councilor Knight moved, Councilor Tucker seconded, to keep the polls at Brunswick Junior High School for the next election and to study the feasibility of having multiple voting locations in Brunswick. The motion carried with nine (9) yeas.

TABLED ITEM

72. The Town Council will hold a public hearing on an application for special amusement license, and will take any appropriate action. (Manager)

Special Amusement

The Raven's Roost
D/B/A: The Raven's Roost
103 Pleasant Street

Raven O'Brien/Ronald Wing Sr. & II

ACTION

Manager Brown spoke regarding this item.

Ms. O'Brien, owner, spoke and responded to questions from Councilor Perreault and Councilor Brayman.

Councilor Perreault moved, Councilor Watson seconded, to approve a special amusement license for Raven's Roost. The motion carried with nine (9) yeas.

NEW BUSINESS

81. The Town Council will consider approving a renewal alcohol license for The Raven's Roost to include outdoor service for the first time, and will take any appropriate action. (Manager)

Manager Brown and Ms. Smith spoke regarding this item.

Councilor Perreault moved, Councilor Pols seconded, to approve the renewal alcohol license for The Raven's Roost, to include outdoor service. The motion carried with nine (9) yeas.

82. **The Town Council will consider setting public hearings for July 29, 2013, on a MRRA TIF for Brunswick Landing and Executive Airport, and will take any appropriate action. (Councilor Tucker and Councilor Richardson)**

Councilor Tucker and Councilor Richardson spoke regarding this item.

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

Councilor Pols had questions, to which Manager Brown, Councilor Richardson, and Joan Fortin, Attorney for Bernstein Shur, responded.

Councilor Perreault and Councilor Brayman asked questions, to which Councilor Richardson responded.

Councilor Tucker moved, Councilor Favreau seconded, to set public hearings for July 29, 2013, for the MRRA TIFs at Brunswick Landing and Brunswick Executive Airport. The motion carried with nine (9) yeas.

83. **The Town Council will consider setting a public hearing for July 29, 2013, on budget amendments to the 2013-14 Municipal budget, and will take any appropriate action. (Manager)**

Manager Brown spoke regarding this item.

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

Councilor Brayman spoke and asked questions, to which Councilor Pols and Manager Brown responded.

Councilor Perreault asked questions, to which Manager Brown responded.

The Council explored options to bring back to the public hearing.

Councilor Perreault moved, Councilor Knight seconded, to set a public hearing for July 29, 2013, on budget amendments to the 2013-14 Municipal budget. The motion carried with nine (9) yeas.

84. **The Town Council will consider endorsing the Route 24 Corridor Plan, and will take any appropriate action. (Councilor Knight)**

Councilor Richardson moved, Councilor Perreault seconded, to table this item until the next meeting. The motion carried with nine (9) yeas.

CONSENT AGENDA

(a) Approval of the Minutes of July 1, 2013

(b) Approval of the Minutes of June 27, 2013

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

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

The meeting adjourned at 10:38 p.m.

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

*Frances M. Smith
Town Clerk/Assistant to the Town Manager
July 22, 2013*

July 29, 2013
Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

MEMORANDUM

TO: Gary Brown, Town Manager
FROM: John A. Foster, Director, PWD
DATE: July 23, 2013
SUBJECT: Utility Location Permits

Attached, for presentation to the Town Council are three applications for Utility Location Permits received from Maine Natural Gas.

In application ULP 2013-03, Colonial Drive Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located just east of Colonial Drive on the north side of Richards Drive. The new gas main will run from the proposed gas main northeasterly along the south side of Colonial Drive about 2 feet off edge of pavement to the cul-de-sac at the end of Colonial Drive. Approximately 850 feet of 2" gas main.

In application ULP 2013-04, MacMillan Drive Maine Natural Gas seeks authorization to install a 2" gas main from the existing gas main located just west of Barrows Street on the north side of MacMillan Drive. The new gas main will run from the existing gas main easterly along the north side of MacMillan Drive about 2 feet off edge of pavement to Richards Drive. Approximately 680 feet of 2" gas main.

In application ULP 2013-05, Richards Drive Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located just south of Richards Street on the north side of MacMillan Drive. The new gas main will run from the proposed gas main northerly across Richards Drive to a point 2 feet outside the pavement on the north side of Richards Drive. The gas main will run easterly to Maine Street and westerly to Barrows Street, being installed 2 feet outside the paved way. Approximately 1500 feet of 2" gas main.

Brunswick Public Works Department has no objection to this underground utility line as proposed, providing it is approved subject to the following conditions:

1. The final location is subject to adjustment, as determined necessary by the Town Engineer, to provide adequate clearance from any underground facilities located by field verification by each utility.
2. All work is subject to compliance with the Town's Street Opening and road restoration requirements.

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE July 19, 2013

Permit Number: ULP 2013-03
(to be provided by Town)

The Maine Natural Gas and _____
(Name of Utility) Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and

operate a natural gas distribution system
(Type of Utility)

within the Right of Way of highways within the State, hereby applies, pursuant to Title 35A M.R.S.A., Section 2503, and 17-229 C.M.R. Chapter 205, for a Location Permit for the following installation in the Town of Brunswick.

Provide a Brief Description. (Attach both a general location map and a detailed plan of the installation indicating the exact utility location with offsets for centerline or edge or right of way provided.):

Name of Street: Colonial Dr
Starting Point: Richards Dr End Point: Dead End on Colonial

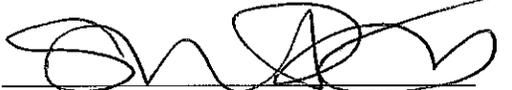
Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will connect to the proposed gas main located on Richards Dr and extend to the dead end circle located on Colonial Dr. The gas main will be located 2'-0" outside the edge of pavement on the South Side of the road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover 36" (if applicable) Maximum PSI 60 (if applicable)

"Any person, firm or corporation owning property which abuts the public way described above and claiming to be adversely affected by this proposed location, may file a written objection with the Town of Brunswick Public Works Dept, 9 Industry Rd, Brunswick, ME 04011, stating the cause of said objection within fourteen (14) days after the publication of this notice. The written objection must be served by delivery in hand or by registered certified mail".

The text of this application will will not be published*: Publish Date: _____

Name of Newspaper: _____

Signature of Utility: 

Print Name and Title: Sheena Bitetti – Gas Engineer

*If publication is chosen, the entire application above the double line is to be published. Submit completed applications to the address provided above in the objection statement.

Town of Brunswick
Public Works Department

Application for Utility Location Permit

DATE July 19, 2013

Permit Number: ULP 2013-04
(to be provided by Town)

The Maine Natural Gas and _____
(Name of Utility) Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and
operate a natural gas distribution system
(Type of Utility)

within the Right of Way of highways within the State, hereby applies, pursuant to Title 35A M.R.S.A., Section 2503, and 17-229 C.M.R. Chapter 205, for a Location Permit for the following installation in the Town of Brunswick.

Provide a Brief Description. (Attach both a general location map and a detailed plan of the installation indicating the exact utility location with offsets for centerline or edge or right of way provided.):

Name of Street: MacMillan Dr
Starting Point: Existing main on Barrows St End Point: Richards Dr

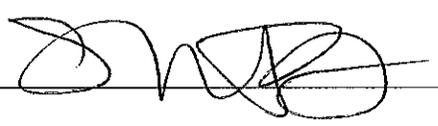
Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will connect to the existing gas main located on MacMillan and attach to proposed main located on Richards Drive. The gas main will be located 2'-0" outside edge of pavement on the North Side of the road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover 36" (if applicable) Maximum PSI 60 (if applicable)

"Any person, firm or corporation owning property which abuts the public way described above and claiming to be adversely affected by this proposed location, may file a written objection with the Town of Brunswick Public Works Dept, 9 Industry Rd, Brunswick, ME 04011, stating the cause of said objection within fourteen (14) days after the publication of this notice. The written objection must be served by delivery in hand or by registered certified mail".

The text of this application will will not be published*: Publish Date: _____

Name of Newspaper: _____

Signature of Utility: 

Print Name and Title: Sheena Bitetti -- Gas Engineer

*If publication is chosen, the entire application above the double line is to be published. Submit completed applications to the address provided above in the objection statement.

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE July 19, 2013

Permit Number: ULP 2013-05
(to be provided by Town)

The Maine Natural Gas and _____
(Name of Utility) Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and
operate a natural gas distribution system
(Type of Utility)

within the Right of Way of highways within the State, hereby applies, pursuant to Title 35A M.R.S.A., Section 2503, and 17-229 C.M.R. Chapter 205, for a Location Permit for the following installation in the Town of Brunswick.

Provide a Brief Description. (Attach both a general location map and a detailed plan of the installation indicating the exact utility location with offsets for centerline or edge or right of way provided.):

Name of Street: Richards Dr
Starting Point: Barrows St End Point: Maine St

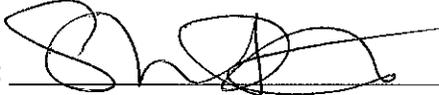
Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will connect to the proposed gas main located on MacMillan and extend the length of Richards Dr from Maine street to Barrows St. The gas main will be located 2'-0" outside edge of pavement on the North Side of the road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover 36" (if applicable) Maximum PSI 60 (if applicable)

"Any person, firm or corporation owning property which abuts the public way described above and claiming to be adversely affected by this proposed location, may file a written objection with the Town of Brunswick Public Works Dept, 9 Industry Rd, Brunswick, ME 04011, stating the cause of said objection within fourteen (14) days after the publication of this notice. The written objection must be served by delivery in hand or by registered certified mail".

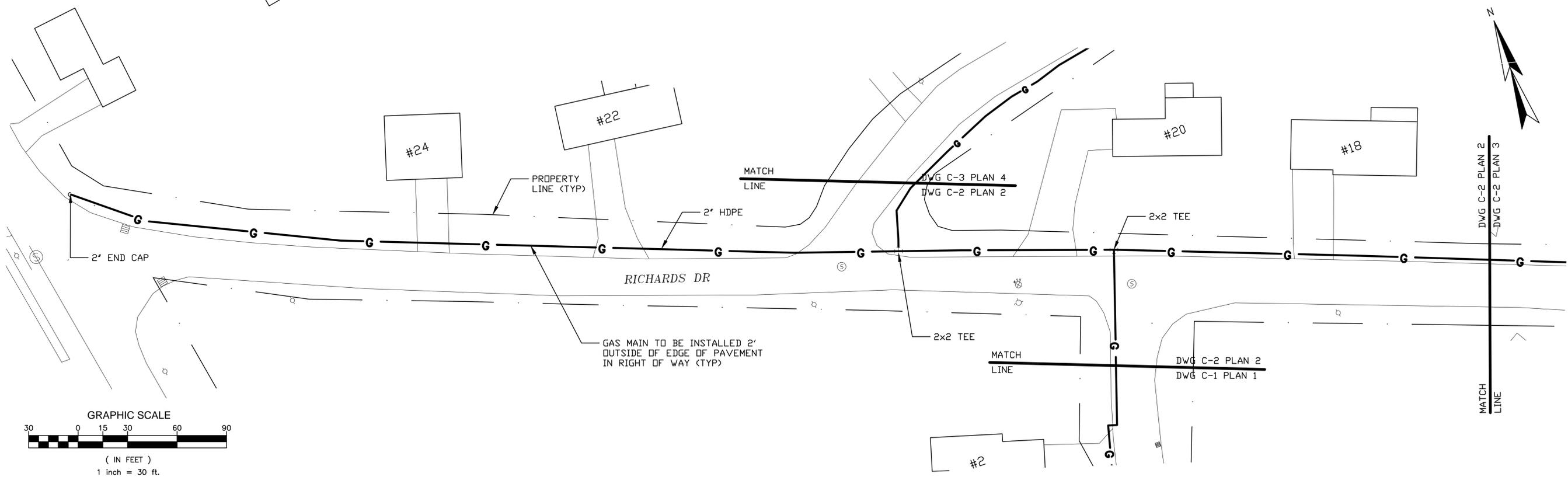
The text of this application will will not be published*: Publish Date: _____

Name of Newspaper: _____

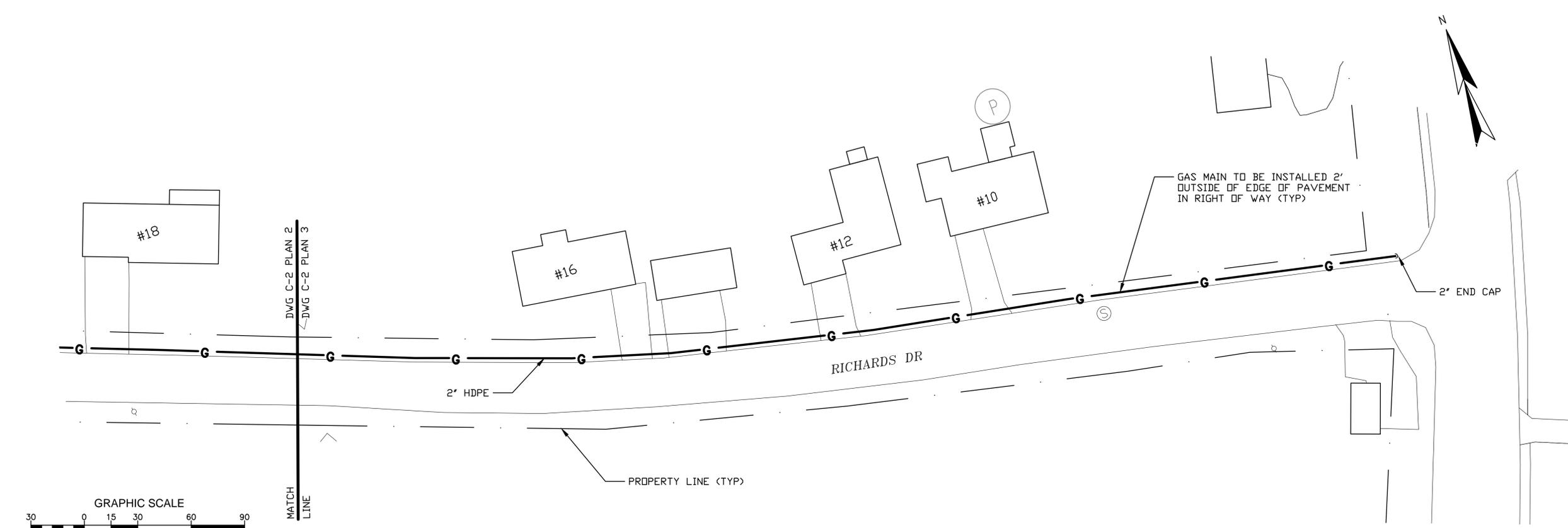
Signature of Utility:  _____

Print Name and Title: Sheena Bitetti – Gas Engineer

*If publication is chosen, the entire application above the double line is to be published. Submit completed applications to the address provided above in the objection statement.



PLAN 2



PLAN 3

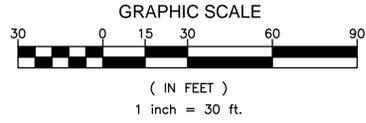
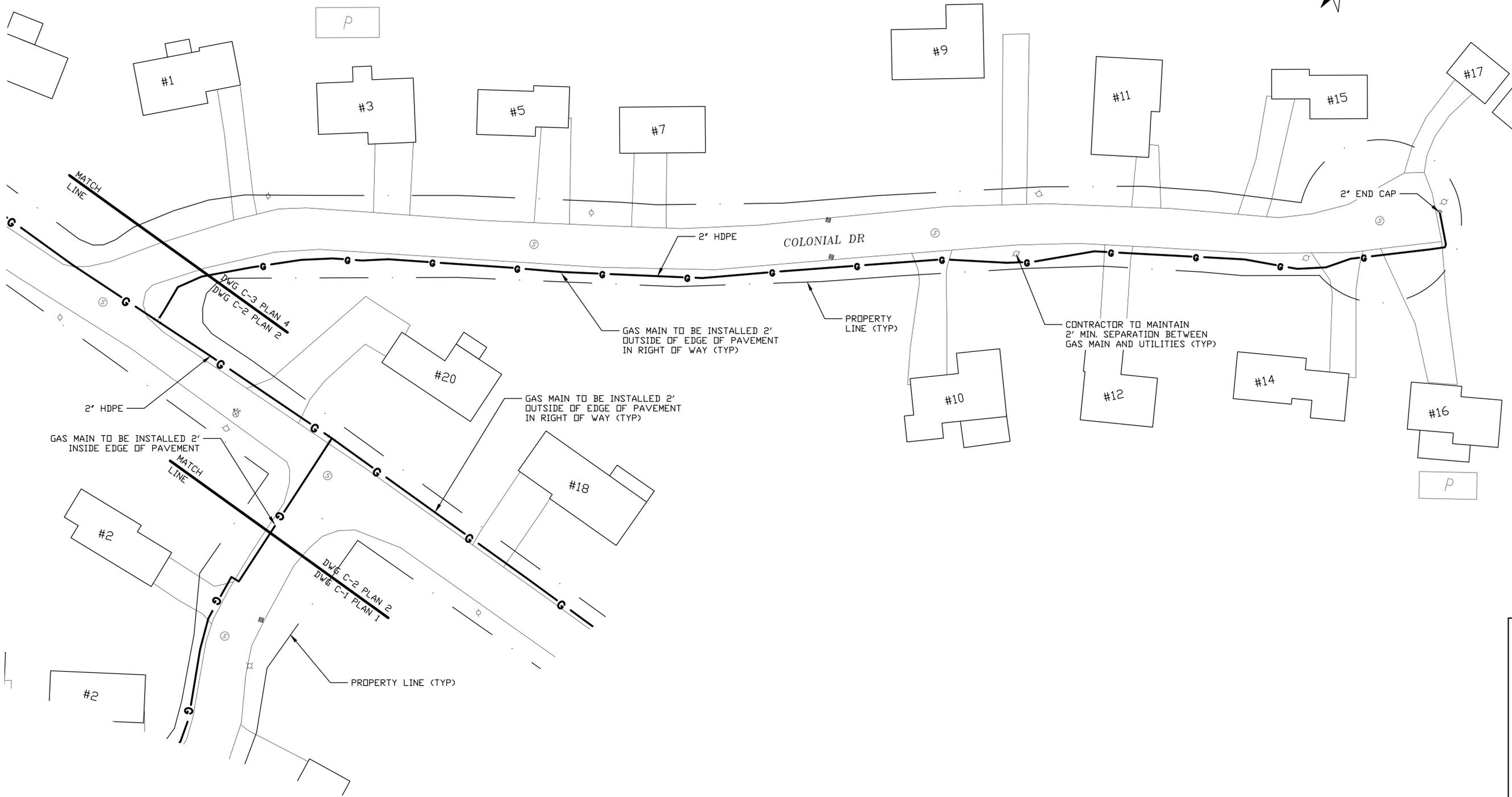
NO.	REVISIONS	DATE	APPROVED	DATE
1	PERMITTING	07/11/13	SMB	07/11/13
2				
3				
4				
5				

DRAWN BY: SMB
 CHECKED BY: JLG
 DATE: 07/11/2013
 APPROVED BY: [Signature]
 DATE: [Signature]
 BOOK NO.: [Signature]
 PROJECT NO.: [Signature]
 SCALE: 1" = 30'
 PLOTTED 07/11/2013



FOR PERMITTING PURPOSES ONLY.

MAINE NATURAL GAS
 NATURAL GAS DISTRIBUTION
 BRUNSWICK, ME
 RICHARDS DRIVE
 C-2



PLAN 4

NO.	REVISIONS	DATE	BY	DATE	NO.	REVISIONS	DATE	BY
1	PERMITTING	07/11/13	SMB		1			
2					2			
3					3			
4					4			
5					5			

DRAWN BY: SMB
 CHECKED BY: JLG
 DATE: 07/11/2013
 APPROVED BY:
 DATE:
 BOOK NO.:
 PROJECT NO.:
 SCALE: 1" = 30'

MAINE NATURAL GAS
 9 Industrial Parkway
 Brunswick, Maine 04011

FOR PERMITTING PURPOSES ONLY.
 MAINE NATURAL GAS
 NATURAL GAS DISTRIBUTION
 BRUNSWICK, ME
 COLONIAL DRIVE
 C-3
 PLOTTED 07/11/2013

CONSENT AGENDA - C BACK UP MATERIALS

TOWN OF BRUNSWICK, MAINE

POST ISSUANCE COMPLIANCE POLICY

The Town of Brunswick (the “Town”) issues tax-exempt bonds from time to time to finance various capital improvements. As an issuer of such tax-exempt bonds, the Town is required by the Internal Revenue Code of 1986, as amended, (the “Code”) and regulations promulgated by the United States Treasury Department to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of the bonds

The Town recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of a bond issue, and is an integral component of the Town’s overall debt-management responsibilities. These requirements apply equally to capital leases. Accordingly, the implementation of these requirements will require on-going monitoring and consultation with Bond Counsel.

Issuance.

The Select Board shall approve the terms and structure of bonds issued by the Town. Such bonds shall be issued in accordance with United States Treasury Department Regulations, the Internal Revenue Code of 1986, as amended, and State statutes. Specific post-issuance compliance procedures are addressed below.

General Procedures.

The following guidelines will be used to monitor compliance with post-issuance requirements:

1. The Town Treasurer, or the Treasurer’s designee, shall serve as the Compliance Officer and shall be the person primarily responsible for ensuring that the Town successfully carries out its post-issuance responsibilities. The Compliance Officer shall be assisted by the following persons or entities:

- a. Bond Counsel
- b. Financial Advisor
- c. Paying Agent
- d. Rebate Specialist

The Compliance Officer shall be responsible for assigning post-issuance responsibilities to other staff, Bond Counsel, the Financial Advisor, the Paying Agent and the Rebate Specialist, and shall utilize such other professional services as are necessary to ensure compliance with all post-issuance requirements.

2. The Compliance Officer shall verify that the following post-issuance actions have been taken on behalf of the Town with respect to each issue of tax-exempt bonds:

- a. Ensure that a full and complete record for the principal documents of each issue has been completed by Bond Counsel and the Financial Advisor;
- b. Ensure that the Internal Revenue Service (IRS) forms 8038 are properly filed with the IRS by Bond Counsel within the time limits imposed by Section 149(e) of the Code;
- c. Account for the allocation of the proceeds of the tax-exempt bonds to expenditures as required by the Code;
- d. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditures of the issue proceeds;

- e. Identify proceeds of tax-exempt obligations, in consultation with Bond Counsel and the Financial Advisor, that are yield-restricted and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the bond yield to which such investments are restricted;
- f. Determine, in consultation with Bond Counsel and the Financial Advisor, whether the Town is subject to the rebate requirements of Section 148(f) of the Code and related Treasury Regulations with respect to each issue of the Town. The Compliance Officer shall contact a Rebate Specialist, as required, prior to the fifth anniversary of the date of issuance of each issue and each fifth anniversary thereafter until the obligation has matured to arrange for calculation of the rebate requirements, as needed, to be paid by the Town. If any rebate is required to be paid to the IRS, the Town Compliance Officer will file Form 8038-T, along with the required payment.
- g. Shall monitor the use of all financed facilities in order to determine whether private business uses of financed facilities have exceeded the de minimus limits set forth in Section 141(b) of the Code (generally a value or benefit equal to 10% of issue proceeds) that provide special legal entitlements to non-governmental persons.

3. The Compliance Officer shall collect and retain the following records with respect to each issue of tax-exempt obligations and with respect to the facilities financed with the proceeds of such Obligations:

- a. Audited financial statements of the Town;
- b. Appraisals, surveys, feasibility studies, if any, with respect to the facilities to be financed with issue proceeds;
- c. Trustee or Paying Agent statements;
- d. Records of all investments and the gains (or losses) from such investments;
- e. Expenditures reimbursed with the issue proceeds;
- f. Allocation of issue proceeds to expenditures (including cost of issuance) and the dates and amounts of each expenditure (including requisitions, draw down schedules, invoices, bills and cancelled checks as related to each expenditure);
- g. Construction or renovation contracts for financed facilities or projects;
- h. Maintain an asset list of all tax-exempt financed depreciable property and sales of tax-exempt financed assets;
- i. Arbitrage rebate reports and records of rebate and yield reduction payments, if any;
- j. Orders, Resolutions and other actions, if any, adopted by the Town subsequent to the date of issue of the obligations; and
- k. Relevant correspondence relating to such bonds.

The records collected by the Town shall be stored in any format deemed appropriate by the Compliance Officer and shall be retained for a period equal to the life of the tax-exempt obligations, including the life of any obligations issued to refund obligations, plus three (3) years.

4. In addition to its post-issuance compliance requirements under the Code and Treasury Regulations, the Town has agreed to provide Continuing Disclosure, such as annual financial information and material event notices. The continuing disclosure obligations are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended and officially interpreted from time to time.

5. The Town shall use and retain a post issuance compliance checklist.

Proposed to Town Council: July 29, 2013

Adopted by Town Council: