

BRUNSWICK TOWN COUNCIL
Agenda
October 7, 2013
6:30 P.M. – Executive Session
7:00 P.M. – Regular Meeting
Municipal Meeting Room
Brunswick Station
16 Station Avenue

Executive session –Personnel matters M.R.S.A. §405(6)(A)

Roll Call

Pledge of Allegiance

Public Comment:

Correspondence:

Adjustments to the Agenda:

MANAGER’S REPORT:

- (a) Council Committee Updates
- (b) Permission to apply for and to expend an Emergency Management Planning Grant for the Fire Department (*Action Required*)
- (c) Update on College Street project
- (d) Update from People Plus
- (e) Update on Zoning Ordinance Consultant selection

PUBLIC HEARINGS

107. The Town Council will hear public comments on an application for Special Amusement License, and will take any appropriate action. (Manager)

Special Amusement

Bowdoin College

D/B/A: Bowdoin Dining Services – Magee’s

David Saul Smith Union

Allen W. Delong

HEARING/ACTION

108. The Town Council will hold a public hearing to amend Chapter 14 “Streets, Sidewalks, and other Public Places” section 14-124 “Description of parks and facilities” to add the Kate Furbish Preserve, other public benefit conveyance properties, and McKeen Landing, and will take any appropriate action. (Manager)

HEARING/ACTION

TABLED ITEM

- MR (g) Granting the Police Chief the authority to approve Off Premise Catering Alcohol permits
(*Action Required*)

ACTION

106. The Town Council will discuss holding a workshop, with NNEPRA making a presentation, and allowing the Brunswick West group to also make a presentation, and will take any appropriate action. (Councilor Perreault)

ACTION

NEW BUSINESS

109. The Town Council will discuss the design and timeline for the new town hall, and will take any appropriate action. (Councilor Knight, Councilor Watson, Councilor Favreau)

ACTION

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

ACTION

CONSENT AGENDA

- (a) Approval of the Minutes of September 16, 2013
- (b) Appointment of Warden and Deputy Wardens for the Election on November 5, 2013
- (c) Approval of the Election Warrant for November 5, 2013
- (d) Approval of extended voter registration hours for Election
- (e) Approval of Utility permit for Maine Natural Gas for sections of Dunlap Street

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

Brunswick Town Council
Agenda
October 7, 2013
Council Notes and Suggested Motions

Executive session –Personnel matters M.R.S.A. §405(6)(A)

Suggested Motion:

Motion to go into executive session to discuss personnel matters per M.R.S.A. §405(6)(A).

MANAGER’S REPORT

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

Suggested Motion: No motion is required.

- (b) Permission to apply for and to expend an Emergency Management Planning Grant for the Fire Department (Action Required): The Fire Department is requesting permission to apply for this grant in the amount of \$26,300 to help offset the cost of Emergency Management Planning, which the Town is required to do. This is an annual grant the Fire Department has received the last few years. Chief Brillant will be at the meeting to answer any questions. A copy of his memo is included in your packet.

Suggested Motion:

Motion to allow the Town to apply for, and, if received, to expend an Emergency Management Planning Grant for the Fire Department in the amount of \$26,300,

- (c) Update on the College Street project: Manager Brown will update the Council and public on this project, with the roadwork now complete.

Suggested Motion: No motion is required.

- (d) Update from People Plus: Stacy Frizzle will update the Council on People Plus’ activities.

Suggested Motion: No motion is required.

- (e) Update on Zoning Ordinance Consultant selection: This item is to inform the Council and the public that the selection committee has selected their consultant for the Zoning Ordinance rewrite. They have chosen Clarion Associates, LLC. Copies of a memo from Anna Breinich and additional supporting materials are included in your packet.

Suggested Motion: No motion is required.

PUBLIC HEARINGS

107. This item is the required public hearing for a Special Amusement License for Magee's Pub at Bowdoin College. This is a renewal license and they will be having bands, music, comedy, and dances. A copy of the application is included in your packet.

Suggested motion:

Motion to approve a Special Amusement License for Bowdoin College, Magee's Pub.

108. This item is the required public hearing to add properties the Recreation Department has received from the U.S. Department of the Interior in 2013 via the constructive possessions process, as well as the McKeen Street Landing parcels donated by Affordable MidCoast Housing, to the Parks Ordinance section 14-124. As a result, the various regulations for appropriate use of the Town's parks will apply to these parcels. Section 14-135 of the ordinance is especially important since it would prohibit hunting in these designated parks. Following additional conversations with the Navy, the Council may now want to allow restricted hunting on the Kate Furbish Preserve, which would require amending the proposed language to allow for an exception in 14-135 for this location. Copies of a memo from Manager Brown explaining this new information, along with last meeting's memo from Tom Farrell, maps of the properties, and a draft ordinance, are included in your packet.

Suggested Motion:

Motion to adopt on an emergency and regular basis amendments to Chapter 14 "Streets, Sidewalks, and other Public Places" section 14-124 "Description of parks and facilities" to add the Kate Furbish Preserve, other public benefit conveyance properties and the McKeen Street Landing.

Possible amendment language:

Motion to add the following language to Chapter 14-135: "The exception to this section is hunting with a bow, shotgun or black powder gun is allowed on the Kate Furbish Preserve property."

Additional Motion if the Council supports the above amendment:

Motion to set a public hearing for October 21, 2013, to amend Chapter 17 Weapons, section 17-4 "Discharge of firearms prohibited in certain portions of town." to add the Kate Furbish Preserve property to allow restricted hunting there, with the ordinance to be enacted on an emergency and regular basis.

TABLED ITEM

- MR (g) Granting the Police Chief the authority to approve Off Premise Catering Alcohol permits (*Action Required*): This item was tabled at your last meeting in order to get additional information on what other communities do and to answer other questions from the Council. It will add the Police Department as a Council designee with the authority to approve off premise catering permit applications so that establishments with a liquor

license can serve at a location other than their own premises. The current procedure is that the applications are received at the Town Clerk's office and are sent to the Police Department for approval; then sent back to the Town Clerk's office to be signed, at which time the applicant returns to pick up their approved application to send to the State. By adding the Police Department as an additional Council designee, the applicant can go directly to the Police Department, where they can obtain the approval and receive their signed application without going to two locations. The vast majority of these applications are for Bowdoin College events at locations other than the designated establishments on campus that serve liquor. There is no charge to the applicant for these approvals. A copy of a memo from the Town Clerk answering Council questions is included in your packet.

Suggested Motion:

Motion to grant permission to the Police Chief or his designee, in addition to the Town Clerk's Office, to approve Off Premise Catering Alcohol permits.

106. This item, sponsored by Councilor Perreault, was tabled at the last meeting and comes back for the Council discussion.

Suggested Motion:

No suggested motion

NEW BUSINESS

109. This item, sponsored by the New Town Hall Council subcommittee, is to discuss the time line and floor plans for the new Town Hall project. Copies of a memo from Manager Brown and the floor plans are included in your packets. (Larger floor plans will be provided to the Council in your boxes.)

Suggested motion: No action required.

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

Suggested Motion:

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

CONSENT AGENDA

- (a) Approval of the Minutes of September 16, 2013: A copy of the draft minutes is included in your packet.
- (b) Appointment of Warden and Deputy Wardens for the Election on November 5, 2013: Staff is requesting the Council to appoint Fran Smith as the Warden, and Elin Gould, Joseph Zrioka, and Sara King as Deputy Wardens.

- (c) Approval of the Election Warrant for November 5, 2013: This item approves the election warrant for the Town's municipal election. A copy of the warrant is included in your packet.
- (d) Approval of extended voter registration hours for Election: This item approves the extended hours for the registrar. A copy of the proposed hours is included in your packet.
- (e) Approval of Utility permit for Maine Natural Gas for sections of Dunlap Street: They are requesting the following:

In application ULP 2013-20, Dunlap Street Maine Natural Gas seeks authorization to install a 4" gas main from the existing gas main located under the sidewalk on the north side of Dunlap Street about 150 feet in from Federal Street. The proposed gas main will extend from the existing gas main westerly under the sidewalk to Maine Street. Approximately 310 feet of 4" gas main.

Suggested Motion:

Motion to approve the Consent Agenda.

Suggested Motion:

Motion to adjourn the meeting.

MANAGER'S REPORT - A NO BACK UP MATERIALS

MANAGER'S REPORT - B BACK UP MATERIALS

To: Gary Brown, Manager

From: Ken Brilliant, Fire Chief

Ref: EMP Grant

Date: 9-20-13

I'm requesting permission to submit an application for this year's Emergency Management Planning Grant. We have been the recipient of this grant funding for the past six years. The grant previously would roll over from year to year, but new requirements mean we have to re-submit annually. The focus of this program is to develop and enhance local emergency management capacity. This includes such functions as planning, training, exercises, public outreach and enhancement and upkeep of facilities and equipment.

The EMP grant requires a 50% match, which can be cash or in kind (donated time or resources, or related costs paid out). We have been using the ARES/ CERT team training as our in kind match.

The grant request would cover the following:

1. 15% of the Fire Chief's salary and benefits or approximately 6 hours per week
2. Related Communications expenses. (Phones and Wireless MIFI)
3. Miscellaneous emergency supplies
4. Funding for personnel to participate in the Vigilant Guard Exercise in November

Our request is for approximately \$26,300 with an in kind match of approximately \$35,100.

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

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

MANAGER'S REPORT - E 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

September 27, 2013

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Zoning Ordinance Rewrite Consultant Selection Update

On behalf of the Zoning Ordinance Rewrite Consultant Selection Committee, we are pleased to inform the Brunswick Town Council of our selection of Clarion Associates, LLD, a nationally recognized planning firm, to complete the comprehensive rewrite of the Town's 1997 Zoning Ordinance. The Committee comprised of myself, Town Planner Jeremy Doxsee, Codes Enforcement Officer Jeff Hutchinson, and Planning Board Chair and Vice-Chair, Charlie Frizzle and Margaret Wilson, respectively, were very impressed with the firm's credentials and proposed approach.

Briefly, as you know, the Town issued the attached Request for Qualifications on July 31st. All responses were due back by 4:30 pm, August 19th. We received 10 responses from which the Committee selected four firms to be interviewed. Interviews were conducted by the Selection Committee on September 10th and 11th in Council Chambers. The Committee then met on Monday, September 16th and by unanimous vote selected Clarion Associates, LLD taking into consideration, their extensive experience in ordinance development giving Brunswick several zoning options for consideration as the process begins as well as their commitments to a very visible, multi-level public process and to be present at all public meetings. Town staff will be responsible for all local arrangements related to scheduling of meetings and interviews, GIS mapping, distribution of meeting materials and establishing/maintaining an interactive web-based presence. The ordinance rewrite will begin October 7th for a one-year development schedule, with a proposed Council adoption date of November 17th, 2014. Planning Board Chair Charlie Frizzle will be appointing a Rewrite Committee in October, comprised of staff and three Planning Board members, to work directly with the consultant.

I will be in attendance at your October 7th meeting to answer any questions.

Attachments

cc: Charlie Frizzle
Margaret Wilson
Jeremy Doxsee, AICP
Jeff Hutchinson

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL PLANNING SERVICES
COMPREHENSIVE ZONING ORDINANCE UPDATE FOR THE TOWN OF
BRUNSWICK, MAINE**

ISSUED: 7/31/13

PROPOSAL DEADLINE: 8/19/13

This Request for Qualifications invites responses from qualified and experienced professional planning consultants to assist the Town of Brunswick in completing a zoning ordinance diagnostic report and comprehensive zoning ordinance update.

Introduction

In 2008, the Brunswick Town Council adopted an update to the Town's Comprehensive Plan culminating a 5-year planning process. The updated Comprehensive Plan gives clear guidance with respect to the Town's general pattern of development and an anticipated updating of the 1997 Zoning Ordinance, both available online at www.brunswickme.org/departments/planning-development. In general, recommendations of the Comprehensive Plan relative to the Zoning Ordinance include the following:

- Allow denser in-fill development in the Growth Area.
- Protect the character of the Rural Area.
- Promote affordable housing.
- Ensure protection of high value resource areas as part of development review process.
- Develop zoning districts/requirements ensuring the livability of existing neighborhoods, in particular, the downtown area and its surrounding neighborhoods.
- Expand the Village Review Zone.
- Review and update current design standards for structures and certain gateway areas in Town.
- Condense the number of zoning districts.

Town Council has now authorized limited funding to hire a planning consultant to complete the zoning ordinance rewrite, in collaboration with staff, Brunswick Planning Board and a to-be-formed ordinance rewrite subcommittee of the Planning Board.

Community Profile

The Town of Brunswick, settled in 1628 and incorporated in 1739, is a diverse, very civic-minded community of 20,278 residents, home to Bowdoin College and the Maine State Music Theater. Since the closure of the Brunswick Naval Air Station in 2011, Brunswick is in a healthy transition period, focused on maintaining our vibrant downtown core while working together with the Midcoast Regional Redevelopment Authority to redevelop what is now known as "Brunswick Landing" (www.mrra.us). Even with the loss of almost 3000 military personnel prior to the 2010 Census, Brunswick's loss in population was less than 1000 (4%) since 2000. Occupied housing units during that same time period increased by 4%.

Brunswick, located 25 miles north of Portland, serves as a gateway to Midcoast Maine with Route 1 and I-295 traversing through town. The Town is 46.7 square miles in land area with a defined growth area surrounding the downtown core, Brunswick Landing and a commercial/retail area, Cooks Corner. The rural area of Brunswick encompasses farmland and

forests primarily bordered by 67 miles of coastline along the Androscoggin River, New Meadows River and the Atlantic Ocean.

Existing Zoning Ordinance

The Town of Brunswick has had some form of zoning since 1934. The last comprehensive rewrite of the zoning ordinance occurred in 1997. Although entitled a zoning ordinance, it could be considered a unified land use or development code as it also contains development review standards.

Prior to 1997, 15 zoning districts and 10 overlay districts encompassed the town. We now have 45 zoning districts and 10 overlay districts. Thirty-eight zoning districts are located within the approximately 14 square mile growth area with the remaining 7 districts located in the rural area of Brunswick. Since adopted in 1997, a total of 55 zoning text and map amendments have been enacted with one-third of those amendments enacted since the adoption of the Comprehensive Plan Update in 2008.

Brunswick has always been a leader in the use of smart growth tools and techniques. However, the existing zoning ordinance contains a number of problem areas identified by staff. They include:

- Inconsistent and confusing ordinance format and structure due to the high number of amendments
- Zoning by “micro” districting with incompatible use “edges”
- Inconsistencies in permitted uses and those by special permit
- Contradictory language
- Lack of clear definitions
- Lack of graphics
- Outdated provisions and techniques due to changes in technology, federal and state regulations and case law
- Lack of allowances/incentives for use of sustainable development practices

To date, Planning and Development staff and the Planning Board have completed a final draft of Chapter 4, Development Review Process. Chapter 5, Development Review Criteria is anticipated to be completed by staff by fall 2013.

Requisite Services/Expertise

The selected consultant(s) and Town staff, with input from the Planning Board’s Zoning Ordinance Rewrite Subcommittee, will work together to develop a detailed scope of work, task responsibilities, list of product submittals, and time schedule to complete the zoning ordinance. The consultant(s) shall possess demonstrated education, experience, and capacity to complete any and all of the following tasks cooperatively with Town staff and subcommittee members:

- Review and assess the existing Zoning Ordinance and gather input from staff, related Boards, Commissions, Committees and private-sector users of the ordinance.
- Develop and conduct a transparent public process during all stages of ordinance development. This may include charrette methods and/or facilitated sessions with representatives of the college and business community and neighborhood associations.
- Review, identify, evaluate, recommend and facilitate potentially significant changes to the Zoning Ordinance in accordance with guidance provided by the 2008 Comprehensive

- Plan Update. This may include form-based codes or a hybrid version of such, and simplification of existing zoning districts and overlays, especially within the growth area.
- Prepare a new ordinance clearly defining the expectations of the Town with regard to quality appearance, use and scale compatibility and density of development.
 - Provide guidance regarding any zoning map changes.
 - Potentially present the ordinance at public sessions.
 - Ensure compliance with all applicable Maine statutes and Federal regulations as applicable.

Submittal Requirements

Submittals must clearly demonstrate the consultant's understanding of the services requested, the approach to carry out the project, experience with requisite services as outlined above and the ability to complete the work in a timely manner. A detailed scope of services and not to exceed fee for services will be jointly developed with staff. Please do not provide a scope of services or any fee or salary information with this submittal.

Organization and Format: The submittal should be organized as closely as practicable to the format and sequence outlined below. The following information must be included:

- **Contact Information** (2 pages maximum). Name, address, phone number, fax number, and e-mail address of Lead Proposer contained in a cover letter. A signature page must be included with the qualifications stating that "I certify that all of the information contained in this submittal to be true and accurate."
- **Experience** (5 pages maximum). Listing and description of relevant projects in which the lead consultant and team members had significant roles.
- **Qualifications of Consultant(s)** (5 pages maximum). Resumes of all project team members, organizational chart and individual time commitments for project.
- **Project Approach/Schedule** (2 pages maximum). Outline the generalized approach to complete the project within one year of contract date. Please include a schedule outlining project deliverables and any other relevant milestones.
- **References** (1 page maximum each). Please provide a list of three (3) to ten (10) clients with whom the firm/team has done business similar to that required in this solicitation within the last five (5) years. Include contact information (person's name, company/municipality name, address, and telephone number) and a brief project description. If contacted, all references must verify that a high level of satisfaction was provided. The Town will determine which, if any, references are contacted. The results of any reference checks will be provided to the scoring committee and used when scoring the written proposal.

Page Limit: No more than 14 pages, excluding references.

Rating Criteria and Relative Weight

The Town's consultant selection committee will consist of Town staff and members of the Planning Board. Proposers may not contact members of the selection committee, with the exception of the Director of Planning and Development, unless requested by the Town.

The submittals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the submittal being rejected. In the event that all Proposers do not meet one or more of the mandatory requirements, the Town reserves the

right to continue review of the submittals most closely meeting the mandatory requirements of this RFQ.

Accepted submittals will be reviewed by the selection committee and scored against the stated criteria. The consultant selection committee's scoring will be tabulated and submittals ranked based on the numerical scores received. Submittals will be rated on the following weighted criteria:

- Proposer Capabilities – 30%
- Staff Qualifications – 30%
- Schedule – 25%
- Proposer Reference – 15%

Interviews with the consultant selection committee will be held with the top three consulting firms/teams.

Request for Qualifications alone will be used to select the successful proposer. Once the successful proposer has been selected, scoping and contract negotiations will begin.

All requests for clarification and or additional information must be submitted in writing (via email abreinich@brunswickme.org, or by fax 207-725-6663 to Anna M. Breinich, AICP, Director of Planning and Development, no later than 2:00 pm on **8/13/13**. Questions and responses, as well as any Town of Brunswick-initiated changes, will be provided to all prospective Proposers, in writing, as amendments to the RFQ, and will be placed on the Town of Brunswick web site: www.brunswickme.org/planning no later than **8/14/13**. IT WILL BE THE PROPOSER'S RESPONSIBILITY TO CHECK THE REFERENCED WEBSITE FOR ANY NEW AMENDMENTS. (Note: The Proposer must include reference to all amendments on their response to this RFQ.)

Review Process and Schedule:

Requests for clarification deadline:	Tuesday, 8/13/13, 2:00 pm
Last response to request for clarification:	Wednesday, 8/14/13, 4:30 pm
Statement of qualifications due date:	Monday, 8/19/13, 4:30 pm
Interviews (tentative date):	Week of 9/9/13
Anticipated selection of lead firm:	Week of 9/16/13

Submittal Due Date: Monday, August 19, 2013, 4:30 pm.

Electronic format (e-mail, disk, DVD or CD) PDF is preferred; MSWord, is acceptable. Please email submittals to abreinich@brunswickme.org. Hard-copy submittals in the form of one (1) original and five (5) copies may be submitted and accepted at the Department of Planning and Development prior to the above due date and time at the address below:

Anna M. Breinich, AICP, Director
Department of Planning and Development
Town of Brunswick
28 Federal Street
Brunswick, ME 04011

Late Submittals

Any submittal, portion of a submittal, or unrequested submittal revision received at the Town of Brunswick after the time and date specified will not be accepted.

Costs of Preparation

Proposer assumes all costs of preparation of the submittal and any presentations necessary to the selection process.

Submittal Validity

Unless specified otherwise, all submittals shall be valid for 90 days from the due date.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, effective as of the _____ day of _____, 2013, by and between the Town of Brunswick, State of Maine (the "Client"), and Clarion Associates, LLC, a Colorado Limited Liability Company (the "Contractor").

WHEREAS, the Client is undertaking certain activities necessary for the planning execution of a project; and

WHEREAS, the Client desires to engage the Contractor to render certain professional advice and assistance in connection with such undertakings of the Client:

NOW, THEREFORE, the parties mutually agree as follows:

1. **Scope of Services.** The Contractor agrees to provide those services described in Exhibit A to this Agreement, which is a part of this Agreement. The Client agrees to provide supporting services to the Contractor as described in Exhibit A.
2. **Time of Performance.** The services of the Contractor are to commence on _____, 2013, and shall be undertaken and completed as set forth in Exhibit A, but in any event on or before December 31, 2014. The time of performance may be extended by mutual agreement of the parties.
3. **Method of Payment & Total Project Amount.** The Client shall compensate Contractor for its services in accordance with the Project Budget and Schedule set out in Exhibit B to this Agreement, which is a part of this Agreement. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid hereunder exceed the sum of \$75,000 for all services rendered. By mutual agreement, the Client and Consultant may reallocate the budget among project tasks if the total budget amount remains unchanged.
4. **General Terms and Conditions.**
 - A. **Termination of Agreement:** The Client shall have the right to terminate this Agreement, with or without cause, by giving written notice to the Contractor of such termination and specifying the effective date of termination, provided that the notice is given at least 30 days before the effective date of such termination. In such event all finished or unfinished documents, data, studies and reports prepared by the Contractor pursuant to this Agreement shall become the Client's property. Contractor shall be entitled to receive compensation in accordance with the Agreement for any satisfactory work completed pursuant to the terms of this Agreement prior to the date of termination.

- B. Changes. The Client may, from time to time, request changes in the scope of services of the contractor to be performed hereunder. Any such changes, including the increase or decrease in the amount of the Contractor's compensation, that are mutually agreed upon between the Client and the Contractor, shall be in writing and upon execution shall become part of the Agreement.
- C. Assignability. Any assignment or attempted assignment of this Agreement by Contractor without the prior written consent of the Client shall be void; provided, however, that claims for money due or to become due Contractor from the Client under this Agreement may be assigned to a bank, or other financial institution, without such approval. Notice of any such assignment or transfer shall be furnished to the Client.
- D. Audit. The Client or any of its duly authorized representatives shall have access to any books, documents, papers, and records of Contractor that are pertinent to Contractor's performance under this Agreement, for the purposes of making an audit, examination, or excerpts. The Contractor shall maintain records for 3 years after contract ends.
- E. Ownership of Documents. Drawings, specifications, guidelines and other documents prepared by Contractor in connection with this Agreement shall be the property of the Client. However, Contractor shall have the right to utilize such documents in the course of its marketing, professional presentations, and for other business purposes.
- F. Assignment of Copyrights. Contractor assigns to Client the copyrights to all work prepared, developed, or created pursuant to this agreement, including the right to: 1) reproduce the work; 2) prepare derivative works; 3) distribute copies to the public; 4) perform the works publicly; and 5) to display the work publicly. Contractor shall have right to use materials produced in the course of this contract for marketing purposes and professional presentations, articles, speeches and other business purposes.
- G. Governing Law. This Agreement has been executed by the parties on the day and year first above written and shall be governed by the laws of the State of Maine. Contractor shall also comply with all applicable state and federal laws and regulations and resolutions of the Client, and shall commit no trespass on any public or private property in the performance of any of the work embraced by this Agreement.
- H. Subcontractors. Subcontractors may be utilized if approved by the Client.

- I. **Notices.** Any notice concerning the terms and conditions of this Agreement from Contractor to the Client shall be in writing and delivered, either personally or by mail (postage prepaid), by telegram or facsimile transmission and shall be addressed as follows:

Gary L. Brown, Town Manager
Town of Brunswick
28 Federal Street
Brunswick, ME 04011
Facsimile number: 207-725-6663

Notices to Contractor from Client shall be in writing and delivered, either personally or by mail (postage prepaid), by telegram or facsimile transmission and shall be addressed to:

Don Elliott, Director
Clarion Associates
621 17th Street, Suite 2250
Denver, CO 80293
Fax number: (303) 860-1809

Notices shall be deemed effective upon delivery in the event of personal delivery, and after three (3) days when mailed, postage prepaid; if transmitted by facsimile or telegram, upon verified receipt of the electronic transmission. Either party may change its address in reference to notices by written notification to the other party.

5. **Indemnification.** Contractor shall indemnify and hold Client harmless from and against and all claims, suits, or action made for any damage to person or property occasioned by the negligent errors or omissions by Contractor in connection with performance of Contractor's obligation under this Agreement. This provision shall only be effective to the extent that it does not waive or reduce any immunity, protection, benefits or limitations of liability either Party may have under the Maine Tort Claims Act.
6. **Independent Contractor.** Contractor is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Contractor to perform work under the terms of the Agreement shall be and remain at all times, employees of the Contractor for all purposes. The Contractor, its agents and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees of Client. Contractor acknowledges that there shall be no:
 - A. Withholding of income taxes;

parties or by mediation shall be submitted and finally settled by arbitration. Any arbitration shall be conducted under the rules of the American Arbitration Association. Mediation or arbitration conducted under this Agreement shall occur in Cumberland County, Maine.

10. **Severability.** In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this agreement shall remain valid and binding upon the parties hereto.

CLARION ASSOCIATES

BY: _____

Don Elliott

Title: Director

Date: _____

TOWN OF BRUNSWICK, MAINE

BY: _____

Gary L. Brown

Title: Town Manager

Date: _____

EXHIBIT A
SCOPE OF SERVICES AND TASK COMPLETION SCHEDULE

TASK 1. INITIAL SCOPING, ANALYSIS AND DIRECTION

1.1 Document Review, and Conference Call (Week of November 11th)

Clarion Associates will review the new Comprehensive Plan, the existing Zoning Ordinance, related development control ordinances, and a list of variances and zoning amendments granted in the past three years in order to confirm how the existing zoning system operate (or fail to operate) together. This review will also cover draft chapters of revisions to the current ordinance prepared by Brunswick staff for possible inclusion (or modification and inclusion) in the new ordinance. We will also identify a preliminary list of questions about areas where its operations or results are unclear or diverge from Maine state law and/or national practice. We will conduct a telephone conference with Brunswick staff and Planning Board Chair and Vice-Chair to discuss these issues and to prepare for our initial visit.

TRIP 1

1.2 Initial Meetings and Half-Day Workshop (Week of December 2nd)

Clarion will make a first visit to Brunswick to meet with staff and the Planning Board's Zoning Ordinance Rewrite Committee (the Rewrite Committee), related Board, Commissions, and Committees, code users, and other stakeholder interviews (collectively the Stakeholders) and to finalize a public engagement plan with staff. In addition, we will tour the community to see examples of "good" and "bad" zoning outcomes that the staff and the Rewrite Subcommittee would like to see repeated or avoided in the future. We will then conduct a half-day workshop with staff, the Rewrite Committee, Stakeholders, and interested citizens to ensure that everyone has basic information about how zoning ordinances can be structured, the pros and cons of traditional, performance, and form-based approaches for different parts of the town, and the administrative consequences of those decisions. One key discussion will be the various methods available to consolidate zoning districts and the pros and cons of each. A second key discussion will be the potential use of form-based zoning tools for some portions of the Town, and the pros and cons of various approaches to form-based zoning. Clarion will prepare the half-day workshop materials and related content for the Town's web site. Staff will be responsible for meeting logistics, workshop outreach/invitations, copying of handouts and posting of web-based material for all tasks.

1.3 Annotated Outline (Week of December 16th)

TRIP 2

Clarion will draft a short Annotated Ordinance Outline document that clearly shows the structure of the revised ordinance with annotations as to what will change, what will stay the same, and why. This document will be presented to the Rewrite Committee and in a public meeting during our second visit Brunswick, and will be posted on the Town's

web site with a click-to-comment feature. Suggested changes will be discussed with staff, and if accepted, will be reflected in a short addendum to the Annotated Ordinance Outline that is also posted on the Town web site. Clarion will prepare the public meeting materials and content for the Town's web site.

TASK 2. STAFF DRAFT OF REVISED ZONING ORDINANCE

2.1 Staff Draft (Week of May 19th)

TRIP 3

Based on the Annotated Outline developed in Task 1, Clarion will prepare a Staff Draft of the new Brunswick Zoning Ordinance and a hard-copy conceptual zoning map (mark-up of the existing zoning map). The Public Draft will include detailed footnotes identifying all changes from the current zoning ordinance, and the reasons for the change, and will comply with applicable Maine and federal regulations. This process will include weekly conference calls with Brunswick staff to resolve questions and obtain additional direction. Project staff will visit Brunswick for third time to review the Staff Draft with Brunswick staff and the Rewrite Committee, and to hold additional stakeholder interviews and Planning Board briefing as requested by staff.

TASK 3. PUBLIC DRAFT

3.1 Revisions and Public Draft (Week of July 7th)

After review by Brunswick Staff Review Committee and Rewrite Committee, Clarion Associates will make any changes necessary to correct inaccuracies and to avoid approaches or tools that staff deems to be unworkable based on available staff resources or political context. Those changes will be incorporated into a Public Draft of the zoning ordinance and conceptual zoning map. In addition to the detailed footnotes discussed above, the Public Draft will include illustrations and flowcharts based on examples and templates in Clarion's files, plus any additional illustrations provided by the town.

3.2 Public Meetings and Engagement (Week of Aug 4th)

TRIP 4

Clarion Associates project staff will then make a fourth trip to Brunswick. The Public Draft will be presented to the Rewrite Committee and in a public meeting, and will be posted on the Town's web site with a click-to-comment feature to elicit public and stakeholder comments and suggested changes. Clarion will prepare meeting presentation materials and content for the Town web site.

3.3 Consultations with Staff (Week of Aug. 18th)

Following the presentation of the Public Draft and passage of time for additional public comment, Clarion will review each change with Brunswick staff and Rewrite Committee and will determine which proposed changes will be included in the Hearing Draft.

3.4 Finalize Zoning Map (Week of Aug. 18th)

Clarion will also consult with Brunswick staff and the Rewrite Committee regarding zoning map changes needed to reflect the revised menu of zone districts (including form-based districts, if applicable) and the options available for the timing and sequencing of map amendments.

TASK 4. ADOPTION

4.1 Hearing Draft (Week of Sept. 15th)

TRIP 5

Clarion Associates will then refine the Public Draft to include those changes agreed in Task 3.3 into a Hearing Draft of the Brunswick zoning ordinance and map. The Hearing Draft does not reflect the final text of the ordinance, since changes may be made during the adoption hearing process, but represents the version of the draft zoning ordinance and map that Clarion and Brunswick staff/Rewrite Committee feel best reflects best national practice, the specific needs of the town, and the public comments received throughout this process. Clarion will travel to Brunswick a fifth time to present the Hearing Draft in a public meeting.

4.2 Planning Board Hearing (Week of Oct. 13th)

TRIP 6

Clarion Associates will then prepare presentation materials and present the Hearing Draft of the new Brunswick Zoning Ordinance, including map, at a public hearing held by the Planning Board. If the Planning Board requests changes following that hearing, those changes will be incorporated into the Hearing Draft and will be footnoted.

4.3 Town Council Hearing (Nov. 3rd to schedule; Nov. 17th Public Hearing)

TRIP 7

Clarion will then prepare presentation materials and present the Hearing Draft of the new Brunswick Zoning Ordinance, including map, at a public hearing held by the Town Council. If the Town Council requests changes following that hearing, those changes will be incorporated into the Hearing Draft and will be footnoted. We will then deliver to the Town an electronic version of the new ordinance as adopted. Any additional workshops or public hearings associated with the adoption process will be facilitated by Town staff and Rewrite Committee.

**EXHIBIT B
PROJECT BUDGET**

TASK	Don Elliott	Steve Sizemore	Alyssa Myers	Total by Task
Hourly Rate	\$190	\$130	\$65	
Task 1. Initial Scoping, Analysis and Direction (Nov. – Dec. 2013)				
1.1 Document Review & Conference Calls	8	8		
1.2 Initial Meetings & Half-day Workshop	24	24	8	
1.3 Annotated Outline	8	16		
Task Hours	40	48	8	
Task Fees	\$7,600	\$6,240	\$520	
Travel Expenses	\$1,000	\$500		\$15,860
Task 2. Staff Draft (Jan. – May 2014)				
2.1 Staff Draft	64	80	16	
Task Hours	64	80	16	
Task Fees	\$12,160	\$10,400	\$1,040	
Travel Expenses	\$500			\$24,100
Task 3. Public Draft (May – Aug. 2014)				
3.1 Revisions and Public Draft	32	32	32	
3.2 Public Meeting and Engagement	16		8	
3.3 Consultations with Staff	8			
3.4 Guidance on Needed Map Changes	8			
Task Hours	64	32	40	
Task Fees	\$12,160	\$4,160	\$2,600	
Travel Expenses	\$500	\$500		\$19,920
Task 4. Adoption (Sept. – Nov. 2014)				
4.1 Hearing Draft	16	24	12	
4.2 Planning Board Hearing	16		9	
4.3 Town Council Hearing	16			
Task Hours	48	24	21	
Task Fees	\$9,120	\$3,120	\$1,365	
Travel Expenses	\$1,500			\$15,105
TRAVEL EXPENSES	\$3,500	\$1,000		
TOTAL HOURS	216	184	85	
TOTAL				\$74,985

ITEM 107

BACK UP MATERIALS



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

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Municipal Meeting Room, Maine Street Station, 16 Station Avenue, Brunswick, at 7:00 P.M. on 10/7/2013 on the following Special Amusement license applications:

Special Amusement

Bowdoin College

D/B/A: Bowdoin College Dining Service- Magee's Grill

David Saul Smith Union

Allen W. Delong

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

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

Fran Smith
Town Clerk

TOWN OF BRUNSWICK

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

APPLICATION FOR SPECIAL AMUSEMENT LICENSE

Please complete:

Type of Business: Sole Proprietor-Owner's Name: JACK MAGEE'S

Partnership-Partner's Names: _____

Corporation-Corporation Name: The President and Trustees of Bowdoin College
Incorporation Date: 1995 17 94 Incorporation State: Maine

New License: Opening Date _____ Renewal License

Business Name: Magee's Grill, Bowdoin College E-Mail: adelong2@bowdoin.edu

Business Address: 6200 College Station, Brunswick Business Phone Number: 725-3902

Name of Contact Person: Allen Delong ME 04011 Contact's Phone Number: 725-3536

Mailing Address for Correspondence: 6200 College Station, Brunswick, Maine 04011

Signature of Owner, Officer, Partner or Agent: Allen W. Delong

Date: 8/27/13

Corporations Please Complete:

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

Town Clerk Use Only

License Fee \$100.00 Paid 8-30-13 Advertising Fee \$_____ Paid

Required Approvals: Finance Codes/Fire Council PH Date: 10-7-13

Mailed or Issued Date: _____

Clerk Notes:

Describe in detail the kind and nature of entertainment:

Pub is approx. 40' by 60' with balconies- Morrell
Lounge is central lounge space 40' by 100'.

Used for bands, music, comedy, and dancers.

**Describe in detail the room or rooms to be used under this license:
(Also complete the attached diagram page)**

See above

ITEM 108

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 3, 2013

RE: Hunting in the Kate Furbish Preserve

At the September 16 Council meeting, the Council was advised that based on recent conversations with the US Navy, staff was recommending that hunting and access to the Kate Furbish Preserve not be allowed for the upcoming hunting season. The Navy had expressed concerns about the public accessing some parcels that have not been cleared for conveyance.

Upon closer review of the issue, we have determined a more appropriate action for the Council to consider and feel that this recommendation will be better received by the citizens and other stakeholders that are particularly interested in the hunting issue. The recommendation would be returned to where we initially began to allow limited hunting (shotguns, black powder guns and archery) on the Kate Furbish preserve. In addition, this would be consistent with the Recreation, Trails and Open Space Committee's recommendation that limited hunting be allowed on the preserve. This does not change the recommendation for the other parcels that staff has recommended for no hunting. Those parcels include land on the south east side of the base, as well as the parcels that are located on the west side, sandwiched between parcels owned by Bowdoin College.

As we examined the maps, it became clear that it would be very difficult for the Town to post the appropriate signage in a manner that could allow hunting in areas of the preserve that is not a concern of the Navy and also post signage where there is a concern. The Navy has been contacted and they will post the lands that they still own to advise the public to not enter those properties.

If the Council concurs with this recommendation, the action necessary will be to add the above described parcels to the Park Ordinance, with language that allows for an exception to the no hunting provision for the Kate Furbish Preserve. The Council will also set a Public Hearing for October 21 to allow for the limited hunting in the Kate Furbish Preserve.

Proposed Ordinance Amendments
Adding Parcels to the list of Town's Parks
Drafted – 09/11/2013
Public Hearing –
Adopted –
Effective –

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 14, Articles IV, the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language as follows:

ARTICLE V.
PARKS AND RECREATION AREAS*
DIVISION 2.
REGULATIONS*

Sec. 14-124. Description of parks and facilities.

The parks referred to in this division include the areas within the boundaries of the following town properties as described in the records of the tax assessor's office as follows:

Name	Assessor's Map and Lot Numbers	
Coffin Pond	16	4B
Edwards Field	U6	37
Lishness Field	40	7
Hambleton Ave. Playground	U2	64--66
Sawyer Park Marina	46	37C
Water Tower Nature Area	16	4A
Great Island Chain	41	12A, 13, 14, 14A, 14B, 14C, 14D, 14E
Municipal Tennis Courts	U22	29
Nathaniel Davis Park	U15	65
Town Commons	24	1
Simpson Point Landing	31	
Maquoit Landing	26	
Mere Point Boat launch	MP2	25, 39, 43
Water Street Landing	U7	16, 17, 19
Water Street Landing	40	8C
Pinette's Landing	U7	19
Baybridge Landing Wetland Park	47	12
250th Anniversary Park	U14	152, 152A, 153
Fish Viewing Facility	U14	150
Mill Street Portage Facility	U15	123
Prince's Point Landing	36	6A
Senior Gardens	U7	64
Lamb Park	U24	2A
Shulman Field	U40	17, 36
Wildwood Field	52	122
River Road Ski Trails	15	7
Coffins Ice Pond	36	48

Barnes Landing	32	
Longfellow Playground	U12	33
Androscoggin River Bicycle Path	40	7A, 8B, 8C, 11 and the Route 1 right-of-way
Cox Pinnacle	3	32
Old High School Athletic Field and Skate Park	U22	29
Pejepscot Dam Recreation Area	1 8	1 12, 14
Greater Commons	24 U40	8, 40, 42, 44, 70, 278, 228, 240
Upper/Lower Mall and Spanish War Triangle	U13	185

Public Benefit Conveyances from U.S. Navy	40	161, 162, 163, 164, 165
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Kate Furbish Preserve	40	167
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McKeen Landing Park	U29	242, 243, 244
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Sec. 14-135. Hunting and firearms.

A person shall not hunt, trap, or disturb wildlife. A person shall not possess or discharge a firearm, blank gun, air rifle, spring gun, bow and arrow, sling, or any other type of weapon which is potentially dangerous to human beings or to wildlife. The second sentence of this section does not apply to blank guns or bows and arrows being used for sporting events authorized by the director. This section does not prohibit a licensed hunter in possession of a weapon, which is not ready to fire a projectile, from passing through a park to other areas lawful for hunting during hunting season.

Adopted by the Brunswick Town Council at their Regular Meeting held on _____ 2013.
It will become effective thirty days after adoption.

Attest: _____
Town Clerk

Memo

To: Members of the Brunswick Town Council

From: Thomas M. Farrell, Director 

Date: September 12, 2013

Re: *Recommendation to Place Public Benefit Conveyance and McKean Landing Town Owned Properties in the Existing Town Ordinance Entitled Parks and Recreation Areas - Article V Section 14-124*

I am writing to recommend placing those properties conveyed to the Town of Brunswick by the U.S. Department of the Interior in 2013 via the constructive possession process as well as the McKean Landing parcels previously donated to the Town by Affordable Midcoast Housing in the Parks and Recreation Areas Ordinance Article V Section 14-124. In doing so, the various regulations for appropriate use of the Town's parks as defined in this ordinance will apply to these new properties. This will enable the Town to regulate the use of these lands in a manner consistent with its other facilities within the Town's inventory of park areas.

Of particular note, Section 14-135 of the Parks and Recreation Areas Ordinance entitled Hunting and Firearms restricts all forms of hunting within designated parks. As a result, hunting would not be permitted on these lands.

Earlier this year the Recreation, Trails and Open Space Task Force delivered its proposed Management Plan to you for consideration. The plan recommended that hunting be permitted on the Kate Furbish Preserve property and that the forms of hunting be limited to archery, shotgun and black powder firearms only. In a recent meeting with representatives of the U.S. Navy Town staff was informed that there are four remaining outparcels within the Kate Furbish Preserve area that require additional investigation prior to being deemed appropriate for conveyance to the Town. Since the geographic boundaries of these out parcels are not currently fenced I am recommending that hunting not be allowed on the Kate Furbish parcel at this time. At such time that the Navy determines the parcels are safe for public use they would look to convey them to the Town.

We have also been informed that the Navy will be performing further investigation of the outparcels in 2014. As there is no reasonable way to restrict the public from crossing these outparcel boundaries in the short term, I am recommending that hunting not be permitted until the properties are either deemed safe and cleared for conveyance or secured in such a way as to preclude the public from entering these outparcel sites. Once a final determination is made regarding the disposition of the outparcels by the Navy and appropriate measures if required are put in place to ensure public safety, only then would I recommend the Council consider opening the Kate Furbish Preserve parcel to the forms of hunting recommended by the RTOS stakeholder committee.

With the exception of the Kate Furbish Preserve parcel the remaining properties recommended for inclusion in the parks ordinance border neighborhoods or other facilities that would pose a safety hazard should hunting be permitted.

Included with this memo please find copies of maps that illustrate the properties being recommended for inclusion in the ordinance as well as a copy of the ordinance and associated proposed amendment language. I will be in attendance at the meeting to answer any questions you may have regarding this proposal.

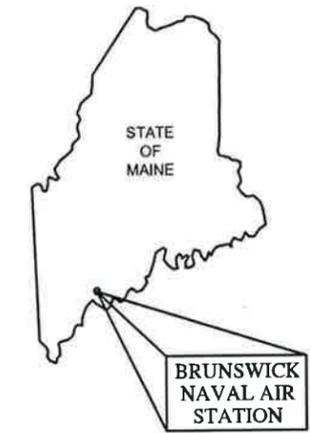
MCKEEN LANDINGS PARK
MAP USA LOTS 242, 243, 244



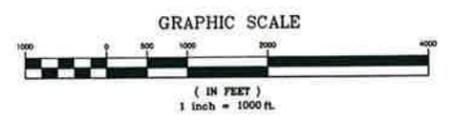
LAND ACQUIRED BY: TOWN OF BRUNSWICK

FORMER BRUNSWICK NAVAL AIR STATION, BRUNSWICK MAINE

MAP 40
LOTS 161, 162, 163
164, 165, 167



LOCATION MAP		
FORMER NAVAL AIR STATION BRUNSWICK, ME		
PREPARED FOR: TOWN OF BRUNSWICK		
SITELINES, PA ENGINEERS • PLANNERS • SURVEYORS LANDSCAPE ARCHITECTS 8 CUMBERLAND STREET, BRUNSWICK, ME 04011 207.725.1200 www.sitelinespa.com		
FIELD WK: BWM	SCALE: 1" = 1000'	SHEET:
DRN BY: RPL	JOB #: 1651	
CHD BY: KPC	SS:	
DATE: 09-11-13	FILE: 1651Survey	



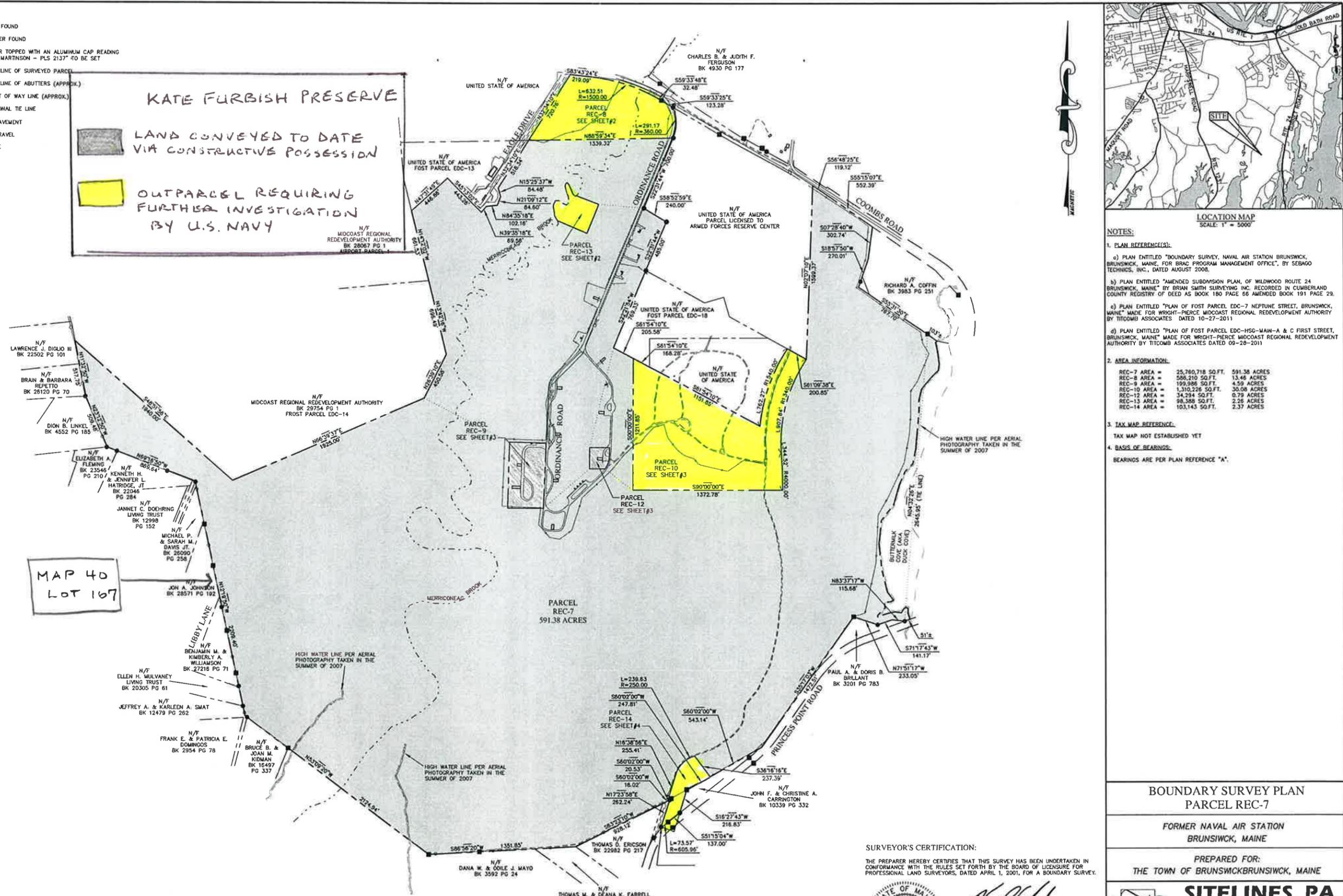
LEGEND

- MONUMENT FOUND
- IRON MARKER FOUND
- 5/8" REBAR TOPPED WITH AN ALUMINUM CAP READING "BRUCE W. MARTINSON - PLS 2137" TO BE SET
- BOUNDARY LINE OF SURVEYED PARCEL
- BOUNDARY LINE OF ADJUTERS (APPROX.)
- ROAD RIGHT OF WAY LINE (APPROX.)
- COMPUTATIONAL TIE LINE
- EDGE OF PAVEMENT
- EDGE OF GRAVEL
- UTYLITY LINE

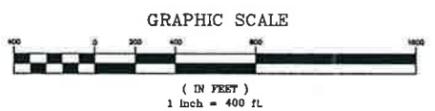
KATE FURBISH PRESERVE

LAND CONVEYED TO DATE VIA CONSTRUCTIVE POSSESSION

OUTPARCEL REQUIRING FURTHER INVESTIGATION BY U.S. NAVY



MAP 40
LOT 107



CUMBERLAND COUNTY REGISTRY OF DEEDS:

RECEIVED _____

AT _____ HRS _____ MIN _____ M, AND

FILED IN PLAN BOOK _____ PAGE _____

ATTESTED: _____ REGISTER



SURVEYOR'S CERTIFICATION:

THE PREPARER HEREBY CERTIFIES THAT THIS SURVEY HAS BEEN UNDERTAKEN IN CONFORMANCE WITH THE RULES SET FORTH BY THE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS, DATED APRIL 1, 2001, FOR A BOUNDARY SURVEY.

KEVIN P. CLARK, PLS #2245

SEPTEMBER 25, 2012

DATE _____

NOT VALID UNLESS EMBOSSED HERE



LOCATION MAP
SCALE: 1" = 5000'

- NOTES:**
- PLAN REFERENCE(S):
 - a) PLAN ENTITLED "BOUNDARY SURVEY, NAVAL AIR STATION BRUNSWICK, BRUNSWICK, MAINE, FOR BRAC PROGRAM MANAGEMENT OFFICE", BY SEBAGO TECHNICS, INC., DATED AUGUST 2008.
 - b) PLAN ENTITLED "AMENDED SUBDIVISION PLAN, OF WILLOWOOD ROUTE 24 BRUNSWICK, MAINE" BY BRIAN SMITH SURVEYING INC. RECORDED IN CUMBERLAND COUNTY REGISTRY OF DEED AS BOOK 180 PAGE 66 AMENDED BOOK 191 PAGE 29.
 - c) PLAN ENTITLED "PLAN OF FOST PARCEL EDC-7 NEPTUNE STREET, BRUNSWICK, MAINE" MADE FOR WRIGHT-PERCE MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY BY TITCOMB ASSOCIATES, DATED 10-27-2011.
 - d) PLAN ENTITLED "PLAN OF FOST PARCEL EDC-H50-MAIN-A & C FIRST STREET, BRUNSWICK, MAINE" MADE FOR WRIGHT-PERCE MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY BY TITCOMB ASSOCIATES DATED 09-28-2011.
 - AREA INFORMATION:
 - REC-7 AREA = 25,760,718 SQ.FT. 591.38 ACRES
 - REC-8 AREA = 586,210 SQ.FT. 13.46 ACRES
 - REC-9 AREA = 199,986 SQ.FT. 4.59 ACRES
 - REC-10 AREA = 1,310,226 SQ.FT. 30.08 ACRES
 - REC-12 AREA = 34,294 SQ.FT. 0.79 ACRES
 - REC-13 AREA = 98,388 SQ.FT. 2.26 ACRES
 - REC-14 AREA = 103,143 SQ.FT. 2.37 ACRES
 - TAX MAP REFERENCE:
 - TAX MAP NOT ESTABLISHED YET
 - BASIS OF BEARINGS:
 - BEARINGS ARE PER PLAN REFERENCE "A".

**BOUNDARY SURVEY PLAN
PARCEL REC-7**

FORMER NAVAL AIR STATION
BRUNSWICK, MAINE

PREPARED FOR:
THE TOWN OF BRUNSWICK BRUNSWICK, MAINE

SITELINES, PA
ENGINEERS • PLANNERS • SURVEYORS
LANDSCAPE ARCHITECTS
8 CUMBERLAND STREET, BRUNSWICK, ME 04011
207.725.1200 www.sitelinespa.com

FIELD WK: BWM/MC/JJM	SCALE: 1" = 400'	SHEET:
DRN BY: RPL	JOB #: 1809.05	1 of 4
CHD BY: BWM	SS:	
DATE: 09-18-12	FILE: 1809-05-SURVEY	

MANAGER'S REPORT - G BACK UP MATERIALS

MEMO

Date: October 1, 2013
To: Brunswick Town Council
Fr: Fran Smith, Town Clerk/Assistant to the Town Manager
Re: Off premise catering application authority to sign

In response to questions raised by the Town Council at your September 16th meeting, we have done the following research to answer those questions.

Appeal process:

Upon contacting the Bureau of Alcoholic Beverages, they stated that any appeal of an off premise catering application would go to the State. (In addition, they indicated they do not care which department the Town designates to sign off on the permits.)

Below are the results of the survey that the Clerk's Staff conducted:

Off-Premises Catering Application Survey

Question: Do the applications go to the Council/Selectboard for approval or has the authority to sign been designated to someone else? If so, who, or what department, is the designee?

26 responses, as follows:

- 20 designate Town/City Clerk to sign (Yarmouth is Town Clerk or Town Manager)
- 4 go to Council/Selectboard (Millinocket, Newport, Northport, Thomaston)
- 2 designate Town Manager (plus Yarmouth, in the 20 above, that is Town Clerk or Town Manager)
- Although not part of the survey, 5 volunteered that they charge fees, as follows: Scarborough and Poland charge \$15; Bangor charges \$24; Sanford charges \$25; Boothbay charges \$20 for the first 5 in a year and \$50 for any above that number in the same year.

Of the 20 municipalities responding that the Clerk signs the permits, many also offered some details about their procedure –

- Bangor City Clerk gets “department approvals” (Police, Code, etc) before signing
- Sanford seeks phone or email approval from license inspection team of Codes, Fire & Police
- Kennebunkport has Police Chief, Fire Chief, Code Enforcement Officer and Town Manager sign off before Clerk completes the paperwork for the applicant

- Augusta City Clerk calls the Police Chief and Code Enforcement Officer, although it is not required, before signing
- Waterville Clerk is required by ordinance to get Police Chief approval prior to signing
- Bath and Fairfield Clerks consult Police Chief, Codes Officer and Council only if something concerns them about the application
- Cape Elizabeth Clerk has Police Chief, Fire Chief and Code Enforcement Officer review the applications; if any of those have concerns the application goes to a regularly scheduled Town Council meeting
- Caribou volunteered that in 2011 or 2012 the Police Chief was designated the authority to sign/approve BYOB applications.

Brunswick history regarding liquor licenses is as follows:

1994 Clerk or his/her designee authorized to sign “one day” catering and BYOB applications.
 1995 Clerk or Manager authorized to sign liquor license applications once a public hearing has been held and Council approval obtained.
 2004 Council adopted a policy allowing the Clerk to sign alcoholic beverage renewals without public hearings.

State law indicates the following regarding Off premise catering:

Title 28-A Sec. 1052 Off-premise catering at planned events or gatherings

The licensee must apply for an off-premises catering license by filing a written application with the bureau at least 24 hours before the event or gathering. The application must include the following:

- A. Title and purpose of the event;
- B. Date, time and duration;
- C. Location;
- D. Approximate number of persons to be accommodated;
- E. Name and address of sponsoring person, organization or association;
- F. If food is to be served, the name and address of food caterer, if other than the licensee; and
- G. Approval by the municipal officers, or a municipal official designated by the municipal officers, of the municipality in which the proposed additional licensed premises are located, which, notwithstanding section 653, may be granted without public notice.

ITEM 106

NO BACK UP MATERIALS

ITEM 109

BACK UP MATERIALS

TOWN OF BRUNSWICK
TOWN MANAGERS OFFICE
MEMORANDUM

TO: Brunswick Council

FROM: Gary Brown, Town Manager

DATE: October 3, 2013

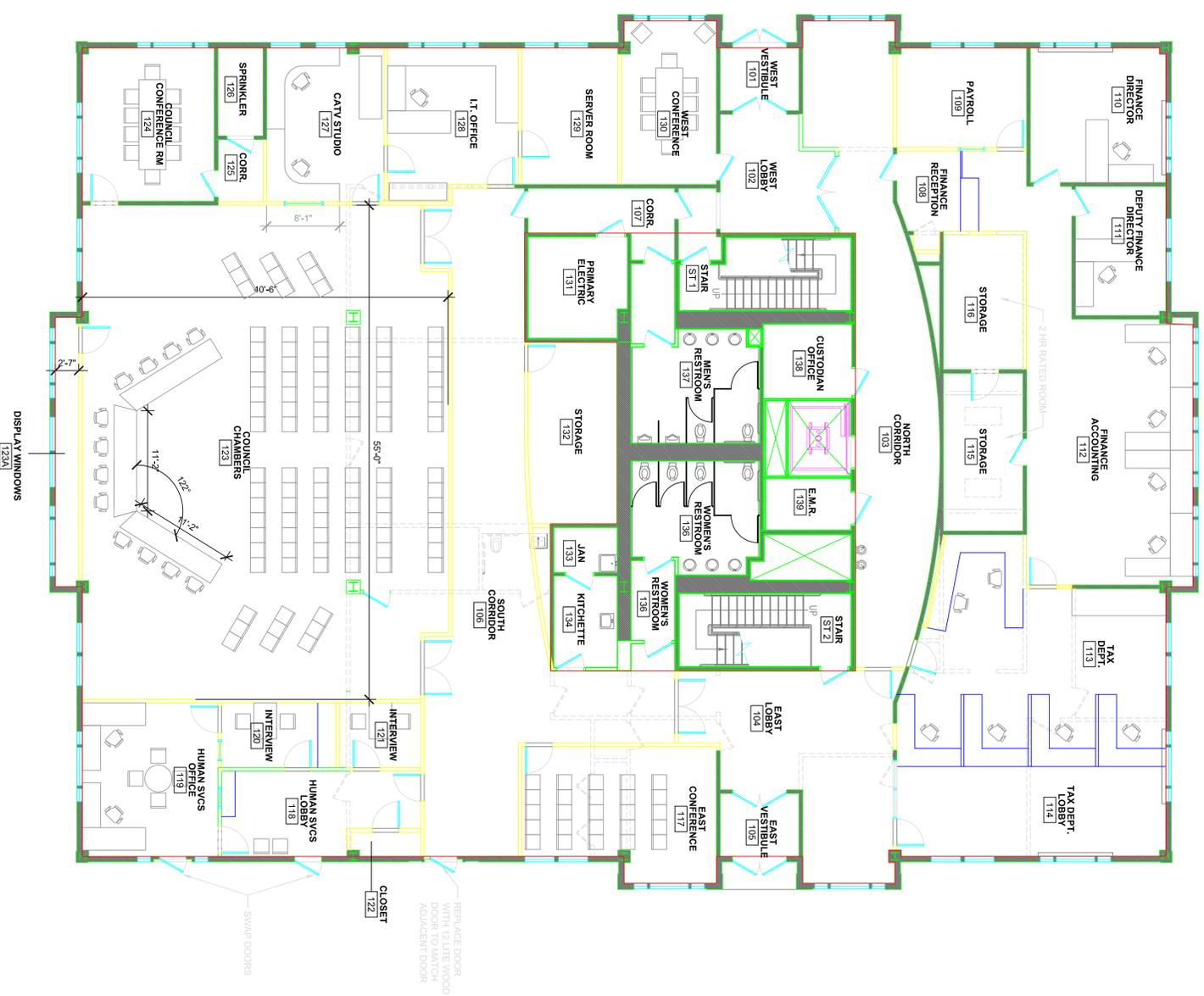
RE: Town Office Renovations

The renovations for the new Town Office continue to progress. Included in the Council packet are the most recent floor plans. Warren Construction continues to work on developing a construction budget and Scott Simon is working on the soft costs so that we may have a complete project budget later this month. At this time, there is not a budget for the project.

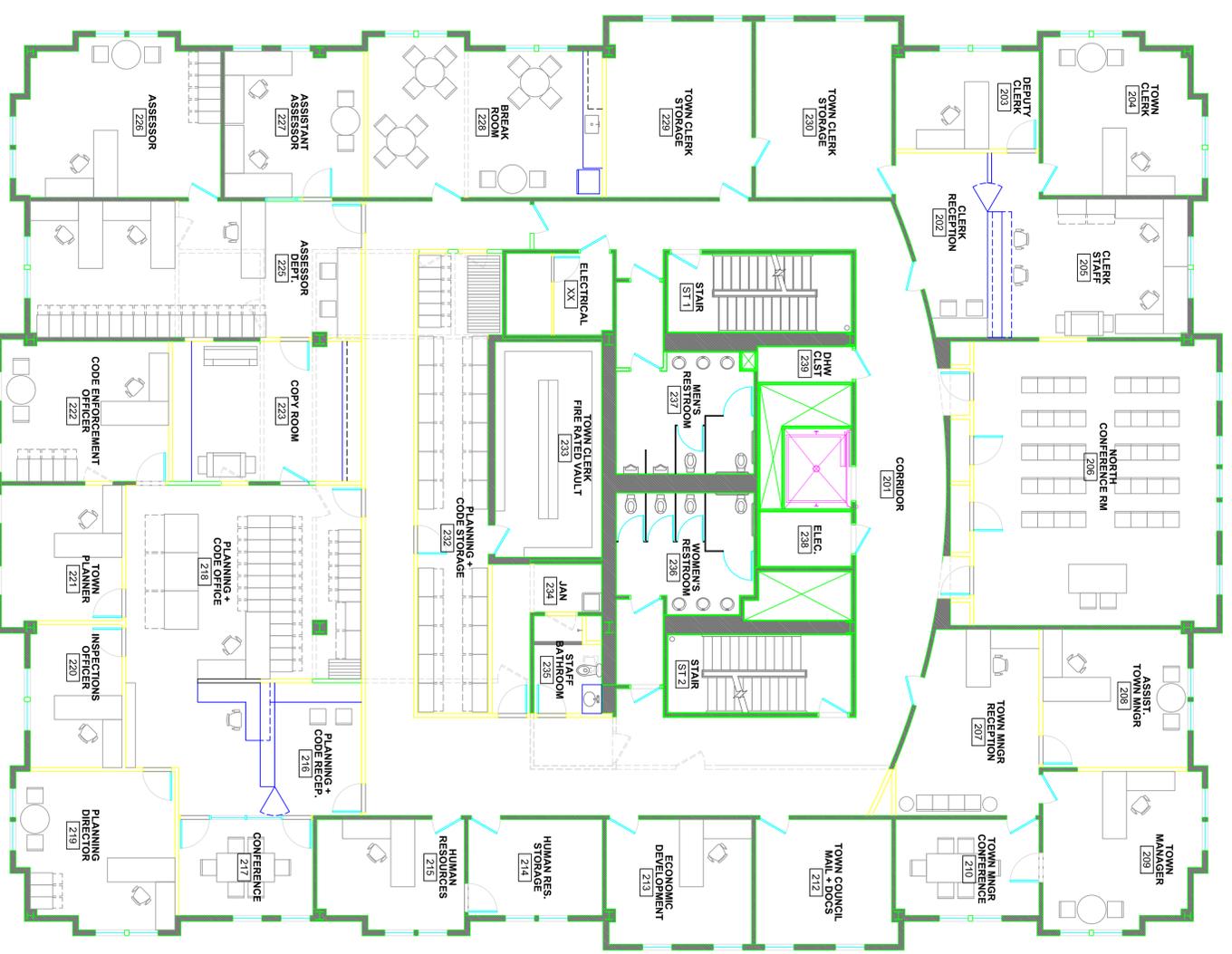
Peter Warren has suggested that there could be some savings to the project if he is able to work in the McLellan building and current Council Chambers at the same time. (Bowdoin hired Peter subsequent to the Town's decision to hire him). He also has indicated that this would allow the project to be completed sooner, resulting in occupancy in the new Town Office by mid-March.

The request from Peter is that he has access to the Council Chambers beginning December 9, 2013. He does not need the Cable 3 space or the Executive Session room until we are ready to move the Cable TV and IT equipment to the new Town Office.

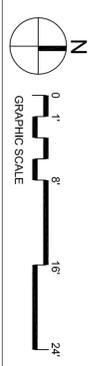
The schedule proposed would allow for the first meeting of the Council and Planning Board to occur in the current location. We would identify alternative locations for meeting space for the interim period. We have asked the School Department for possible space that accommodates the public meetings for the time period.



1 FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



2 SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



PROJECT NAME: **BRUNSWICK TOWN HALL**
 INTERIOR RENOVATIONS
 85 JUNIOR STREET
 BRUNSWICK, MAINE 04011

SEAL: _____
 DATE OF ISSUE: 10 SEPTEMBER 2013
 PROJECT NUMBER: 2013-0170
 STATUS: SCHEMATIC DESIGN PROGRESS

THIS DRAWING IS THE PROPERTY OF SCOTT SIMONS ARCHITECTS (SSA) AND IS NOT TO BE COPIED OR REPRODUCED IN PART OR WHOLE WITHOUT THE WRITTEN PERMISSION OF SCOTT SIMONS ARCHITECTS, LLC.
 REVISION: _____

FIRST + SECOND FLOOR PLAN

A101

ITEM 110

BACK UP MATERIALS

To: Brunswick Town Council

From: Councilor Watson, Chair Appointments Committee

Date: 09/22/2013

The Appointments' Committee met to interview applicants for Three (3) committees (Boards/Commissions).

There are no positions in contention at this time.

The Appointments Committee would like to nominate the following candidates:

1. For the Recreation Commission – Luke Potter
2. For the Recycling & Sustainability Committee – Caron Grich and
3. For the Village Review Board – Emily Swan

The Committee would also like to nominate to the Cable TV Committee – Bernie Breitbart

BRUNSWICK BOARDS AND COMMITTEE OPENINGS

Bicycle and Pedestrian Advisory Committee

1 member – no set term

Cable Cable TV Committee

2 members – balance of 3 year terms to expire on 09/06/2015

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

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

Recycling & Sustainability Committee

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

Trust Fund Advisory Committee

1 member – 3 year term to expire on 05/10/2016

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

Zoning Board of Appeals

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

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

Village Review Board

2 full members – balance of 3 year terms to expire on 10/20/2016

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

For Office Use Only
7/8/13 Date App.
Received
_____ Date App.
Entered
_____ Appointed

Full Name: BERNARD BREITBART Date 7/8/13

Street Address: 38 Cumberland St.

Home Telephone #: 729-0787 E-mail Address: bernie@hbrbart.net I live in Council District #: 6

I wish to be considered for appointment to the:
CABLE TV 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: Retired

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:
I worked in the Film Business

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

Bert Breitbart
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: CABLE TV Committee

Term Length: 3 yrs

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

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

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

To improve and expand Public Access

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?

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

For Office Use Only	
AUG 16 2013	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: Luke Edward Potter Date 8/16/2016

Street Address: 13 Starwood St. Apt. 2 Brunswick, ME 04011

Home Telephone #: 207-713-4335 E-mail Address: potterluke21@gmail.com I live in Council District #: 4

I wish to be considered for appointment to the:
Brunswick 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: Social Studies Teacher at Brunswick High School

Employer: Brunswick School Department Work Telephone #: 519-1910 x 2219

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:

Please see attached resume and cover letter.

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

Luke E. Potter
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 application is for appointment to a town board/committee/commission.

Board/Committee/Commission Applying For: Brunswick Recreation Commission

Term Length: 3 yrs

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

(A) How does the Commission view its role in relation to other town departments/boards/committees etc.?

(B) What types of information does the Commission use to influence its program and policy decisions?

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

As a long time athlete and coach I am awtely aware of field maintenance needs in accordance with usage. My communication skills as an educator can also serve the commission in formal presentations and preparation.

I am a coach in the community working closely with those the commission serves.

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

Community involvement is a fundamental part of my life and I am overty passionate for local programs and the care of property we are so fortunate to have. I can see no more integral way to extend my involvement in Brunswick and I believe it is uniquely suited to my athletic background.

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

I understand that the Commission meets monthly and I would be able to attend most meetings.

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

I do not.

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

I thank you for taking the time to read my application and I look forward to having an opportunity to meet in an interview.

~~PHOTO COPY ADDRESS HERE AND MAIL TO THE COMMISSION~~

13 Stanwood St. Apt 2
Brunswick, ME 04011
potterluke21@gmail.com

August 16, 2013

Town of Brunswick
28 Federal Street
Brunswick, ME 04011

To Whom It May Concern:

I am writing to apply for membership to the Brunswick Recreation Commission. As a product of Maine youth recreational programs and a graduate of Bowdoin College where I played baseball for four seasons, I am eager to share my passion for sports and youth programming with others. I find this opportunity particularly compelling because an overview of the Commission's powers and duties confirms that this organization is deeply invested in the development, growth, and maintenance of some of the pillars of our community and that is just the type of commitment that I want to be a part of as a member of this Brunswick Community.

As the Varsity Softball Coach at Brunswick High School I have begun work building a program that is rooted in hard work, honest results, and integrity. I have worked closely with parents and members of the community to provide the best possible options for our student-athletes. I have come to understand the ebb and flow of recreational programs in Brunswick and how they influence our players. The value of our local programs and the fields that are made available to all of us are evident in the spirit of our young people and I believe that as a teacher and coach in this community I have a responsibility to help ensure that the programs and policies related to public recreation continue to serve the increased quality of life of our young people and our community as a whole.

In addition to teaching and coaching at the high school, I am a product of this community having graduated from Bowdoin College. I believe that my success there as a student and my work as a teacher at BHS have prepared me for the hard work that is associated with program management and policy decisions. As a collegiate baseball player, I understand how individual efforts affect the outcome for the team. I deeply want to invest my time and energies into this community and I believe that my experiences have prepared me well for that.

As a product of local programs and this community I understand the value of public recreation and I would value the opportunity to become a member of this commission. I am confident that my enthusiasm for youth athletics and my experience as a member of the community would make me a valuable addition.

I would appreciate an opportunity to discuss with you in person how my skills and experiences can be an asset to this commission. Thank you very much for your time and consideration and I look forward to meeting you.

Sincerely,


Luke Edward Potter

Luke Edward Potter

13 Stanwood Street Apt. 2, Brunswick, ME 04011 – (207)-713-4335 – potterluke21@gmail.com

EDUCATION

Bowdoin College

Brunswick, ME

Bachelor of Arts in Sociology with Teaching minor, May 2010 (3.65 GPA)
Two-time Sarah and James Bowdoin Scholar for academic excellence
Varsity Baseball 2006-2010, two-time All-NESCAC Scholar Athlete Award

Bowdoin College Teacher Scholars Program

Brunswick and Freeport, ME

Maine State Department of Education Public School Teaching Certificate, Secondary Social Studies

Lewiston High School

Lewiston, ME

June 2006, 97 GPA, 6th overall; National Honor Society; Spanish Honor Society; Four-term Class President; Varsity baseball (three-time co-captain, conference/state All-star, two-time All-Conference Scholar Athlete).

EDUCATION EXPERIENCE

Social Studies Teacher, Brunswick High School

August 2012 – Present, Brunswick, ME

Teaching three 9th Grade Academy Geography classes and one Modern European History class. Have taught Preparatory US History/Gov't. Experience includes integrating differentiated instruction and understanding by design, multivariate forms of assessment, Google docs, literacy programming, project based/experiential learning, interdisciplinary intensives, IEP/504 Meetings, parent-teacher conferences, faculty meetings, department meetings, membership on the NEASC steering committee, district technology committee, curriculum review committee, Freshmen Class Advisor, club volleyball assistant coach.

Social Studies Teacher, Lawrence High School

August 2011 – August 2012, Fairfield, ME

Taught four Civics/Gov't classes, one US History I class, and one American Studies class. Experience includes backwards design and inquiry based unit planning, facilitating differentiated lesson plans and assessments, project-based learning, facilitating two special education classes, IEP/504 meetings, parent-teacher conferences, faculty meetings, faculty cabinet, department meetings, smartboard and IPAD technology integration, Google Apps for Education/Google docs, professional development.

Student Teaching, Freeport High School

Fall 2010 – May 2011, Freeport, ME

Full responsibility for two 9th grade Global Studies classes and one Focus 9 Global Studies class at Freeport High School. Experience included backwards design unit planning, preparing and facilitating differentiated lesson plans, assessments, parent-teacher conferences, IEP meetings, work within RTI classroom structures, interdisciplinary planning, leadership meetings, grade level teams.

Substitute Teacher, Lewiston Middle and High Schools

Fall 2010 - Lewiston, ME

Reviewed and facilitated classroom activities such as tests, quizzes, and group-work provided by absent teachers.

Teaching Assistant, Bowdoin College Upward Bound

Summer 2009, 2010 - Brunswick, ME

Supported faculty, providing directed and individualized attention to underprivileged and at-risk students. Facilitated daily study sessions. Recorded student progress in completion and quality of work in Math, Science, Reading, Writing. Provided behavioral guidance and mentorship. Mediated conflicts. Communicated with staff to ensure the physical and emotional safety of students. Coached soccer and directed other extracurricular activities.

Participant Observer, Brunswick High School

Spring 2010 - Brunswick, ME

Observed over 36 hours in two community-based service-learning classes. Engaged classroom discussion. Provided one-on-one support. Designed and facilitated a weekly journaling activity emphasizing individualized adolescent identity development.

ADDITIONAL EXPERIENCE

Head Varsity Softball Coach, Brunswick High School

February 2013 – Present, Brunswick, ME

Designed and implemented practice and game plans, provided mechanical and emotional instruction in pitching, offensive and defensive portions of the game, coordinated joint practices with JV and Junior High teams, mapped program goals, ran a winter clinic for youth and a Brunswick Summer tournament team. Additional experience includes communication with parents, fundraising.

Volunteer Assistant Pitching Coach, Bowdoin College

February – March 2013, Brunswick, ME

Collaborated with Head Coach and Head Pitching Coach to map out and facilitate pitching plans, drills, bullpens, and live sessions. Advised pitchers on mental and mechanical approach to the game before they left for Spring Training.

Junior Varsity Head Baseball Coach, Winslow High School

Spring 2012 – Winslow, ME

Designed and executed differentiated practice plans, drew line-ups, exercised game strategy, provided pitching, hitting and defensive instruction for team/individuals. Managed player attitudes and behaviors. Collaborated with Athletic Director and Varsity Coach.

Assistant Pitching Coach, Colby College

Winter 2012 – Waterville, ME

Advised pitching staff on mental and physical approach to the game, game strategy, mechanical analysis, and pitch execution. Collaborated with head coach on data-tracking and pitching rotation decisions.

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

For Office Use Only	
7/12/13	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: Caron E. Grich Date 7/11/13

Street Address: P.O. Box 928, (39 James St.)

Home Telephone #: 725-1266 E-mail Address: grinehet2@aol.com live in Council District #: _____

I wish to be considered for appointment to the:
Recycling 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: _____

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:
Advertising, PR, Fundraising, Healthcare

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

This application and the application fee shall not be considered for a Town Board/Committee/Commission unless accompanied by a Town Clerk's Office.

Board/Committee/Commission Applying For: _____

Term Length: _____

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

What duties are expected every week, etc.

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

Keen interest in recycling and environment.

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

To learn and participate in active progress of ideas.

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?

Recycling and environmental issues are essential to keep updated with for all of Brunswick citizens.

~~CONFIDENTIAL - NOT FOR DISTRIBUTION - STATE AGENCY USE ONLY - DO NOT REPRODUCE OR TRANSMIT IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE STATE AGENCY~~

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

For Office Use Only	
9/4/13	Date App.
_____	Received
_____	Date App.
_____	Entered
_____	Appointed

Full Name: Emily F. Swan Date 9/4/13

Street Address: 4 Page St

Home Telephone #: 729-7714 E-mail Address: eswan@ I live in Council District #: 6

I wish to be considered for appointment to the: pineisland.org
Village Review Board
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: 10/20/13
and/or
ASSOCIATE MEMBERSHIP STATUS: TERM EXPIRES: 10/20/16

Do you currently serve on any Town Board/Committee/Commission? 4 If so, please state name of Board/Committee/Commission and the number of years of service:
Village Rev. Bd Number of Years 7 12-15?? Date term expires 10/20/13

Occupation: business mgr, summer camp
Employer: Pine Island Camp Work Telephone #: 465-3031

List any civic organizations to which you belong:
Bd. member - Curtis Library Friends, Brunswick - Topsham Land Trust; BDA Design Com. member

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
Long service on VRB; member Downtown Master Plan Com., 1st Comp Plan committee

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

Emily F. Swan
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/COMMISSION~~

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Village Rev. Bd

Term Length: 3

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

no

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

service on board, DMPC, law degree, organization management

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

Same reasons as here before. Interest in preserving downtown architecture + economic benefit that goes with it.

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 STATEMENTS: I, THE APPLICANT, RESPOND TO THIS QUESTION~~

CONSENT AGENDA - A BACK UP MATERIALS

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

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

Councilors Absent: None

Town Staff Present: Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; John Foster, Director of Public Works; Tom Farrell, Director of Parks and Recreation; Don Koslosky, Deputy Fire Chief; Dan Devereaux, Marine Patrol Officer; and TV video crew

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

Public Comment:

Sarah Singer, 17 Thompson Street, spoke about the BDC loan to Brunswick Taxi and conflict of interest.

Jane Millett, 10 Franklin Street, spoke about the BDC property and how the deal looks to taxpayers.

Laurel Koepke, AmeriCorps VISTA, on behalf of the Midcoast Hunger Prevention Program and Anti-Hunger Opportunity Corps, spoke of the work they have done to assist with eliminating hunger among youth in the area.

Correspondence:

Councilor Perreault asked how to get an item to set a date for a workshop with the Brunswick West Neighborhood Association on an agenda.

Councilor Knight, Councilor Favreau and Councilor Tucker spoke on the NNEPRA workshop.

Councilor Watson spoke regarding a fundraiser for the Brunswick High School Alumni Association at Orange Leaf on September 17, 2013.

Brunswick Town Council Minutes

September 16, 2013

Page 2

Councilor Brayman spoke on the issue of membership on the BDC.

Councilor Richardson spoke about the upcoming BDC meeting, which will include discussing amendments to the by-laws.

Councilor Pols said Commander Jason Grabelle, who had been in the Brunswick area, is safe after the shooting at the Washington DC Navy office building where he is working.

Councilor Perreault spoke on the Brunswick High School football games and their success.

Councilor Favreau requested that drivers slow down for buses and students.

Adjustments to the Agenda:

Give Brunswick west neighbor

Councilor Perreault moved, Councilor Pols seconded, to add an agenda item to discuss holding a workshop with NNEPRA and to allow Brunswick West group to make a presentation. The motion carried with seven (7) yeas. Councilor Tucker and Chair Wilson were opposed.

Councilor Brayman spoke on this item.

MANAGER'S REPORT:

(a) Financial Update

Manager Brown provided this report.

(b) Council Committee Updates

Reports were given on the Downtown Master Plan Implementation Committee, the New Town Hall Building Committee, the Police Station Building Committee and the Marine Resource Committee.

(c) Approval of Letter of Endorsement for 2013 Saltonstall Kennedy Grant from the National Oceanic and Atmospheric Administration (NOAA) relative to green crab research (*Action Required*)(Chair Wilson)

Councilor Favreau moved, Councilor Watson seconded, to support a letter of endorsement for the 2013 Saltonstall Kennedy Grant from the National Oceanic and Atmospheric Administration (NOAA) to research the green crab destruction solutions. The motion carried with nine (9) yeas.

Brunswick Town Council Minutes

September 16, 2013

Page 3

Dan Devereaux, Marine Resource Officer, and **Darcie Couture**, Resource Access International, spoke regarding this item.

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

(d) Selection of MMA Voting Delegation for Annual meeting (Action required)

Councilor Richardson moved, Councilor Favreau seconded, to nominate Benet Pols as the voting delegate and Gary Brown as the alternate to be Brunswick's voting delegation for the MMA Annual meeting. The motion carried with eight (8) yeas. Councilor Perreault was absent for the vote.

(A copy of the voting delegate form will be attached to the official minutes.)

(e) Update on quiet zones for Stanwood and Union Street

Manager Brown provided this report and responded to Council questions.

Councilor Pols and Councilor Perreault spoke on this item.

(f) Permission to apply for MMA Safety Enhancement Grant for a Supplied Air Respirator (Action Required)

Councilor Watson moved, Councilor Tucker seconded, to allow the Town to apply for a MMA Safety Enhancement Grant to assist with costs for a Supplied Air Respirator. The motion carried with eight (8) yeas. Councilor Perreault was absent for the vote.

(A copy of a memo from Deputy Chief Koslosky will be attached to the official minutes.)

(g) Granting the Police Chief the authority to approve Off Premise Catering Alcohol permits (Action Required)

Councilor Knight moved, Councilor Favreau seconded, to grant permission to the Police Chief or his designee, in addition to the Town Clerk's Office, to approve Off Premise Catering Alcohol permits. No action was taken on this motion.

Councilor Tucker moved, Councilor Richardson seconded, to table this item. The motion carried with seven (7) yeas. Councilor Pols and Chair Wilson were opposed.

(h) (ADDED) Environmental Assessment for the Layover Facility

Manager Brown spoke on this item.

PUBLIC HEARINGS

102. The Town Council will hear public comments on the following Automobile Graveyard application, and will take any appropriate action. (Manager)

Shawn Letourneau
D/B/A: Brunswick Auto Recycling, LLC
117 Bath Road

Shawn Letourneau

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

Councilor Favreau moved, Councilor Watson seconded, to approve applications for an Automobile Graveyard and a Junkyard License for Brunswick Auto Recycling, LLC., located at 117 Bath Road. The motion carried with nine (9) yeas.

103. The Town Council will hold a public hearing on amendments to Chapter 15 “Traffic and Vehicles” regarding changing all day parking to two hour parking on sections of upper Park Row, and will take any appropriate action. (Manager)

Manager Brown spoke on this item.

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

Councilor Watson asked a question, to which Manager Brown responded.

Councilor Perreault moved, Councilor Knight seconded, to adopt amendments to Chapter 15 “Traffic and Vehicles” regarding changing all day parking to two-hour parking on sections of upper Park Row. The motion carried with nine (9) yeas.

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

NEW BUSINESS

104. The Town Council will consider setting a public hearing for October 7, 2013, to amend Chapter 14 “Streets, Sidewalks, and other Public Places” section 14-124 “Description of parks and facilities” to add the Kate Furbish Preserve, other public benefit conveyance properties, and McKeen Landing, and will take any appropriate action. (Manager)

(Councilor Tucker left the meeting when this item began.)

Manager Brown spoke regarding this item.

Mark Latti, Maine Inland Fisheries and Wildlife, spoke regarding this item.

Councilor Pols, Councilor Richardson, and Chair Wilson asked questions, to which Tom Farrell responded.

Councilor Favreau moved, Councilor Watson seconded, to set a public hearing for October 7, 2013, to amend Chapter 14 “Streets, Sidewalks, and other Public Places” section 14-124 “Description of parks and facilities.” to add the Kate Furbish Preserve, other public benefit conveyance properties, and McKeen Street Landing Park. The motion carried with eight (8) yeas.

105. The Town Council will consider accepting Shobe Avenue, Krampf Circle and Windorf Circle as Town Roads, and will take any appropriate action. (Manager)

Manager Brown spoke regarding this item.

Councilor Pols and Councilor Brayman spoke regarding this item and asked questions, to which John Foster, Public Works Director, and Manager Brown responded.

Councilor Perreault moved, Councilor Watson seconded, to accept Shobe Avenue, Krampf Circle and Windorf Circle as Town Roads. The motion carried with eight (8) yeas.

(A copy of the deed and a map of the area will be attached to the official minutes.)

106. (ADDED) Town Council will discuss holding a workshop with NEPPRA making a presentation and allowing the Brunswick West group to also make a presentation, and will take any appropriate action. (Councilor Perreault)

Councilor Perreault moved, Councilor Richardson seconded, to table to this item until the next meeting. The motion carried with eight (8) yeas.

CONSENT AGENDA

- (a) Approval of the Minutes of September 3, 2013**
- (b) Approval of Utility Permits for Maine Natural Gas for sections of Juniper Road, Laurel Road, Beech Drive, and Blueberry Lane**
- (c) Approval of Quitclaim Deeds for properties depicted as Map 039 Lot 006 Sub 000 Typ 000; Map 038, Lot 011 Sub 000 Typ 000; and Map 038 Lot 009 Sub 000 Typ 000.**

Councilor Perreault moved, Councilor Favreau seconded, to approve the Consent Agenda. The motion carried with eight (8) yeas.

(A copy of materials for CA-b and CA-c will be attached to the official minutes)

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

Brunswick Town Council Minutes

September 16, 2013

Page 6

The meeting adjourned at 8:15 p.m.

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

Frances Smith

Town Clerk/Assistant to the Town Manager

September 23, 2013

October 7, 2013

Date of Approval

Council Chair

CONSENT AGENDA - B
NO BACK UP MATERIALS

CONSENT AGENDA - C BACK UP MATERIALS

TOWN OF BRUNSWICK
Warrant for Municipal Election
November 5, 2013

COUNTY OF CUMBERLAND, ss}
TOWN OF BRUNSWICK }

TO ELIN M. GOULD, RESIDENT OF THE TOWN OF BRUNSWICK, CUMBERLAND COUNTY, MAINE:

YOU ARE HEREBY REQUIRED, in the name of the State of Maine, to notify and warn the voters of the Town of Brunswick, Districts 1, 2, 3, 4, 5, 6, and 7 of the following:

YOU ARE HEREBY NOTIFIED, that on November 5, 2013, a Municipal Election will be held in the Town of Brunswick, Districts 1, 2, 3, 4, 5, 6, and 7 at the following polling place for all voters to vote for the offices indicated herein:

Voting Place Name Brunswick Junior High School **Voting Place Location** 65 Columbia Ave

Polls Open at 7:00 A.M. **Polls Close at** 8:00 P.M.

The following offices will be determined:

- Councilor for Districts 1, 2 and 6
- School Board for Districts 1, 2, and 6

Date/Time of Processing (check all that apply):

- Day **Before** Election Day (11/4/13) *
1-Hour Inspection Time Period: 9:00 a.m. to 10:00 a.m.
Time Processing Begins: 9:00 a.m. (or after time of inspection) to 5:00 p.m.

- During** Election Day (11/5/13) Processing Time(s): 1:30 p.m., 5:00 p.m. and 8:00 p.m.

Dated at Brunswick this 7th day of October 2013

ATTEST: _____(Town Clerk)

**TOWN OF BRUNSWICK
RETURN OF WARRANT**

County of Cumberland, ss }
Town of Brunswick }

I certify that I have notified the voters of Brunswick, Districts 1, 2, 3, 4, 5, 6, and 7 of the time and place of the Municipal Election and processing of absentee ballots by posting attested copies of the within warrant at the following locations, each being a public and conspicuous place within the indicated District:

District 1	Mid Coast Hospital
District 2	Parkview Hospital
District 3	Brunswick High School
District 4	Sunshine Laundry
District 5	Libby's Market
District 6	Little Dog Coffee Shop
District 7	Warming's Market

On _____, which is at least 7 days prior to Election Day.
(Date)

Dated at Brunswick this _____ day of October, 2013.

Elin M. Gould, Resident of the Town of Brunswick

CONSENT AGENDA - D BACK UP MATERIALS

Public Notice
Town of Brunswick
Hours for Absentee Voting and Voter Registration
for November 5, 2013 State and Municipal Election

Absentee voting and Voter registration hours for new registrations or changes to existing registrations will be Monday–Friday 8:30 a.m. to 4:30 pm. at the Town Clerk’s Office, 28 Federal Street.

The Clerk’s Office will hold extended voter registration and absentee voting hours until 7:00 p.m. on Thursday, October 31, 2013, which is also the deadline to apply for an absentee ballot except under limited special circumstances.

Any questions, please call 725-6658 or go to www.brunswickme.org for more information

Times Record: October 3, 2013

CONSENT AGENDA - E BACK UP MATERIALS

MEMORANDUM

TO: Gary Brown, Town Manager
FROM: John A. Foster, Director, PWD
DATE: September 25, 2013
SUBJECT: Utility Location Permits

Attached, for presentation to the Town Council is an applications for a Utility Location Permit received from Maine Natural Gas.

In application ULP 2013-20, Dunlap Street Maine Natural Gas seeks authorization to install a 4" gas main from the existing gas main located under the sidewalk on the north side of Dunlap Sreet about 150 feet in from Federal Street. The proposed gas main will extend from the existing gas main westerly under the sidewalk to Maine Street. Approximately 310 feet of 4" 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 September 23, 2013

Permit Number: 2013-20
(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: Dunlap Street
Starting Point: Existing main on Dunlap Street End Point: Maine Street

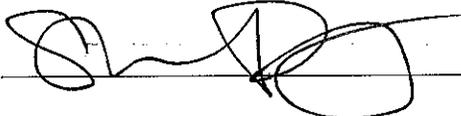
Maine Natural Gas proposes to install a 4-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will connect to the existing gas main located on Dunlap Street and end at the intersection of Dunlap Street and Maine Street. The gas main will be located in the sidewalk on the north 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".

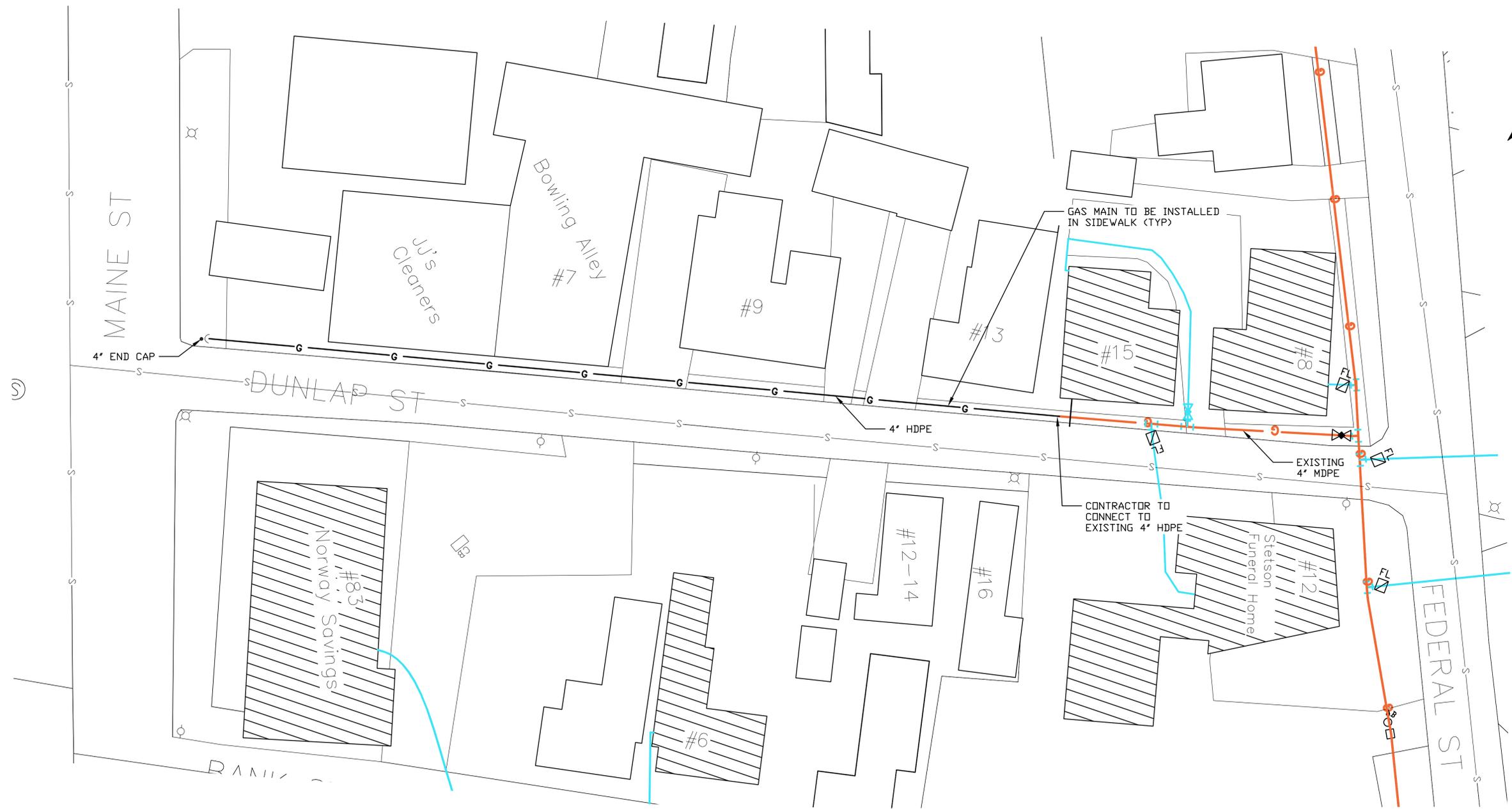
The text of this application will will not be published*: Publish Date: _____

Name of Newspaper: _____

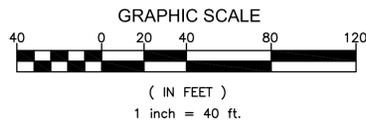
Signature of Utility: 

Print Name and Title: Sheena Bitetti, P.E. – 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.



CONTRACTOR TO MAINTAIN 36" DEPTH. CONTRACTOR TO VERIFY ALL UTILITIES AND KEEP MINIMUM CLEAR DISTANCE REQUIRED.



FOR PERMITTING PURPOSES ONLY.

MAINE NATURAL GAS
NATURAL GAS DISTRIBUTION
 BRUNSWICK, ME
 DUNLAP STREET

C-1

MAINE NATURAL GAS
 9 Industrial Parkway
 Brunswick, Maine 04011

DRAWN BY: SMB
 CHECKED BY: JLG
 DATE: 09/18/2013
 APPROVED BY: [Signature]
 DATE: [Blank]
 BOOK NO.: [Blank]
 PROJECT NO.: [Blank]
 SCALE: 1" = 40'

NO REVISIONS
 PERMITTING

NO	REVISIONS	DATE	NO	REVISIONS	DATE
1	PERMITTING	09/18/13	1		
2			2		
3			3		
4			4		

APP'D	DATE	NO	REVISIONS	APP'D	DATE
SMB	09/18/13	1			
		2			
		3			
		4			

PLOTTED 09/18/2013