

-AMENDED-

BRUNSWICK TOWN COUNCIL

Agenda

January 21, 2014

7:00 P.M.

Morrell Meeting Room

Curtis Memorial Library

23 Pleasant Street

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Council Committee Updates:

Adjustments to the Agenda:

MANAGER'S REPORT:

- (a) Financial Update
- (b) Permission to allow the Marine Resource Committee the authority to open and close coastal waters (*Action required*)
- (c) Acceptance of a BDC grant for the Marine Resource Committee (*Action required*)
- (d) Reminder of Dog License renewals
- (e) Discussion of workshop schedule
- (f) Discussion of the development of the 2014-15 Municipal Budget
- (g) Discussion of PretiFlaherty's fee structure to provide legal services to the Town

PUBLIC HEARING

- 4. The Town Council will hear public comments on a special amusement license application, and will take any appropriate action. (Manager)

Special Amusement

Brunswick Lodge of Elks #2043

D/B/A: Brunswick Lodge of Elks

179 Park Row

Ms. Angela Brackett

HEARING/ACTION

NEW BUSINESS

5. The Town Council will hear an update from MaineDOT on the re-routing of Route 24 and the creation of a Business Route 24 along Main Street and Elm Street in Topsham and Maine Street and Bath Road in Brunswick, as recommended in the Route 24 Corridor Study completed by the Midcoast Council of Governments, and will determine if any future action is necessary. (Manager)

DISCUSSION

6. The Town Council will consider setting a public hearing for February 3, 2014, on Zoning Ordinance amendments relative to the Village Review Board membership, and will take any appropriate action. (Manager)

ACTION

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

ACTION

8. The Town Council will discuss the process for hiring a new Town Manager, and will determine if any future action is necessary. (Chair Pols and Councilor Brayman)

DISCUSSION

9. (ADDED) 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 December 16, 2013
- b) Approval of the Minutes of January 6, 2014
- c) Approval of the Minutes of January 13, 2014
- d) Approval of Quitclaim Deed for property located at Map U06 Lot 028 Sub 000 Typ 000

Brunswick Town Council
Agenda
January 21, 2014
Council Notes and Suggested Motions

Council Committee Updates

Council Committee updates will be done after correspondence. Councilors with information on the Committees they are involved with will share information with the Council and public.

MANAGER'S REPORT:

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

Suggested Motion: No motion is required.

- (b) Permission to allow the Marine Resource Committee the authority to open and close coastal waters (Action required): The Marine Resource Committee is requesting their annual permission from the Council to open and close coastal waters to shellfish harvesting. This approval takes the responsibility of opening and closing flats from the Council and gives it to the Committee. A copy of a memo from Officer Devereaux will be included in your packet.

Suggested Motion:

Motion to authorize the Marine Resource Committee to open and close coastal waters per Chapter 11, Marine Activities Structures and Ways, Section 11-161 Opening and Closing of Coastal Waters.

- (c) Acceptance of a BDC grant for the Marine Resource Committee (Action required): The Marine Resource Committee received a \$25,000 grant to conduct survey work on the returning stocks of quahogs that have recently occupied the Town's intertidal areas, where once softshell clams resided. This grant will allow the Town to work with two consultants. One consultant will be assigned to develop a survey model that will ultimately be able to be used by municipal staff to conduct population estimates and size classes of quahogs in the intertidal zones, similar to how the Town currently manages softshell clams. Another consultant will be hired to deploy that strategy soon after it is developed. The Committee is looking at 2014-15 license cuts and could possibly use this additional information on quahog populations to help offset job loss in the Town's local shellfishing program. A copy of the BDC award letter, which includes an outline of the project, is included in your packet.

Suggested Motion:

Motion to accept and expend a grant from the Brunswick Development Corporation in the amount of \$25,000 to be used to fund a marine resource study of quahog populations.

- (d) Reminder of renewal of dog licenses: This item is to remind the public that 2014 dog licenses are available and licenses must be renewed by January 31, 2014, in order to avoid a \$25 late fee.

Suggested Motion: No motion is required.

- (e) Discussion of workshop schedule: At the Council retreat the Council discussed the need to hold some workshops on the Cook's Corner connector road project and a discussion on the pros and cons of a revaluation. Chair Pols is proposing the date of February 10th to discuss the road project and possible TIF for that area. This will also be the night the Council continues the discussion of the Town Manager search as described in item #8. The Council can also discuss a date for the revaluation workshop.

Suggested Motion: No motion is required.

- (f) Discussion of the development of the 2014-15 Municipal Budget: Since the Town Manager is not going to be here at the time of the budget's adoption, he has suggested that the budget should be developed by John Eldridge, the Finance Director. Mr. Eldridge would be the lead, with Manager Brown providing support until his departure at the end of March.

Suggested Motion: No motion is required.

- (g) Discussion of PretiFlaherty's fee structure to provide legal services to the Town: At a special meeting on Monday, January 13th, the Council appointed PretiFlaherty to be the legal firm representing the Town. In their proposal, they provided different billing options for services. On Friday, January 17th, Chair Pols will be meeting with Mr. Langsdorf, who will be the lead attorney, to further discuss the options. He will update the Council at the meeting. A copy of the sections from the proposal regarding fees is included in your packet.

Suggested Motion: No motion is required.

PUBLIC HEARING

4. This item is a renewal of a special amusement license for the Brunswick Elks. They are proposing to have occasional DJs and small bands. Copies of the public hearing notice and application are included in your packet.

Suggested Motion:

Motion to approve a special amusement license application for the Brunswick Lodge of Elks #2043.

NEW BUSINESS

5. This item is for Peter Coughlan, P.E., MaineDOT Community Services Division Director, to present the process MaineDOT will be using to reroute Route 24 in Topsham and Brunswick and establish a new Business Route 24 to follow the existing Route 24 corridor beginning at the intersection with Route 196 in Topsham and ending at the intersection with Gurnet Road. Copies of a memo from Anna Breinich and a map illustrating the rerouting are included in your packet.

Suggested Motion: No action required as this is a report.

6. This item is to consider setting a public hearing for February 3, 2014, on Zoning Ordinance amendments relative to the Village Review Board membership. The Planning Board will finish up their recommendation prior to the Council's public hearing. Anna Breinich's memo outlines the reasons these amendments are necessary. Copies of Ms. Breinich's memo and the draft language are included in your packet.

Suggested Motion:

Motion to set a public hearing for February 3, 2014, on Zoning Ordinance amendments relative to the Village Review Board membership.

7. This item is an annual Resolution adopted by the Council. As the Resolution states, on February 24 tax liens are foreclosed and any property that has not had the taxes paid becomes Town property. Each year staff reviews the potential properties and makes a determination whether or not it is in the best interest of the Town to foreclose on certain properties. Reasons not to foreclose would include that some properties, primarily mobile homes, would cost more for the Town to dispose of than the amount due in taxes. The liens stay on the properties, the Town just does not foreclose, so the Town is still entitled to the owed taxes. A copy of the Resolution is included in your packet.

Suggested Motion:

Motion to adopt the "Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages."

8. This item, sponsored by Chair Pols and Councilor Brayman, continues the discussion from the retreat on the process the Council wishes to use for hiring a new Town Manager. It appears that common practice in Maine is to reach out to firms that provide this service and request search process proposals. If this is the route the Council wishes to move forward with, the next step would be to request the proposals and set a date to either review them or possibly interview firms. The current Town Manager job description has been attached for your review and to make recommendations for any changes. Copies of the job description and a memo from Fran Smith are included in your packet.

Suggested Motion: No action required as this is a discussion item.

9. (ADDED) At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of a memo from the Committee with recommendations 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 December 16, 2013: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of January 6, 2014: A copy of the minutes is included in your packet.
- c) Approval of the Minutes of January 13, 2014: A copy of the minutes is included in your packet.
- d) Approval of Quitclaim Deed for property located at Map U06 Lot 028 Sub 000 Typ 000: This item will deed a property back to its owners, as they have paid owed taxes. A copy of the Quitclaim Deed is included in your packet.

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

FOR 2014 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>00 Fill</u>							
19000 General Fund Transfers Out	1,435,975	2,850,975	2,850,975.00	.00	.00	.00	100.0%
TOTAL Fill	1,435,975	2,850,975	2,850,975.00	.00	.00	.00	100.0%
<u>10 General Government</u>							
11000 Administration	487,927	487,927	234,201.07	39,802.72	.00	253,725.93	48.0%
11100 Finance Department	680,948	680,948	331,713.04	51,430.26	385.80	348,849.16	48.8%
11150 Technology Services Dept	328,531	328,531	225,053.95	74,255.77	20,521.97	82,955.08	74.7%
11200 Municipal Officers	126,615	126,615	43,169.47	4,021.91	.00	83,445.53	34.1%
11220 Munic Bldg - 28 Federal	166,850	166,850	68,896.27	10,842.09	847.00	97,106.73	41.8%
11230 Risk Management	414,750	414,750	153,304.44	4,534.60	.00	261,445.56	37.0%
11240 Employee benefits	0	0	-94,250.15	-16,992.10	.00	94,250.15	100.0%
11250 Cable TV	37,360	37,360	18,465.42	5,165.99	.00	18,894.58	49.4%
11300 Assessing	297,218	303,368	130,552.40	18,469.26	4,507.71	168,307.89	44.5%
11400 Codes Enforcement	0	0	.00	-115.00	.00	.00	.0%
11600 Town Clerk & Elections	356,478	356,478	162,944.49	25,701.91	230.00	193,303.51	45.8%
11900 Planning Department	541,059	546,959	223,354.83	36,046.58	75,380.50	248,223.67	54.6%
11950 Economic Development Dept	104,564	104,564	38,225.27	1,247.72	.00	66,338.73	36.6%
TOTAL General Government	3,542,300	3,554,350	1,535,630.50	254,411.71	101,872.98	1,916,846.52	46.1%
<u>20 Public Safety</u>							
12100 Fire Department	2,985,969	3,010,869	1,434,633.04	230,981.81	46,628.93	1,529,607.03	49.2%
12150 Central Fire Station	41,054	41,054	13,669.85	3,899.25	6,369.00	21,015.15	48.8%
12160 Emerson Fire Station	50,350	50,350	10,967.19	1,990.14	562.00	38,820.81	22.9%
12200 Police Department	3,684,953	3,691,862	1,706,995.31	271,127.99	20,061.44	1,964,805.10	46.8%
12210 Police Special Detail	0	0	10,431.01	805.93	.00	-10,431.01	100.0%
12220 Emergency Services Dispatch	721,909	721,909	364,045.57	55,798.22	1,400.00	356,463.43	50.6%
12250 Police Station Building	68,730	68,730	21,670.25	5,687.30	.00	47,059.75	31.5%
12310 Streetlights	205,000	205,000	92,847.79	18,055.09	.00	112,152.21	45.3%
12320 Traffic Signals	31,600	31,600	15,105.62	4,807.78	.00	16,494.38	47.8%
12330 Hydrants	429,178	429,178	105,427.90	.00	.00	323,750.10	24.6%
12340 Civil Emergency Preparedness	2,000	2,000	.00	.00	.00	2,000.00	.0%
TOTAL Public Safety	8,220,743	8,252,552	3,775,793.53	593,153.51	75,021.37	4,401,736.95	46.7%

FOR 2014 06

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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30	Public Works							
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13100	Public Works Administration	414,090	414,090	194,495.69	31,716.11	.00	219,594.31	47.0%
13110	PW General Maintenance	1,629,304	1,629,304	577,675.80	144,224.77	117,786.98	933,841.22	42.7%
13130	Refuse Collection	573,143	573,143	235,584.77	44,383.93	203,083.35	134,474.88	76.5%
13140	Recycling	289,743	289,743	133,487.24	39,665.38	180,775.05	-24,519.29	108.5%
13150	PW Central Garage	781,964	781,964	301,576.01	52,471.20	56,179.44	424,208.55	45.8%
	TOTAL Public Works	3,688,244	3,688,244	1,442,819.51	312,461.39	557,824.82	1,687,599.67	54.2%
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40	Human Services							
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14100	General Assistance	170,106	170,106	70,302.07	12,352.24	6,911.47	92,892.46	45.4%
14120	Health & Social Services	2,744	2,744	693.57	.00	.00	2,050.43	25.3%
	TOTAL Human Services	172,850	172,850	70,995.64	12,352.24	6,911.47	94,942.89	45.1%
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45	Education							
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14500	School Department	35,570,775	35,570,775	14,862,082.01	2,347,896.26	.00	20,708,692.99	41.8%
	TOTAL Education	35,570,775	35,570,775	14,862,082.01	2,347,896.26	.00	20,708,692.99	41.8%
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50	Recreation and Culture							
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15000	Recreation Administration	435,014	435,014	202,335.09	33,333.77	167.98	232,510.93	46.6%
15050	Rec Buildings and Grounds	657,996	662,107	275,779.07	38,349.16	6,604.13	379,723.80	42.6%
15150	Rec Federal St Building	15,840	15,840	6,838.16	2,451.34	.00	9,001.84	43.2%
15250	Rec Building 211	122,151	122,151	26,407.71	5,637.07	6,722.69	89,020.60	27.1%
15300	Teen Center	10,000	10,000	10,000.00	.00	.00	.00	100.0%
15310	People Plus	105,000	105,000	100,000.00	.00	.00	5,000.00	95.2%
15400	Curtis Memorial Library	1,215,000	1,219,900	625,224.76	99,916.67	1,275.00	593,400.24	51.4%
	TOTAL Recreation and Culture	2,561,001	2,570,012	1,246,584.79	179,688.01	14,769.80	1,308,657.41	49.1%
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60	Intergovernmental							
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FOR 2014 06

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,249,487	1,249,487	1,249,487.00	.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,249,487	1,249,487	1,249,487.00	.00	.00	.00	100.0%
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70	Unclassified							
17000	Promotion and Development	160,258	160,258	128,892.74	3,511.48	220.00	31,145.26	80.6%
17010	Additional School Assistance	10,000	10,000	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000	1,250.00	750.00	.00	1,750.00	41.7%
17030	Wage Adjustment Account	68,000	68,000	.00	.00	.00	68,000.00	.0%
17052	School Master Plan	0	14,527	.00	.00	14,526.97	.00	100.0%
	TOTAL Unclassified	241,258	255,785	130,142.74	4,261.48	14,746.97	110,895.26	56.6%
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80	Debt Service							
18010	2003 High School Refunding Bo	0	0	-.50	-798,738.00	.00	.50	100.0%
18020	2006 CIP G/O Bonds	260,000	260,000	232,000.00	.00	.00	28,000.00	89.2%
18030	2011 GO CIP Bonds	269,450	269,450	238,150.00	-268,800.00	.00	31,300.00	88.4%
18040	Police Station Bond	394,448	394,448	321,224.43	.00	.00	73,223.57	81.4%
18050	2010 Elementary School Bond	0	0	-231,224.17	-1,563,038.00	.00	231,224.17	100.0%
	TOTAL Debt Service	923,898	923,898	560,149.76	-2,630,576.00	.00	363,748.24	60.6%
	GRAND TOTAL	57,606,531	59,088,928	27,724,660.48	1,073,648.60	771,147.41	30,593,119.93	48.2%

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

FOR 2014 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes						
111190 41101 Property Taxes	35,022,679	35,022,679	34,944,839.03	10.62	77,839.97	99.8%*
111190 41103 Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000	-92,689.30	-10,122.35	17,689.30	123.6%
111190 41105 Interest on Taxes	75,000	75,000	28,244.37	2,768.98	46,755.63	37.7%*
111190 41106 Tax Lien Costs Revenue	14,000	14,000	12,279.26	96.00	1,720.74	87.7%*
111190 41107 Tax Lien Interest Rev	0	0	12,899.15	.00	-12,899.15	100.0%*
111190 41109 Payment in Lieu of Ta	235,000	235,000	137,184.76	61,100.00	97,815.24	58.4%*
111190 41197 BETE reimbursement	185,780	185,780	147,378.00	147,378.00	38,402.00	79.3%*
111190 41198 Homestead exemption r	411,673	411,673	312,820.00	.00	98,853.00	76.0%*
111190 41199 Miscellaneous tax adj	3,320	3,320	.00	.00	3,320.00	.0%*
111191 41110 Excise Tax - Auto	2,700,000	2,700,000	1,416,408.63	174,090.56	1,283,591.37	52.5%*
111191 41111 Excise Tax Boat/ATV/S	24,000	24,000	3,476.50	218.80	20,523.50	14.5%*
TOTAL Taxes	38,396,452	38,396,452	36,922,840.40	375,540.61	1,473,611.60	96.2%
TOTAL REVENUES	38,396,452	38,396,452	36,922,840.40	375,540.61	1,473,611.60	
20 Licenses & Fees						
121111 42207 Passport Fees	8,000	8,000	3,825.00	500.00	4,175.00	47.8%*
121111 42208 Postage Fees	0	0	39.85	.00	-39.85	100.0%*
121111 42209 Passport Picture Reve	1,500	1,500	1,248.00	168.00	252.00	83.2%*
121411 42100 Building Permits	110,000	110,000	63,450.47	3,523.90	46,549.53	57.7%*
121411 42101 Electrical Permits	31,000	31,000	16,650.30	3,746.46	14,349.70	53.7%*
121411 42102 Plumbing Permits	13,500	13,500	12,590.83	1,302.50	909.17	93.3%*
121611 42200 Hunting & Fishing Lic	1,350	1,350	533.50	162.45	816.50	39.5%*
121611 42201 Dog License Fee	2,302	2,302	1,045.00	793.00	1,257.00	45.4%*
121611 42202 Vital Statistics	42,000	42,000	26,820.80	3,574.40	15,179.20	63.9%*
121611 42203 General Licenses	24,500	24,500	4,510.00	1,610.00	19,990.00	18.4%*
121611 42204 Victulars/Innkeepers	21,650	21,650	1,000.00	.00	20,650.00	4.6%*
121611 42205 Shellfish Licenses	20,700	20,700	275.00	.00	20,425.00	1.3%*
121611 42206 Neutered/Spayed Dog L	4,210	4,210	1,920.00	1,480.00	2,290.00	45.6%*
121611 42208 Postage Fees	0	0	105.35	25.55	-105.35	100.0%*
121911 42300 Planning Board Appl F	20,000	20,000	2,260.00	170.00	17,740.00	11.3%*
122121 42400 Fire Permits	700	700	280.00	60.00	420.00	40.0%*
122221 42500 Conc Weapons Permits	600	600	585.00	85.00	15.00	97.5%*
123131 42600 Public Works Opening	500	500	80.00	.00	420.00	16.0%*
TOTAL Licenses & Fees	302,512	302,512	137,219.10	17,201.26	165,292.90	45.4%
TOTAL REVENUES	302,512	302,512	137,219.10	17,201.26	165,292.90	

FOR 2014 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>30 Intergovernmental</u>						
131122 43505 FD EMPG grant	15,000	15,000	4,169.87	.00	10,830.13	27.8%*
131122 43506 FD SAFER grant	20,000	20,000	3,255.00	.00	16,745.00	16.3%*
131132 43103 Highway Grant Fund	208,000	208,000	214,392.00	.00	-6,392.00	103.1%*
131142 43104 State General Assista	27,000	27,000	4,668.78	.00	22,331.22	17.3%*
131190 43102 State Tax Exemption R	26,000	26,000	8,241.45	.00	17,758.55	31.7%*
131192 43101 State Revenue Sharing	1,059,000	1,059,000	516,601.28	84,698.50	542,398.72	48.8%*
131192 43106 Snowmobile Receipts	1,264	1,264	.00	.00	1,264.00	.0%*
134546 43120 State Education Subsi	10,840,108	10,840,108	6,231,067.79	-647,599.52	4,609,040.21	57.5%*
134546 43121 State Adult Educ. Sub	31,000	31,000	.00	.00	31,000.00	.0%*
TOTAL Intergovernmental	12,227,372	12,227,372	6,982,396.17	-562,901.02	5,244,975.83	57.1%
TOTAL REVENUES	12,227,372	12,227,372	6,982,396.17	-562,901.02	5,244,975.83	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	50,000	50,000	25,615.00	3,025.00	24,385.00	51.2%*
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500	469.00	101.00	1,031.00	31.3%*
141211 44121 Rental of Property	0	0	100.00	100.00	-100.00	100.0%*
141611 44131 Advertising Fees	0	0	716.01	.00	-716.01	100.0%*
142121 44155 Ambulance Service Fee	875,000	875,000	488,213.25	76,121.40	386,786.75	55.8%*
142121 44166 Special Detail - Fire	1,000	1,000	2,405.04	.00	-1,405.04	240.5%*
142221 44161 Witness Fees	3,000	3,000	2,150.00	250.00	850.00	71.7%*
142221 44162 Police Reports	3,600	3,600	1,361.00	172.00	2,239.00	37.8%*
142221 44163 School Resource Offic	80,000	80,000	80,000.00	80,000.00	.00	100.0%*
142221 44165 Special Detail - Poli	1,000	1,000	11,704.00	1,134.00	-10,704.00	1170.4%*
142221 44167 Dispatch Services fee	139,268	139,268	74,414.40	10,831.79	64,853.60	53.4%*
143431 44175 Recycling Revenue	25,000	25,000	11,598.20	1,634.00	13,401.80	46.4%*
144545 44100 School Tuition, etc	166,411	166,411	.00	.00	166,411.00	.0%*
TOTAL Charges for services	1,345,779	1,345,779	698,745.90	173,369.19	647,033.10	51.9%
TOTAL REVENUES	1,345,779	1,345,779	698,745.90	173,369.19	647,033.10	
<u>50 Fines & Penalties</u>						
151621 45103 Unlicensed Dog Fines	5,000	5,000	600.00	75.00	4,400.00	12.0%*
152121 45104 False Alarm Fire	2,000	2,000	.00	.00	2,000.00	.0%*

FOR 2014 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
152121 45107 Fire Code Violation F	0	0	200.00	100.00	-200.00	100.0%*
152221 45100 Ordinance Fines	600	600	547.00	350.00	53.00	91.2%*
152221 45101 Parking Tickets	20,000	20,000	11,489.00	1,775.00	8,511.00	57.4%*
152221 45102 Leash Law Fines	600	600	125.00	100.00	475.00	20.8%*
152221 45105 False Alarm Police	300	300	5.00	.00	295.00	1.7%*
152221 45106 Restitution	0	0	15.81	15.81	-15.81	100.0%*
TOTAL Fines & Penalties	28,500	28,500	12,981.81	2,415.81	15,518.19	45.6%
TOTAL REVENUES	28,500	28,500	12,981.81	2,415.81	15,518.19	
<hr/> 60 Interest earned						
161193 46100 Interest Earned	50,000	50,000	6,386.26	1,165.49	43,613.74	12.8%*
TOTAL Interest earned	50,000	50,000	6,386.26	1,165.49	43,613.74	12.8%
TOTAL REVENUES	50,000	50,000	6,386.26	1,165.49	43,613.74	
<hr/> 70 Donations						
171952 47000 BDC Contrib to Econ D	75,000	75,000	.00	.00	75,000.00	.0%*
171952 47001 MRRRA - Eco Dev positi	25,000	25,000	10,416.65	2,083.33	14,583.35	41.7%*
171952 47002 MRRRA - MCOG DUES	15,000	15,000	.00	.00	15,000.00	.0%*
TOTAL Donations	115,000	115,000	10,416.65	2,083.33	104,583.35	9.1%
TOTAL REVENUES	115,000	115,000	10,416.65	2,083.33	104,583.35	
<hr/> 80 Use of fund balance						
181100 48000 Unapprop General Fund	1,000,000	2,415,000	.00	.00	2,415,000.00	.0%*
181100 48001 Bal of State Revenue	20,000	20,000	.00	.00	20,000.00	.0%*
184500 48004 School Balance Forwar	2,800,000	2,800,000	.00	.00	2,800,000.00	.0%*
TOTAL Use of fund balance	3,820,000	5,235,000	.00	.00	5,235,000.00	.0%
TOTAL REVENUES	3,820,000	5,235,000	.00	.00	5,235,000.00	
<hr/> 90 Other						
191011 49000 Administration Miscel	0	0	260.26	10.26	-260.26	100.0%*

FOR 2014 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111 49000 Finance Miscellaneous	1,000	1,000	2,885.53	1,498.33	-1,885.53	288.6%*
191111 49104 Property & Casualty D	0	0	9,283.00	.00	-9,283.00	100.0%*
191111 49105 Postage & Handling	0	0	1,453.00	140.00	-1,453.00	100.0%*
191192 49100 Cable Television	210,000	210,000	58,249.98	.00	151,750.02	27.7%*
191194 49150 Gen Govt Asset Sales	290,066	290,066	40.00	40.00	290,026.00	.0%*
191411 49000 Codes Miscellaneous	0	0	10.25	.00	-10.25	100.0%*
191611 49000 Town Clerk Miscellane	1,200	1,200	715.75	50.00	484.25	59.6%*
191911 49000 Planning Miscellaneou	150	150	124.10	55.30	25.90	82.7%*
192121 49000 Fire Miscellaneous	0	0	561.87	19.99	-561.87	100.0%*
192221 49000 Police Miscellaneous	10,000	10,000	60,207.96	.00	-50,207.96	602.1%*
192294 49153 Police Vehicle Sales	13,500	13,500	.00	.00	13,500.00	.0%*
193131 49000 Public Works Miscella	0	0	4.74	.00	-4.74	100.0%*
193194 49154 Public Works Vehicle	0	0	4,000.00	4,000.00	-4,000.00	100.0%*
194545 49000 School Miscellaneous	120,000	120,000	56,658.75	39,168.41	63,341.25	47.2%*
195051 49000 Recreation Miscellane	0	0	132.80	.00	-132.80	100.0%*
199980 48100 General Fund Transfer	675,000	675,000	275,000.00	.00	400,000.00	40.7%*
TOTAL Other	1,320,916	1,320,916	469,587.99	44,982.29	851,328.01	35.6%
TOTAL REVENUES	1,320,916	1,320,916	469,587.99	44,982.29	851,328.01	
GRAND TOTAL	57,606,531	59,021,531	45,240,574.28	53,856.96	13,780,956.72	76.7%

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

MANAGER'S REPORT - B BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

MARINE RESOURCES & HARBOR MANAGEMENT

85 PLEASANT STREET

BRUNSWICK, MAINE 04011

TELEPHONE 207-725-5521 FAX 207-725-6663

Email – ddevereaux@brunswickpd.org



Daniel R. Devereaux

Marine Resource Officer

Harbormaster

December 10, 2013

TO: Mr. Gary Brown, Town Manager
CC: Chairman Mark Latti, Marine Resources; Fran Smith Brunswick Town Clerk
FROM: Daniel Devereaux MRO/HM
REF: Marine Resource Committee Authority

Dear Mr. Brown,

The Brunswick Marine Resource Committee is respectfully seeking its annual authority from the Brunswick Town Council to open in close coastal waters within the Town of Brunswick jurisdiction.

This request is under direction of the **Brunswick Municipal Code Chapter 11, Marine Activities Structures and Ways Section 11-161 Opening and Closing of Coastal Waters**. See below:

- a) *The marine resource committee, with the approval of the commissioner of marine resources, and the direct consent of the town council, and this consent to be given by the town council on an annual basis at their first regular meeting after the organization meeting, may open and close coastal waters. Except for emergency closures, or openings, the marine resource committee shall call a public hearing and shall send a copy of the notice to the Department of Marine Resources. At the hearing, the staff shall present evidence obtained from its survey and other sources, and members of the public may present evidence in support or refutation of the evidence presented by the staff. In the event of an emergency closure, or openings, the marine resource committee shall hold a public hearing as soon as practical, considering the need for adequate public notice and participation.*

The chair may determine that an opening or closing shall be placed on the agenda and shall direct staff to give notice of the hearing. Notice shall be posted at the town office, and published in a newspaper of general circulation no less than seven (7) days before the date of the hearing.

(b) After the hearing is closed, the marine resource committee shall make findings of fact on the relevant evidence presented. They shall then make a conclusion based on those findings of fact as to whether opening of coastal waters as requested is warranted by the recovery of the resource; or the freedom from predation, competition or other resource problem. If so, the marine resource committee with the concurrence of the department of marine resources shall order the coastal waters opening and shall set such time limitations and other harvesting conditions as are consistent with good conservation practices. If the request is to close the coastal waters, the marine resource committee shall make a conclusion based on their findings of fact as to whether closing the coastal waters is warranted by depletion of the shellfish, destruction of existing seed; or predation, competition or other resource problem. If so, the marine resource committee shall order the coastal waters closed until further request for opening by the staff. Any proposal for opening or closing of coastal waters shall be approved by the commissioner of marine resources prior to enactment.

(c) When the marine resource committee opens or closes the coastal waters, the committee's action may be reviewed at a regularly or specially scheduled town council meeting. The town council may uphold, reverse or amend the opening or closing decision of the marine resource committee.

With this authority the Brunswick Marine Resource Committee is authorized to open and close shellfishing grounds for conservation based on evidence provided to them by staff or the public. It alleviates the Town Council from public hearings concerning the closure of coastal waters. It however does not prohibit the Town Council from reviewing and reversing decisions made by the Marine Resource Committee.

The Marine Resource Committee on an occasional basis will open and close areas to ensure sustainability or allow undersized shellfish to reach marketable size without being disturbed. They also use this authority to close areas they have recently reseeded with juvenile shellfish.

To conduct these types of closures the Town Council must with a majority approval give its permission. If you have any questions or concerns please contact me.

Respectfully,

Daniel R. Devereaux MRO/HM

Daniel R. Devereaux MRO/HM

MANAGER'S REPORT - C BACK UP MATERIALS

Brunswick Development Corporation
28 Federal Street
Brunswick, ME 04011

January 14, 2014

Mr. Daniel R. Devereaux
Marine Resources Officer
85 Pleasant Street
Brunswick, ME 04011

Dear Dan:

I am pleased to confirm that we have approved your request for a grant in the amount of \$25,000 to carry out the projects as described in your December 2, 2013 memorandum to the Brunswick Development Corporation ("BDC"). This letter, when signed by Brunswick Marine Resources (the "Grantee"), will constitute an agreement between BDC and the Grantee, with the following terms and conditions (the "Agreement"):

- A. GRANTEE: Brunswick Marine Resources
- B. AMOUNT: \$25,000 (the "BDC Grant")
- C. PURPOSE AND USE OF FUNDS: To conduct the project(s) as described in the Grantee's request for funding in the memorandum to the BDC dated December 2, 2013 from Daniel R. Devereaux on behalf of Brunswick Marine Resources. A copy of that memorandum is attached as EXHIBIT A and made a part of this Agreement.
- D. PAYMENTS: Upon execution of this Agreement, BDC shall advance \$25,000 to the Grantee. The Grantee shall submit proof of qualifying expenditures to the BDC Treasurer in a form and manner as the BDC Treasurer may prescribe. BDC reserves the right to audit the Grantee's financial and other records relating to this Agreement and the Grantee agrees to make those records available upon request. At the earlier of the completion of the work contemplated by this Agreement, or the closeout date as defined herein, the Grantee shall reimburse BDC for any unexpended funds advanced to the Grantee.
- E. WORK PRODUCTS: As evidence of compliance with the terms of this Agreement, the Grantee shall provide to the BDC copies of all written reports and any other materials contemplated under this Agreement. BDC shall determine the sufficiency of those submissions in determining compliance with this Agreement. Should the Grantee fail to provide copies of the work product as defined herein, it shall be in default of the terms of this Agreement and it shall reimburse the BDC for all grant funds provided.

BDC Grant to Brunswick Marine Resources

F. GRANT COMPLETION AND CLOSEOUT: All work contemplated by this Agreement must be completed and submitted to BDC by June 30, 2015. Failure to complete the work and submit the work product by that date shall be deemed a default of the terms of this Agreement requiring the Grantee to reimburse the BDC for all funds provided.

G. ADDITIONAL CONDITIONS:

1. The Grantee shall use the BDC Grant funds solely for the purposes as described in this Agreement.
2. This BDC Grant is solely for the benefit of Grantee and may not be assigned or transferred.

If the terms and conditions as stated herein are satisfactory, please sign and return a copy of this Agreement by January 31, 2014. If we do not receive your written acceptance by that date, BDC's commitment shall expire.

We wish you the best with your projects and are pleased that we could be of assistance. Should you have any questions, feel free to contact me.

Sincerely,

Larissa Darcy, President
BRUNSWICK DEVELOPMENT CORPORATION

The undersigned, acting as authorized and on behalf of the Grantee, agrees to the terms and conditions contained in this Agreement.

January _____, 2014

By: Daniel R. Devereaux
BRUNSWICK MARINE RESOURCES

Attachment: EXHIBIT A

EXHIBIT A

MEMO

TO: Board of Directors of the Brunswick Development Corporation
Larissa V. Darcy, President

FROM: Daniel R. Devereaux MRO/HM, Brunswick Marine Resources

DATE: December 2, 2013

RE: Funding Request for the Development and Rapid Deployment of Commercial Quahog Management Protocols

EXECUTIVE SUMMARY

The town of Brunswick has 50 years of history in managing the public intertidal shellfish resource in a way that maximizes the number of commercial licenses that can be sustained from year to year. Throughout this time, Brunswick has been a leader in introducing new and innovative management techniques, (e.g. shellfish reseeded, population studies, pollution assessment, strict shoreline zoning). Brunswick has traditionally been a leading producer of softshell clams in Maine.

However, within the last two years local harvesters and resource managers have noticed drastic declines in the productive growing acreage and softshell clam populations; we anticipate that these losses could result in a loss of nearly one-third of the local commercial harvesting jobs. During this same period, quahog populations have been expanding significantly throughout Brunswick's intertidal zones, particularly in Maquoit and Middle Bay. Brunswick resource managers feel that there is a strong potential for salvaging commercial shellfish jobs by shifting a percentage of commercial licenses to quahogs.

We are requesting BDC's assistance to develop a quahog specific methodology for surveying and managing the quahog populations. Brunswick currently uses a scientifically proven methodology to survey the softshell clam resources. This methodology includes locally adapted growth curves and analysis of local growing conditions to determine existing standing crops as well as projections for future resource abundance. The approach enables managers to adjust license numbers annually based on clam survivorship and thereby avoid boom or bust cycles in the industry. In developing a similar methodology for quahogs, we will be able to rapidly deploy a team of surveyors to utilize the develop methodology, which could help offset job loss in the immediate future.

PROJECT BUDGET

- A. We estimate a cost of approximately \$15,000 to contract with local contract marine scientists to develop and test this methodology. Our project team will include Chris Heinig of MER Assessment Corporation (MER Assessment Corporation is a marine environmental and resource consulting company based in Brunswick, Maine), and

EXHIBIT A

Darcie Couture of Resource Access International, LLC (Brunswick based RAI is a consulting firm committed to promoting sustainability in the seafood industry).

The proposed scope of work includes an initial desktop effort to develop survey methodologies, and a field component to test assumptions and generate data necessary to further refine the survey approach and produce a final population analysis. During the initial phase of the work, project scientists will conduct a literature review to identify shellfish survey methods, species specific survivorship rates and growth projections. Proposed field efforts will then help to determine harvest-related mortality and harvester efficiency; both variables necessary for development of a final model. The field component of the project will require the assistance and cooperation of Brunswick harvesters to facilitate the necessary data gathering by project scientists. The field effort will necessitate multiple field days under a variety of conditions in order to properly estimate local quahog mortality resulting from typical harvest techniques.

The final product resulting from this request will be a methodology that will enable the Brunswick Marine Resources to annually quantify Brunswick's standing crop of quahogs by age class and determine, in a scientifically defensible manner, the sustainable number of commercial harvest licenses that can be issued in that year. Given the expected reduction in commercial softshell clam licenses in 2014, it is critical that a shift to quahog harvesting be facilitated as soon as possible to minimize local job impacts.

- B. We anticipate an additional cost of \$10,000 to deploy a team of 3 marine technicians from RAI and volunteers to utilize the develop method (A) to collect the necessary data to help in establishing analysis of quahog population in Brunswick.

The proposed scope of work will include a team of professional marine technicians and volunteers to deploy the developed methodology through a standard marine survey over approximately 500 acres of intertidal zones. The additional proposal will allow us to rapidly deploy these scientifically proven techniques to help offset any job loss immediately.

DEMONSTRATED COMMUNITY NEED FOR PROJECT

The local softshell clam resource currently employs 50 Brunswick residents and 7 nonresidents. It supports over 150 recreational licenses and has an economic value of \$3 million. The expected 20% cut in annual commercial shellfish harvest licenses in 2014 will have significant implications to the local economy. Shifting harvesters to quahogs will not only minimize this impact, but will help to develop a market for this growing resource and have the additive effect of broadening local awareness of and demand for another locally produced seafood product. We anticipate that as the shift from softshell clam to hardshell quahog harvesting begins to take root, Brunswick's shellfish industry will experience a net increase in the quantity of product brought to local markets. In the 1950's the Town had an immense population of quahogs in Maquoit Bay. During that time there was no management plan, no license limits, no harvest limits. This resulted in over harvesting and within a few short years the lucrative quahogs were over fished and disappeared. We can take what little knowledge we have from this history, deploy these

EXHIBIT A

management strategies and begin to build upon a natural resource that is now began to rejuvenate itself.

CAPACITY TO CREATE NEW JOBS

It is unlikely that this project will result in a short-term net gain of local shellfish harvesting jobs. We do expect that the project will minimize pending local job losses, and over time help to develop a significant seafood commodity for Brunswick which will have implications not only for harvesters, but also local wholesalers, retailers, and restaurants. Hardshell clams are sold throughout the world, while softshell clams are predominately a Northern New England commodity. If Brunswick continues to nurture this resource with well-developed management and market strategies, it is not unreasonable to expect that the Town becomes a leader in quahog markets up and down the eastern seaboard and abroad. As stated above, it is unlikely over the course of the next year to expect additional harvesting jobs will be available immediately, however, it is foreseeable to steadily increase commercial quahog jobs in the next 10 years.

ENHANCING BRUNSWICK'S ECONOMIC CLIMATE

Brunswick is not currently known as a producer of hardshell clams. This commodity has traditionally been a southern New England specialty with only minor contributions from the northern New England states. Shifts in ocean temperatures are now changing the seafood industry in every state. By spearheading sustainable local management of the quahog resource in Maine, Brunswick can get out in front as a reliable supplier of hardshell clams for the Northeast region. As seen along Cape Cod, the intertidal quahog is the predominate species of shellfish harvested, and each year the harvesters on Cape Cod increase their productivity by nurturing and farming quahogs. It is important to notice the changes and be willing to adapt and implement those same programs in Maine. With this said, tourism on the Cape Cod has increased due to the increase in the quahog populations, as locals and people from afar come to partake in annual quahog harvesting. Recreational and educational opportunities will come to fruition if similar programs are developed locally in Brunswick.

COLLABORATIVE PARTNERSHIPS

The Brunswick Marine Resources Committee is currently collaborating with the Maine Department of Marine Resources Shellfish Management to ensure laws are enacted that will help further strengthen a local sustainable quahog management plan. We are currently working on establishing a collaborative agreement with Salem College in Massachusetts and Cat Cove nursery. We will always collaborate with our local team of private sector scientists to determine the best possible methods to develop and nurture this returning fishery. If this management idea is funded and the strategies are developed, we will reach out to local high schools, and Bowdoin and Bates Colleges to help shore up, improve and enhance the existing populations.

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

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

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

MANAGER'S REPORT - G BACK UP MATERIALS

Sections of the PretiFlaherty Proposal for Legal Services

Excess LPL coverage is provided by Ironshore Specialty Insurance Company (7/1/2013 through 7/1/2014), at \$5,000,000 per claim (subject to one round the clock reinstatement) with total policy aggregate of \$10,000,000 and by Nautilus Insurance Company (7/1/2013 through 7/1/2014), at \$5,000,000 per claim (subject to one round the clock reinstatement) with a total policy aggregate of \$10,000,000.

The total LPL Program is \$20,000,000 per claim (subject to one round the clock reinstatement) with a total policy aggregate of \$40,000,000. "Round the clock reinstatement" provides double coverage for any calendar year.

Financial Consideration

Having worked with many municipalities over the years, we understand municipal budgets and are especially sensitive to controlling municipal legal fees. For this reason, we are proposing three options: first, a reduced hourly fee; second, a fixed fee retainer agreement for routine general services with reduced hourly fees for services beyond the general retainer; and three, a fixed retainer for all services except litigation.

Option 1: Discounted Hourly Fee

Preti Flaherty proposes to charge by the hour for legal services to the Town of Brunswick. The discounted rates of those principally involved in this matter are set forth below:

<i>Stephen E. F. Langsdorf</i>	<i>\$200.00/hour</i>
<i>Other Partners</i>	<i>\$195.00/hour</i>
<i>Associate Attorneys</i>	<i>\$175.00/hour</i>
<i>Paralegals</i>	<i>\$100.00/hour</i>

These rates are consistent with the rates that we charge other municipalities and are significantly discounted from our full rates.

Our analysis of the Town's December 2012 – October 2013 legal invoices reveals that current counsel has charged \$96,268 during this period and charged \$210 per hour for primary municipal counsel, and, on average, \$204/hour for other partners and, on average, \$188/hour for associates, and, on average, \$108 per hour for paralegals. Preti Flaherty's proposal represents a reduction of \$10 per hour for primary municipal counsel, \$9 per hour for other partners, \$13 per hour for associates, and \$8 per hour for paralegals.

Of the services rendered by the Town's current counsel between December 2012 – October 2013, 82% was performed by 16 different partners, while 16% was performed by 8 different associates. For comparison, we will assume that Preti Flaherty would use the same ratio of partners to associates in rendering the same services. In that case, our proposed option would have yielded a savings of \$4830, or 5%, to the Town of Brunswick over your current arrangement with the Town's existing counsel.

Option 2: Fixed Price Retainer for General Services and Discounted Hourly Fee

Preti Flaherty proposes to charge for general legal services on a fixed price retainer basis and a discounted hourly fee for services beyond the retainer. A \$3000 fixed monthly retainer would include all general services. For non-general services (including specific litigation), services would be rendered at the discounted rates listed above. We have a similar agreement with the City of Augusta which has worked well for them because it allows Council members and staff to contact us with most questions without fear of running up their legal bill. At the same time, they enjoy reduced hourly fees for all other services.

Our analysis of the Town's December 2012 – October 2013 legal invoices reveals that the Town's current counsel charged \$96,268 for services rendered between December 2012 – October 2013. If those same services had been rendered by Preti Flaherty, 43% would have been covered under the retainer, while 57% would have been billed at reduced hourly fees. Based on our calculations, this proposed option would have yielded a savings of approximately \$16,737, or 18%, to the Town of Brunswick over your current arrangement with the Town's existing counsel.

Option 3: Fixed Price Retainer

Preti Flaherty proposes to charge a fixed monthly retainer of \$8000. This retainer would cover nearly every legal service for the Town. The only services outside of this fixed price would be litigation which would be billed at the reduced hourly rates outlined in Option 1. It would include the same level of attendance at meetings consistent with counsel's attendance at meetings reflected in the Town's December 2012 – October 2013 legal invoices.

Our analysis of the Town's December 2012 – October 2013 legal invoices reveals that the Town's current counsel charged \$96,268 for services rendered between December 2012 – October 2013. If those same services had been rendered by Preti Flaherty, 100% would have been covered under the retainer. In that case, our proposed option would have yielded a savings of \$13,268, or 14%, to the Town of Brunswick over your current arrangement with the Town's existing counsel.

Additional Notes

We believe that the calculations for annual savings under each of the options outlined above are conservative because the amount of legal work provided during the December 2012 – October 2013 appears to be lower than in previous years. In preparing this Proposal, Town Manager Gary Brown informed us that, for the last five years, the Town's legal bill has been around \$120,000 - \$130,000 annually and never less than \$120,000. This figure, he said, does not include additional substantial legal work such as the Brunswick Station TIF and landfill compliance which represented additional fees of over \$100,000 and \$30,000 respectively.

Therefore, Preti Flaherty's proposed fee options would yield a substantially higher savings than we have outlined above.

Regardless of the preferred option, Preti Flaherty will forward detailed billing statements to the Town monthly. We would be willing to negotiate these fee arrangements at your request. Although our proposal includes all municipal, bond, and legislative work, we would also be willing to discuss fee arrangements for specific areas of representation alone as well as reduced hourly fees, retainers, caps, or other forms of compensation. As previously noted, we will also provide an annual training and legal update for Town Councilors and staff at no charge.

Below, please find our responses to the specific questions raised in your Request:

Attorney cost/hour (indicate discount from regular rates if applicable): *Discounted Rate - \$200.00/hour. (only applicable for Option 1, and Options 2 and 3 when outside retainer)*

Associate attorney cost/hour (indicate discount from regular rates if applicable): *Discounted Rate - \$150.00/hour (only applicable for Option 1, and Options 2 and 3 when outside retainer)*

Paralegal cost/hour (indicate discount from regular rates if applicable): *Discounted Rate - \$100.00/hour (only applicable for Option 1, and Options 2 and 3 when outside retainer)*

Clerical cost/hour (indicate discount from regular rates if applicable): *No charge*

Other staff costs/hour (indicate discount from regular rates if applicable): *No charge*

Will billable rates for travel include both ways, one way or no charge?: *One way*

Mileage expense rate: *\$0.565 per mile (updated annually per IRS guidelines)*

Research services cost/hour (e.g. West Law): *Certain employment or litigation matters may require electronic research for which we will bill the Town separately. Before incurring such charges, we will discuss the amount and need for this additional amount.*

Other costs (photocopying, fax, telephone expense, other): *Preti Flaherty will not bill the Town for secretarial services, telephone, stationery, postage, supplies, library and equipment requested to provide these general services.*

ITEM 4

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 1/21/2014 on the following Special Amusement license applications:

Special Amusement

Brunswick Lodge of Elks # 2043
D/B/A: Brunswick Lodge of Elks
179 Park Row

Ms. Angela Brackett

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: _____

Partnership-Partner's Names: _____

Corporation-Corporation Name: Brunswick Lodge of ELKS #2043

Incorporation Date: 6/29/57 Incorporation State: MAINE

New License: Opening Date _____ Renewal License

Business Name: Brunswick Lodge of ELKS #2043 E-Mail: _____

Business Address: 179 Park Row Business Phone Number: 725-8265

Name of Contact Person: Angela Brachett Contact's Phone Number: 725-8265

Mailing Address for Correspondence: 179 Park Row - Brunswick, Me 04011

Signature of Owner, Officer, Partner or Agent: ✓ Rodney Bauer EXACTLY

Date: 11/23/2013

Corporations Please Complete:

Address of Incorporation:	Phone #:
Name of Corp. Officer, Owner, or Partners:	Title Address % of Stock or ownership
<u>Rodney Bauer</u>	<u>Exhalted Ruler 40 Karen Lane Brunswick Me</u>
<u>Adam Belmore</u>	<u>Leading Knight 24 Prospect St. Topsham, Me 04086</u>
<u>Fred Mitchell</u>	<u>lecturing Knight 88 Russel St Apt 2 - Bath, Me</u>
<u>Kevin Keeman</u>	<u>Royal Knight 23 Windu St Topsham, Me 04086</u>
<u>Linda Bauer</u>	<u>Trustee 40 Karen Lane Brunswick, Me</u>
<u>Gil Wildes</u>	<u>Trustee 108 Valentine Rd Bowdoinham</u>
<u>Dawn Barton</u>	<u>Trustee - Bath, Me Bowdoinham, Me</u>

Town Clerk Use Only

License Fee \$100.00 Paid Advertising Fee \$ _____ 0 Paid

Required Approvals: 0 Finance Codes/Fire 0 Council PH Date: 1-21-2014

Mailed or Issued Date: _____

Clerk Notes:

OVER

Describe in detail the kind and nature of entertainment:

Occasional D.J.'s or small 3-4 piece bands
in lounge area marked #1 + #all
#2 - lounge
During Regular hrs of operation 11-9 T-F+st

Describe in detail the room or rooms to be used under this license:

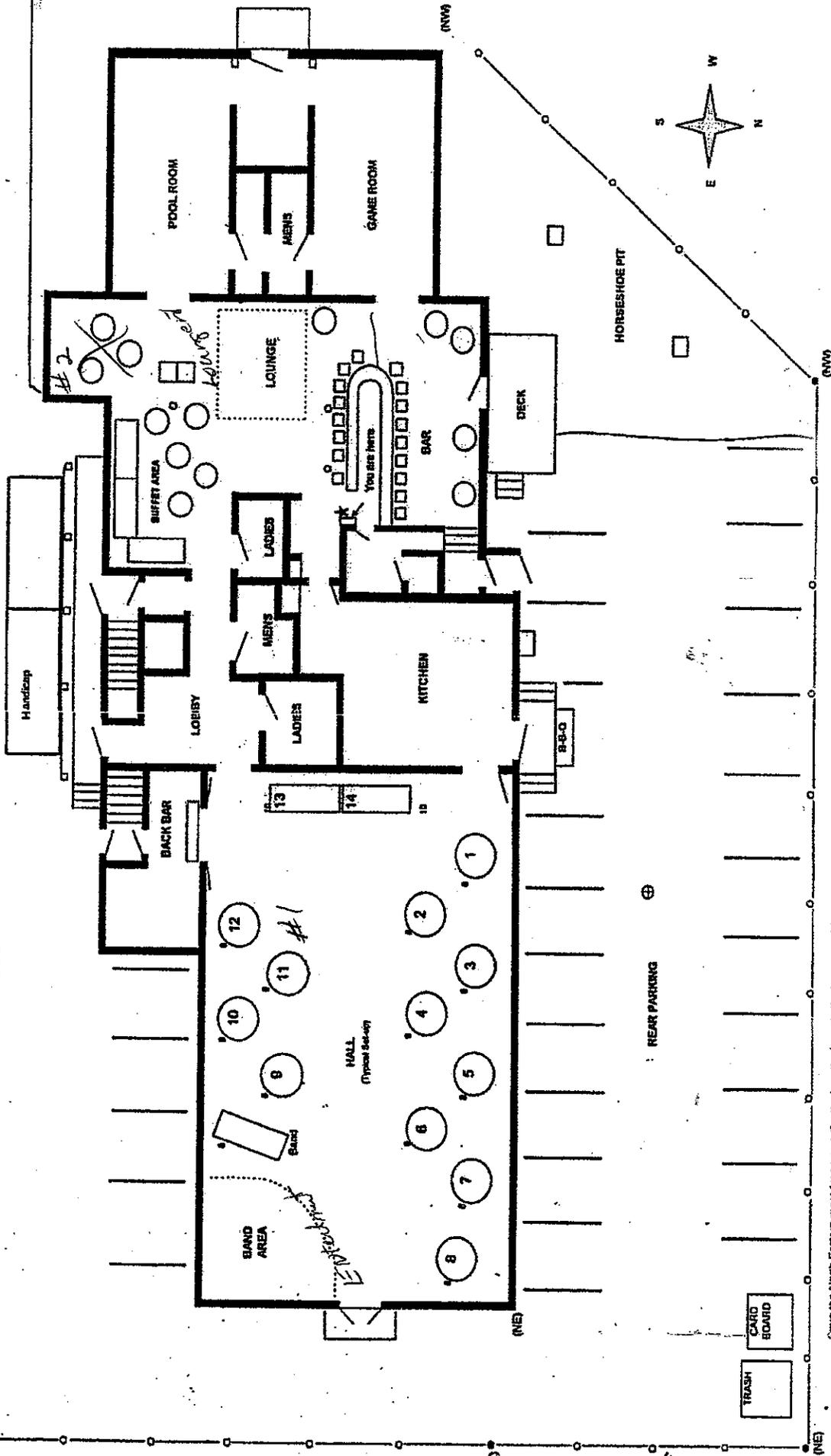
See Diagram

Hall area marked #1 on Drawing
Regular MBRS lounge area marked #2

DIAGRAM

DRIVEWAY (Front Park Row)

FRONT PARKING



BRUNSWICK ELKS LODGE - Building 1st Floor and Parking
 (NOT TO SCALE)

From the North Eastern most fence post, South along the fence to the fence post (X) most adjacent to the North East corner of the Building.
 Then West along the North wall of the building to the North Western most corner of the building. Then North to the North Western most fence post.
 Then East along the fence to the North Eastern most fence post.

ITEM 5

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

January 15, 2014

To: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: MaineDOT Route 24 Corridor Study Implementation Presentation: Rerouting of Route 24 and Establishing Business Route 24.

At staff's request, Peter Coughlan, P.E., MaineDOT Community Services Division Director, will present the process MaineDOT will be using to reroute Route 24 in Topsham and Brunswick and establish a new Business Route 24 to follow the existing Route 24 corridor beginning at the intersection with Route 196 in Topsham and ending at the intersection with Gurnet Road. A map illustrating the rerouting is attached.

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

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

At your July 15, 2013 meeting, Town Council endorsed the plan, including the following list of recommended corridor improvements or strategies by municipality for the following five regional objectives.

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

Those specific to Brunswick are related to Objective 5, working with MaineDOT and the Town of Topsham to re-route Route 24 from Maine Street and Bath Road with consideration given to establishing

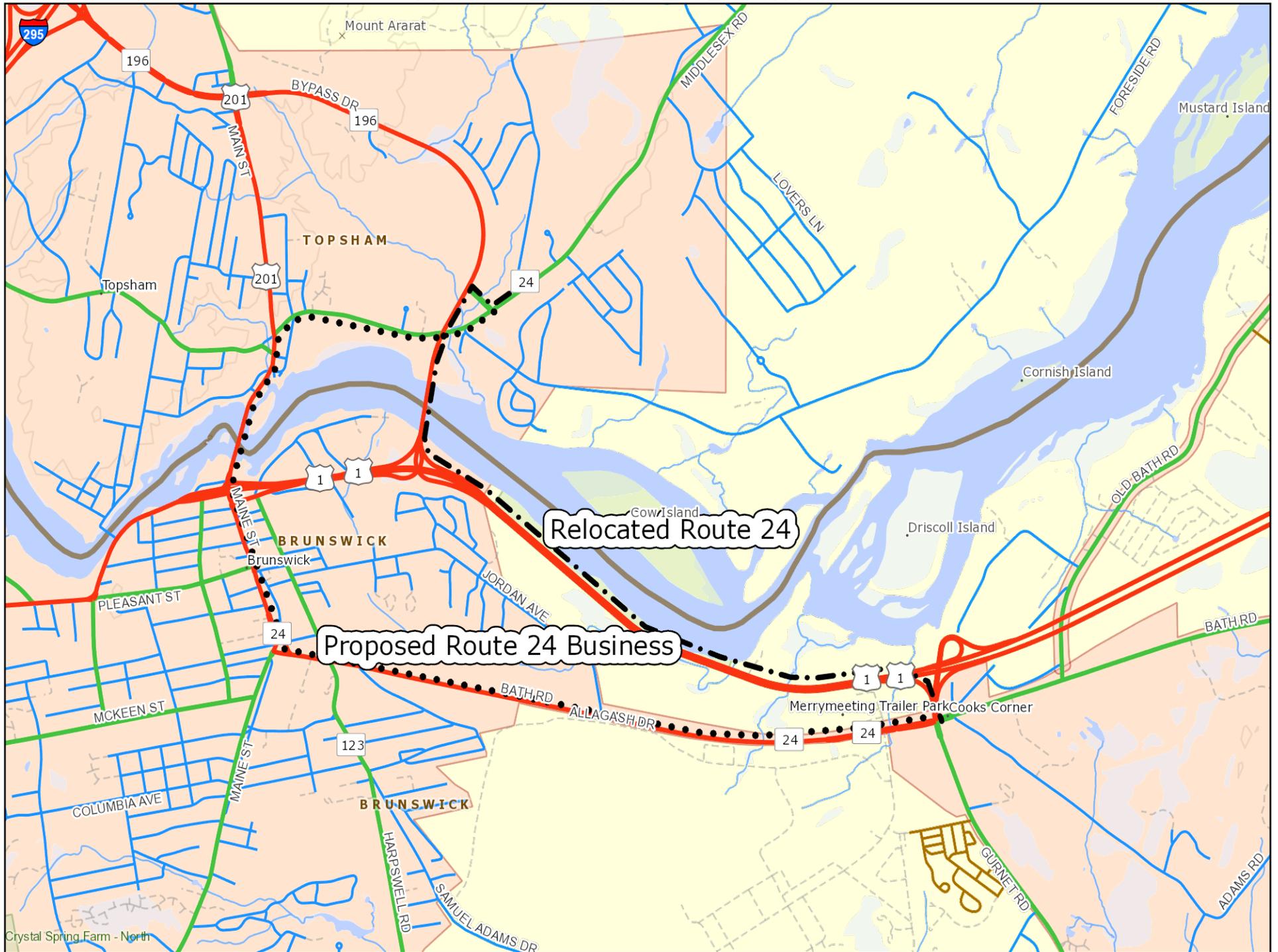
a Business Route 24 designation in its place. It is further recommended that such changes should include a public process and the “filling-in” of any bicycle and pedestrian gaps created by the re-routing. MaineDOT is now implementing the recommended rerouting,

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

Attachment

Intentionally left blank

Route 24 and 24Business



Map Generated on Friday, December 27, 2013 11:15:06 AM

Map Scale 1:28446

The Maine Department of Transportation provides this publication for information only. Reliance upon this information is at user risk. It is subject to revision and may be incomplete depending upon changing conditions. The Department assumes no liability if injuries or damages result from this information. This map is not intended to support emergency dispatch. Road names used on this map may not match official road names.

Jurisdiction Roads

-  *State Highway*
-  *Toll Highway*
-  *State Aid*
-  *Townway*
-  *Townway Summer Maint. Only*
-  *Townway Winter Maint. Only*
-  *Seasonal Parkway*
-  *Reservation*

MaineDOT Regions



State Urban



Water Bodies



Boundary Lines

-  *coastline*
-  *county*
-  *state*
-  *town*

Wetlands



Conserved Lands



ITEM 6

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

January 15, 2014

Memo to: Brunswick Town Council
Gary Brown, Town Manager
From: Anna Breinich, AICP
Subject: Request to set a Public Hearing: Proposed Amendment to Brunswick Zoning Ordinance, Section 216, Village Review Zone

As you know, Town Council recently amended its appointments policy for Town Boards, Commissions and Committees. The amended policy more clearly addresses position vacancies (Section 15), in particular for the Board of Assessment Review, Marine Resources Committee, Planning Board, Village Review Board and Zoning Board of Appeals, stating that if a member's term has expired, the position will be considered vacant as of the date the term expires. In the past, members of a Board, Commission or Committee have been able to continue serving until either that person was reappointed or a new member was appointed by Council.

Since March 2013 the Village Review Board (VRB) has had only 4 members, the ordinance-required quorum. Full membership is 7 members. With the amended appointments policy, the Board is now down to 3 members, one short of the ordinance-required quorum of 4 members, and cannot meet to conduct business. Staff has received one major development review application (Sketch Plan) located in the Village Review Zone and anticipates other applications for Board-level actions on Certificates of Appropriateness which by ordinance must be reviewed and determined complete by the VRB within 30 days. In all likelihood, the Town will not be in position to meet that review deadline.

At their January 7th workshop session, Planning Board discussed staff suggested zoning amendments as follows.

1. Amend Sections 216.2 A. and E., reducing VRB membership from seven to five members, further reducing the required quorum from four to three members. This amendment is being suggested due to the long-term lack of a full membership in the composition of the Board.
2. Amend Section 216.5 B. to add a new subsection 5 authorizing the Planning Board to act on pending Certificates of Appropriateness if a quorum of the VRB cannot be achieved within the required timeframe.
3. Amend both Sections as presented above to minimize further quorum issues for the Village Review Board.

The Planning Board directed staff to prepare an amendment to Section 216.5B, as stated above, and scheduled a public hearing for January 28th at which time the Planning Board will make a recommendation to the Town Council. The proposed amendment is attached.

Due to the immediacy of the situation, staff respectfully requests Town Council to schedule a public hearing at this time for consideration of the Planning Board recommended amendment on February 3rd.

I look forward to your discussion.

Attachment

January 10, 2014

**PROPOSED AMENDMENT TO BRUNSWICK ZONING ORDINANCE
Section 216 Village Review Zone (VRZ)**

216.5 Certificate of Appropriateness

- A. A Certificate of Appropriateness is required for any of the following activities in the Village Review Zone involving contributing resources or, if visible from a public right-of-way, noncontributing resources:
1. Construction of a new structure.
 2. Addition to an existing structure.
 3. Alteration to the exterior appearance of any structure with the exception of in-kind replacement of windows, facades and building ornamentation, normal maintenance and painting. This includes, but is not limited to, any construction requiring a building permit, the construction of fences, changes in windows or façade materials, or the elimination or addition of any ornamentation.
 4. Relocation of any structure, or portions thereof.
 5. Demolition of any structure or portions thereof.
 6. Construction, installation or alteration of any sign, with the exception of directional signage less than three square feet in size.
- B. The power to grant a Certificate of Appropriateness for new construction, additions, alterations, relocations and demolitions under this Section is vested in the Village Review Board; however that power is hereby delegated in accordance with the following provisions:
1. The Director of Planning and Development shall have the power to grant a Certificate of Appropriateness in cases where, in her/his judgment, the impact of the proposed activities will be minor, as defined in Section 216.8(B)(1) herein, and in keeping with the review standards of the Ordinance.
 2. The Director of Planning and Development shall regularly apprise the Village Review Board of Certificates of Appropriateness granted in accordance with subparagraph 1.
 3. Notwithstanding the authority delegated to the Director of Planning and Development, the applicant and the Village Review Board Chair each has the right to require review of an application by the Village Review Board.
 4. The Director of Planning and Development may find proposed changes to an approved Certificate of Appropriateness to be a minor modification, in which case approval by the Village Review Board shall not be required.
 - 4.5. In the event vacancies exist on the Village Review Board such that a quorum cannot be achieved to permit the Village Review Board to act on a pending or new application for a Certificate of Appropriateness, the Brunswick Planning Board shall act as the Village Review Board and shall hear and decide any such pending or new application, applying the criteria set forth in this Section 216. To the extent the applicant is also required to seek development review from the Planning Board in accordance with Chapter 4 of this Ordinance, the Planning Board shall hear the application for a Certificate of Appropriateness together with such development review. The Village Review Board shall hear and decide new applications filed after vacancies on the Village Review Board are filled such that a quorum can be achieved.

- C. If a structure or property has been damaged by fire, flood, storm or other disaster, and emergency temporary repairs or partial demolition are required in order to protect health or safety, or to prevent further damage to the structure or property, the Codes Enforcement Officer may waive temporarily the requirements of this Section for a Certificate of Appropriateness and issue a building permit for such emergency temporary repairs, including partial demolition. No later than 30 days after the issuance of the permit, the permit applicant must apply for a Certificate of Appropriateness for the repairs or demolition already made and/or any planned permanent repairs or additional demolition work that requires a Certificate of Appropriateness under Section 216.5. A.

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BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**Resolution Authorizing the Town Treasurer to Waive Foreclosure on
Certain Real Estate Tax Lien Mortgages**

WHEREAS, On August 24, 2012 the Tax Collector for the Town of Brunswick, pursuant to 36 MRSA §942 and §943, filed tax lien mortgage certificates in the Cumberland County Registry of Deeds to secure payment of real estate taxes that were assessed on April 1, 2011 and unpaid as of August 24, 2012; and

WHEREAS, on February 24, 2014 those tax lien mortgages will foreclose if the outstanding real estate taxes, including interest and costs, are not paid in-full; and

WHEREAS, upon foreclosure the Town of Brunswick will acquire title to the properties secured by the tax lien mortgage certificates; and

WHEREAS, the Town Manager, in consultation with the Tax Assessor, Codes Enforcement Officer and Finance Director, has determined that there are certain properties in such condition that the Town's interest is better served in not acquiring them; and

WHEREAS, the Town Manager is recommending that the Town not acquire such properties;

NOW THEREFORE BE IT RESOLVED, that pursuant to 36 MRSA §944, the Town Treasurer be authorized to waive foreclosure on any properties that the Town Manager has determined are not in the Town's interest to acquire; and

BE IT FURTHER RESOLVED, that the Town Treasurer be authorized to file, in the Cumberland County Registry of Deeds, certificates waiving foreclosure on the identified properties.

Proposed to Town Council: January 21, 2014

Adopted by Town Council:

ITEM 8

BACK UP MATERIALS

TOWN MANAGER POSITION SPECIFICATION

MAJOR AREAS OF RESPONSIBILITY

Directs town administration and operations in accordance with sound municipal management principles, town ordinance, and applicable state and federal laws.

Advises the Town Council on technical issues regarding budget, funding, policy and procedural issues. Ensures that the policies and directives of the Council are enacted in an efficient, effective and timely manner.

Assists the Council to develop and formulate long-range objectives and programs and by proactive efforts to anticipate and address future needs.

Serves as leader and role model to subordinate Town employees to motivate and integrate their needs with the needs of the organization. Contributes to the effective administration of Town government by fostering an attitude among staff that encourages cooperation, coordination of efforts, efficient use of resources and a service orientation to the citizenry. Ensures the establishment of programs designed to maintain positive employee relations.

Serves as resource of vital information by seeking and receiving relevant data, and disseminating it to officials, departments and citizenry as needed.

Responsible for conflict management within the Town administration, by responding to problems and opportunities to take action, by planning for constructive change as required, and by allocating resources to various uses within the Town.

Directs the formulation and implementation of the Town budget and capital improvement programs, by establishing controls, identifying funding sources and directing the administration of grants programs that will ensure the financial integrity of the Town.

PEER RELATIONSHIPS

While the Town Manager has no organizational peers, s/he works closely with the Town Council; department heads; the Town Attorney; officials of the State of Maine, the Maine Municipal Association, Brunswick School Department, Brunswick-Topsham Water District and Brunswick Sewer District; as well as officials from neighboring communities such as Bath, Topsham and Freeport. Along with the Council Chairperson and Council members, s/he is a representative of the Town with citizen groups, the business community, the media, other public agency executives, the Brunswick Naval Air Station and Bowdoin College.

The Town Manager represents the Town with various advisory boards and commissions, but primarily with the library board, the Military Community Council, the 55+ Center Board of

Trustees, the Industrial Development Commission, civic and professional organizations. S/he also serves as principal coordinator for intergovernmental relations.

SUPERVISORY RESPONSIBILITY

The Town Manager directly supervises the Administrative Assistant/Personnel Director, Executive Secretary, and department directors of Finance, Codes Enforcement, Planning, Welfare, Police, Fire, and Public Works. S/he shares supervisory responsibilities of the Department of Parks and Recreation with the Recreation Commission. The Town Manager also works closely with the Assessor and Town Clerk, who are appointed by Council; and the Town Attorney, who is contractually appointed by the Council for annual terms.

EXPERIENCE DESIRED

Five to seven years senior level management experience as a town or city manager in a progressive, high growth community. Public sector experience is mandatory with a demonstrated background of working with a Council, citizens' committees and advisory boards.

Demonstrated ability to negotiate and develop a team approach to problem solving with staff, to develop harmony with a diverse political climate, and to guide groups into successful consensus decisions.

The individual will also have experience in taking an active role in community relations, and must be willing to devote the time to establish a positive presence for Town government with various organizations. Of particular importance is experience in the following areas:

- Financial/budget management
- Strategic planning
- Community development
- Economic development
- Employee/labor relations
- Community relations
- Team building and conflict resolution

DESIRED EDUCATION

A combination of education, formal training and experience which demonstrates an ability to perform the duties and responsibilities as outlined in this specification will be required. It is expected the successful candidate will hold a bachelor's degree in business or public administration, and a master's degree in public administration or public policy.

PERSONAL CHARACTERISTICS

The manager must be capable of assuming the role of technical advisor and administrator, while remaining mindful that the council is the policy-setting body. The individual should be sensitive to political realities, but non-partisan in approach. The new manager will have a high energy level, and comfortable performing multifaceted projects in conjunction with day-to-day activities. The manager should have superior interpersonal abilities, and be able to get along with diverse personalities by being tactful, mature, and flexible.

The successful manager will demonstrate sound judgment and good reasoning abilities, excellent communication skills, and a participative management presence combined with the flexibility to reach compromise for the benefit of the entire community. The manager will have strong persuasive skills and logic, which are demonstrated in a clear and articulate manner. He/she will be a good listener who encourages and respects the views of others, and will maintain the established "open door policy" of the Town offices.

The successful manager will effectively balance the needs of people and processes, and will seek to utilize and encourage the talents of staff and subordinates. The manager must demonstrate the person ethics, morals and general conduct so as to be above reproach and able to withstand intense public scrutiny appropriately.

ESSENTIAL FUNCTIONS

Ability to see well enough to do job requirements.

Ability to read, speak, and write in English.

Ability to hear well enough to do job requirements.

Ability to learn at fast rate.

Strong knowledge of English language and how to communicate using it.

Ability to work independently.

Ability to supervise.

Ability to hear well enough to use phone.

Ability to handle mentally and emotionally disruptive or disquieting influences.

Ability to arrange or deal with tasks in order of importance.



MEMORANDUM

TO: Town Council
FROM: Fran Smith, Town Clerk/Assistant to the Town Manager
SUBJECT: Town Manager search process
DATE: 01/14/2014

At the Council retreat on January 11th, the Council discussed the search for the new Town Manager. As part of that discussion, which will continue at the meeting of January 21st, you requested copies of the current Job Description and the RFP that was used in 2008 when the Council last went through this process. The job description will be attached to this memo.

After researching the prior process, we determined an RFP was not prepared. Instead, contacts were made with selected consultants to request search process proposals. Upon learning this, we reached out to other communities to determine the methods they have used, and found these consistent with Brunswick's prior search. A copy of the survey results is also attached to this memo.

It appears there are four firms that are providing this service consistently in the state. They are MMA, Mike Wing, Eaton Peabody, and MRI, which the Town selected last time. There are, of course, other firms outside of the area that provide this service, and we can do research on those if you direct us to do so.

Municipal Responses

Consultant Selection for Management Recruitment

Municipality	Process (Phone Calls/RFP, Etc.)
Auburn	In 2012, Auburn solicited informal proposals from MMA, Municipal Resources and Don Gerrish. Don Gerrish served as interim City Manager and Dick Metivier handled the job search.
Freeport	The Town Council requested proposals from selected consultants; phone calls were made.
Lisbon	No formal RFP or RFQ process. Lisbon's Council Chair and Vice Chair called and requested three proposals: MMA, Eaton Peabody and Municipal Resources.
Sanford	MMA handled Sanford's last process
Topsham	The Town Manager sent requests to: Mike Wing, MMA and Don Gerrish.

(ADDED)

ITEM 9

BACK UP MATERIALS

APPOINTMENTS COMMITTEE

To:

Brunswick Town Council

From:

Gerald Favreau
Chair Appointments Committee

Date:

January 15, 2014

Fellow Councilors,

On the evening of January 15, 2014, the new Appointments Committee met expeditiously to interview candidates/applicants for (5) Committees.

Planning Board

Village Review Board

Marine Resource

Personnel Board

Cable Television

The Appointments Committee is hereby (unanimously) recommending for appointments as follows:

To the Planning Board:

Margaret Wilson (Reappointment)

Soxna Dice (New appointment)

The Committee interviewed three (3) candidates for two (2) vacancies.

To the Village Review Board:

Constance Lundquist (New appointment)

Karen Topp (New appointment)

(Uncontested)

To the Marine Resource Committee:

Mark Latti (Reappointment)

John Lemont (New appointment)

(Uncontested)

To the Personnel Board:

Charles Updegraph (Reappointment)

James Merritt (Reappointment)

(Uncontested)

To the Cable Television Committee:

Robert Broderick (New appointment)

(Uncontested)

BRUNSWICK BOARDS AND COMMITTEE OPENINGS

The Brunswick Town Council will be holding interviews on in January, to the following Boards and/or Committees vacancies listed below. Interested citizens should complete an application form, available in the Town Clerk's Office. Please return applications to the Town Clerk's Office by 4:30 P.M. on Monday, January 13, 2014

Assessment Review Board

1 member – 3 year term to expire on 1/12/2017

Cable Cable TV Committee

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

Conservation Commission

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

Fair Hearing Authority

3 members – 2 year terms to expire on 10/01/2015

Marine Resource Committee

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

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

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

1 member (Recreation License Holder) – balance of 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

2 full members – 3 year terms to expire on 01/12/2017

Planning Board

2 member - three year terms to expire on 02/23/2017

Recycling and Sustainability Committee

1 member – 3 year term to expire on 01/01/2017

Trust Fund Advisory Committee

1 member – balance of 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 full member – balance of 3 year terms to expire on 10/20/2016

1 full member (Pejepscot Historical Society Member)– balance of 3 year terms to expire on 10/20/2016

Zoning Board of Appeals

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

Summary of Received Applications

1/16/2014

Date of Application

Cable Television Committee

Robert Broderick **40 Willow Grove Rd** **725-5892** **1/13/2014**
Will this be a reappointment No MembershipType: Full Interview Time:

Marine Resource Committee

Mark Latti **33 Hemlock Rd** **729-1592** **12/3/2013**
Will this be a reappointment Yes MembershipType: Recreational Harve Interview Time:

John Lemont **21 Maple Street** **725-6507** **12/3/2013**
Will this be a reappointment No MembershipType: Commercial Harve Interview Time:

Personnel Board

James Merritt **31 Federal Street** **522-3152** **1/9/2014**
Will this be a reappointment Yes MembershipType: Full Interview Time:

Charles Updegraph **724 Durham Rd** **725-1345** **9/20/2013**
Will this be a reappointment Yes MembershipType: Full Interview Time:

Planning Board

Soxna Dice **3 Breckan Rd** **729-7152** **10/11/2013**
Will this be a reappointment No MembershipType: Interview Time:

Sande Updegraph **724 Durham Rd** **725-1345** **12/23/2013**
Will this be a reappointment No MembershipType: Full Interview Time:

Margaret Wilson **13 Dionne Circle** **729-0584** **12/12/2013**
Will this be a reappointment Yes MembershipType: Full Interview Time:

Village Review Board

Constance	Lundquist	11 Longfellow Ave	725-2837	1/15/2014
Will this be a reappointment	No	MembershipType: Full	Interview Time:	<input type="text" value="Jan. 15 at 7:30 pm"/>
Karen	Topp	58 Federal St	725-0693	1/14/2014
Will this be a reappointment	No	MembershipType: Full	Interview Time:	<input type="text" value="Jan. 15, 2014 at 7:15 pm"/>

6:15

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

For Office Use Only	
JAN 13 2014	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Robert Broderick Date 1/10/14

Street Address: # 40 Willow Grove Road

Home Telephone #: 725-5892 E-mail Address: robsalb@myfairpoint.net I live in Council District #: 7

I wish to be considered for appointment to the:
Cable TV

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
 FULL MEMBERSHIP STATUS: X TERM BEGINS: 1/14
 and/or
 ASSOCIATE MEMBERSHIP STATUS: _____ TERM EXPIRES: 9/6/15

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 Civil Engineering

Employer: None Work Telephone #: None

List any civic organizations to which you belong:
Hospital & Hospice volunteer/Boy Scout Leader/Lions/ USAR Association

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
Development of schools and hospital that required knowledge of communication and building systems.

Have you previously served on a Town board/committee/commission? Yes If so, please list the board/committee/commission and years of service:
Zoning Board of Appeals (Alternate) 2004

Robert Broderick
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

Term Length: Balance of term

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

Not at this time as I stay aware of the town government by attending or watching board meetings along reading the local papers

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

My undergraduate degree was in Civil Engineering and over a 40 year career I worked with Architects and developers in design, construction, and management of commercial buildings, colleges, and hospitals.

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

I believe that a citizen should be involved in community projects

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

Yes, from the position description. It will require attending 7 pm meetings on the 2nd Thursday of the odd numbered months

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

No. I do use Comcast as my TV provider and do not have any investment with Comcast.

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

For a better understanding about the financial difficulties cable companies have in providing up grading of service in Maine.

encl
to 10/15
11/26

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

For Office Use Only	
10/11/13	Date App.
_____	Received
_____	Date App.
_____	Entered
_____	Appointed

Full Name: Soxna S. Dice Date 8 Oct 2013

Street Address: 3 Breckan Road, Brunswick, ME

Home Telephone #: 2077297152 E-mail Address: szndice@gmail.com I live in Council District #: 2

I wish to be considered for appointment to the:

Planning Board

(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 Land Use Regulation Attorney

Employer: Retired from NJ Dept of Environmental Protection 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:

25 years as in-house counsel for a land use regulatory agency, developing and implementing land use regulations

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

Soxna Dice

 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: Planning Board

Term Length: 3 years

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

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

See resume attached

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

I think I can help the town increase clarity and efficiency of its land use planning and regulating.

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

yes and yes. I am retired

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?

Brunswick is a great town and has wonderful people, history and natural resources.

I would like to help Brunswick continue this excellence and I think my background could be useful.

Soxna Dice, Esq.

3 Breckan Road, Brunswick, Maine 04011

(732) 718-3430

szndice@gmail.com

SUMMARY:

- Retired regulatory attorney starting a second career in international development
- Outstanding analytic, organizational and interpersonal skills
- Experienced regulatory analyst and administrative lawyer
- Excellent writer and editor, articulate public speaker and adroit meeting facilitator
- Intermediate French speaker

EXPERIENCE:

Volunteer, Tostan, Inc.

Two months in early 2013 as a volunteer at Tostan, Inc. in Dakar, Senegal. Duties included:

- Attending and reporting on meetings of West African regional bodies working on Peace and Security issues.
- Updating and editing the Tostan Employee Handbook (in French).
- Assisting in translating documents from French to English.

Regulatory Attorney, New Jersey State Government

Retired August 2012 after 25 years as an in-house regulatory attorney specializing in development and promulgation of regulations, serving in positions of progressively increasing responsibility with the New Jersey Department of Environmental Protection in Trenton, New Jersey; and the New Jersey Board of Public Utilities in Newark, New Jersey. Tasks and duties included:

- Developing and promulgating regulations governing various regulatory programs:
 - Regulations ranged from simple (10 pages and six months from start to finish) to complex (500 pages and four years from start to finish).
 - Regulations under my direction covered: electricity supplier licensing, permitting for disturbance of freshwater wetlands, public utility consumer protection, grants to support renewable energy projects, and many other subjects.
- Assembling a team of attorneys, scientists, administrators and/or engineers for each regulation, and leading the team in:
 - Assessing agency needs, identifying regulatory solutions and obtaining "buy-in" from management and staff on team recommendations;
 - Drafting the regulation, including basis and background and impact statements;
 - Identifying issues requiring policy direction, drafting briefing materials, convening appropriate staff to brief managers and resolve issues;
 - Implementing all procedures required to adopt regulations, such as public hearings, public notice, and filing documents within regulatory deadlines.
- Developing and implementing outreach programs to obtain public input on regulatory policy, including stakeholder meetings, formal public hearings, and seminars.

- Liaison with attorneys and professionals from other State and Federal agencies as needed to ensure coordination among regulatory agencies with related programs.
- Tracking progress of agency regulations, ensuring that deadlines were met.
- Analyzing statutes and other legal authority to ensure compliance.
- Mentoring and supervising other professionals in regulatory development.
- Occasional representation of State agencies in hearings and appellate litigation.

Awards and Accomplishments in New Jersey State Government:

- Co-leader of the New Jersey Board of Public Utilities' "Best Team of 2004" – 2004.
- Trained as a facilitator, served on in-house facilitator team – 1998-2002.
- Received a Constituent Service Excellence Award for designing and implementing a multi-stage public outreach program on new freshwater wetlands regulations – 2001.
- Managed a four-year long overhaul of wetlands permitting regulations – 1996-2000.
- Initiated and developed the first website for the NJDEP Land Use Regulation Program, led website development team, and provided website content – 1995.

EDUCATION:

- J.D., 1986, University of Michigan Law School, Ann Arbor, Michigan. Licensed in New Jersey 1987 - 2012.
- B.S. with honors, Psychology, 1981, Michigan State University, East Lansing, Michigan.
- Summer Institute in International Health: Reproductive and Sexual Health in Disaster Settings, August 2008, Boston University School of Public Health, Boston, Massachusetts.
- Short Course: Human Rights and Development, December 2007, Centre for Human Rights, Faculty of Law, University of Pretoria, Pretoria, South Africa

VOLUNTEERING:

- Part-time grant writer, Community Financial Literacy, Portland, Maine. August 2013-present
- Co-host of weekly social gathering for French-speaking African refugees, coordinator of program to collect and deliver donated furniture to refugee families, and pro bono counsel for Chadian asylum applicant. International Institute of New Jersey, Jersey City, New Jersey. January 2007 – June 2012
- Organizer, French Cultural Society of New Brunswick (French conversation practice group), New Brunswick, New Jersey. January 2007 – December 2008
- Office volunteer, Doctors Without Borders/MSF, New York, New York. 2006 – 2007
- Various volunteer positions in civic organizations – Girl Scout Leader, youth soccer coach, living history museum docent, hospital aide, etc. 1975 – 2009

References available upon request

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

For Office Use Only
12-3-13 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Mark Steven Latti Date _____

Street Address: 33 Hemlock Rd, Brunswick

Home Telephone #: 729-1592 E-mail Address: mlatti@gmail.com I live in Council District #: _____

I wish to be considered for appointment to the:

Marine Resources

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: _____

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: _____

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

Marine Resources Number of Years 8? Date term expires _____

Occupation: public information

Employer: Inland Fisheries + Wildlife Work Telephone #: 287 5216

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:

Career in conservation + resource management, as well as ~~public relations~~ public relations skills will help me guide

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

Marine Resources - 8 years

Mark Latti

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: Marine Resources

Term Length: 3

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

No

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

Yes - my career in conservation, resource management and public relations is a strong background for this committee

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

I feel my background has much to offer, and I would like to give back to the town.

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

Yes

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

No

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

No

5:30

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

For Office Use Only	
DEC 03 2013	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: John Lemont Date _____

Street Address: 21 Maple St Brunswick

Home Telephone # 207 729 6504 E-mail Address: _____ I live in Council District #: _____

I wish to be considered for appointment to the:

Marine Rec
(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: Shellfish Harvester

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:

30 yrs on Marine Rec Com

45 years Shellfish Harvester

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

Marine Rec 30 yrs

John Lemont
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

~~By completing this application, the applicant agrees to be considered for a Town Board/Committee/Commission and to be interviewed by the Appointment Committee.~~

7:39 P

Town of Brunswick

Application for Appointment to Board/ Committee/ Commission

For Office Use Only
11/15/14 Date App.
Received
Date App.
Entered
Appointed

Full Name: Connie Lundquist Date 11/15/14

Street Address: 11 Longfellow Ave, Brunswick, ME 04011

Home Telephone #: 225-2837 E-mail Address: connielundquist99@gmail.com I live in Council District #: 2

I wish to be considered for appointment to the: Village Review Committee

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: any time

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 lawyer / artist

Employer: self Work Telephone #: cell 607-2569

List any civic organizations to which you belong: College Neighbors Assn.

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

former lawyer - knowledge of, & ability to understand, codes & regulations
Service on Bath/Brunswick Chamber of Commerce; Service on Brunswick Capital Improvement Plan Committee

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

Connie Lundquist

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

Board/Committee/Commission Applying For: Village Review Committee

Term Length: _____

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

No

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

See answered page 1

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

I like to be of service to the community.
I think my experience will benefit the Village
Review Committee

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?

THE BOARD HAS NO LIABILITY FOR THE CONTENTS OF THIS APPLICATION. THE APPLICANT IS SOLELY RESPONSIBLE FOR THE INFORMATION PROVIDED.

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

For Office Use Only	
JAN 9 2014	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: JAMES M. MERRITT Date 1-9-14

Street Address: 31 FEDERAL ST

Home Telephone #: 207 522-3152 E-mail Address: BCMK1234@GMAIL.COM I live in Council District #: 6

I wish to be considered for appointment to the:

PERSONEL BOARD
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: _____

and/or
ASSOCIATE MEMBERSHIP STATUS: _____

TERM EXPIRES: 1-12-14

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

PERSONEL BOARD Number of Years 4 Date term expires 1-12-14

Occupation: RETIRED

Employer: _____ Work Telephone #: _____

List any civic organizations to which you belong:

0

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

RETIRED POLICE OFFICER

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

PERSONEL BOARD 4 YEARS

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

By completing this application, you allow a person to be considered for a Town Board/Committee/Commission.

Board/Committee/Commission Applying For: PERSONEL BOARD

Term Length: 3 YRS

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

NO

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

RETIRED POLICE OFFICER

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

CIVIL SERVICE

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

YES

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

NO

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

NO

DO NOT CONFIRM OR SIGN HERE AND HAVE APPLICANT RESPONSIBLE FOR IT

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

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

Full Name: Karen A. Topp Date 1/14/14

Street Address: 58 Federal St.

Home Telephone #: 725-0693 E-mail Address: ktopp@bowdoin.edu I live in Council District #: 6

I wish to be considered for appointment to the:
Village Review Board

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: _____

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: Senior Lecturer in Physics

Employer: Bowdoin College Work Telephone #: 725-3611

List any civic organizations to which you belong:
Vox Nova Chamber Choir (Managing Director)

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

Homeowner in the Historic District (we've had a few minor renovations approved in office.) I'm a physicist + fairly handy with home improvement.

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

Karen A. Topp
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

By completing this application, I hereby authorize to be considered for a Town Board/Committee/Commission.

Board/Committee/Commission Applying For: Village Review Board

Term Length: _____

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

I already spoke with Emily Swan about the few questions I had.

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

Ph.D. experimental physicist - means I've done electrical wiring, plumbing, minor building myself.
No other practical experience with planning, law, architecture.

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

Simply to fulfill a community need, and since I live in the Historic District, I'm interested in keeping the buildings and general appearance of downtown historically appropriate.

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?

Not that I can think of!

~~THIS INFORMATION IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~

5:45/AMM

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

For Office Use Only	
9/20/13	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: CHARLES W. UDEGZAPIH Date 9-20-13

Street Address: 724 DURHAM RD

Home Telephone #: 725 1345 E-mail Address: _____ I live in Council District #: 4

I wish to be considered for appointment to the:

PERSONNEL BOARD

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: _____

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: _____

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

PERSONNEL BD Number of Years 10 Date term expires 1-12-14

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:

RETIRED FEDERAL LAW ENFORCEMENT

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

PERSONNEL BD - CURRENT

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

~~PLEASE NOTE: After completion of this application, only one set can be submitted to the Board/Committee.~~

Board/Committee/Commission Applying For: PERSONNEL BD

Term Length: _____

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

NO

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

RETIRED FEDERAL LAW ENFORCEMENT

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

PROVIDE INPUT / INSIGHT TO HIRING AND
PROMOTION OF BRUNSWICK POLICE
AND FIREFIGHTERS

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

YES

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

NO

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

NO

DISCLAIMER: THIS INFORMATION IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

5:45
6:06

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

For Office Use Only	
DEC 23 2013	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Sande Updegraph Date 12-19-13
 Street Address: 724 Durham Rd, Brunswick 04011
 Home Telephone #: 725-1345 E-mail Address: SandeUpdegraph@I live in Council District #: 4
gmail.com

I wish to be considered for appointment to the:
Planning Board
 (NAME OF BOARD/COMMITTEE/COMMISSION)

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

Do you currently serve on any Town Board/Committee/Commission? Yes If so, please state name of Board/Committee/Commission and the number of years of service:
Davis Committee 6 or 7
ZBA 6 or 7 Number of Years _____ Date term expires _____

Occupation: Exec Director, Freeport Chamber of Commerce
 Employer: Greater Freeport Co of C Work Telephone #: 847-5240x1

List any civic organizations to which you belong:
President, Freeport Community Improvement Assoc
Freeport Rotary
MRRA Trustee

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
6 years as Economic Development Dir in Freeport
4 years on MRRA Board
6 years on ZBA

Have you previously served on a Town board/committee/commission? _____ If so, please list the board/committee/commission and years of service:
Joint Town/MRRA committee for TIF development
(6 months)

Sande Updegraph
 SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Planning Board

Term Length: 3 years

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

No

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

6 years as Freeport Econ Dev. Director
Certified Economic Developer (ME)
6 years on ZBA - familiarity w/ zoning Ordinance

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

I am very interested in the re-zoning
project and the important details of
planning

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 but possible ethical concern around
MRA service

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

If chosen I would respectfully
resign my position with ZBA.

6:30

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

For Office Use Only	
DEC 12 2013	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Margaret A Wilson Date 12/11/13

Street Address: 13 Dionne Circle, Brunswick, ME 04011

Home Telephone #: 207-729-0584 E-mail Address: mawilson911@comcast.net I live in Council District #: 3

I wish to be considered for appointment to the:

Planning Board

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:
 FULL MEMBERSHIP STATUS: X TERM BEGINS: Feb 2014
 and/or
 ASSOCIATE MEMBERSHIP STATUS: _____ TERM EXPIRES: Feb 2017

Do you currently serve on any Town Board/Committee/Commission? Yes If so, please state name of Board/Committee/Commission and the number of years of service:
Planning Board, ZORC Number of Years 7 or 9 years Date term expires Feb 2013

Occupation: Retired

Employer: NA Work Telephone #: NA

List any civic organizations to which you belong:

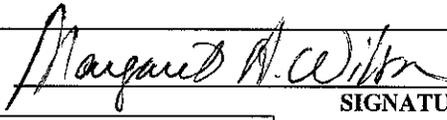
Brunswick/Topsham Land Trust Board

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

Practiced law for 20+ years, Chaired the Comp Plan revision committee leading to adoption of 2008 Comp Plan, 8 to 9 years serving on Planning Board, currently serving as vice chair.

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

Chaired Comp Plan Review Committee - 2004 to 2008


 SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Planning Board

Term Length: 3 years

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

No

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

See question above. My legal training has been very helpful in reading the Ordinance we have to apply and in working to revise it. I worked for 3 years for an Augusta law firm specializing in land use law.

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

I would like to complete the charge to rewrite the zoning ordinance that came out of the Comp Plan process. I also am intrigued by how new projects fit into the existing Town fabric.

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

Yes I am well aware of the time commitment. I have always made almost every meeting of the Planning Board.

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

No - no one in my family or household has any development project currently in the works or remotely planned. There are no new projects currently in my neighborhood that I am aware of that effect me in any way.

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

I think it is helpful to have some ongoing members of the Planning Board who are experienced with the process.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
December 16, 2013
6:30 P.M. – Executive Session
7:00 P.M. – Regular Meeting
Morrell Meeting Room
Curtis Memorial Library
23 Pleasant Street

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

Councilors Absent: None

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

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

Executive session – Discussion regarding the appointment of the Town Attorney per 1 M.R.S.A. §405(6)(A)

Councilor Tucker moved, Councilor Perreault seconded, to enter executive session to discuss the appointment of the Town Attorney per 1 M.R.S.A. §405(6)(A). The motion carried with nine (9) yeas.

Councilor Knight moved, Councilor Favreau seconded, to come out of executive session. The motion carried with nine (9) yeas.

MEETING RESUMED

Chair Wilson resumed the meeting and asked for the Pledge of Allegiance.

Public Comment: None

Correspondence:

Councilor Brayman spoke regarding the Zoning Rewrite Committee, saying information is on-line and they would like the public to provide comments in the next sixty days.

Councilor Knight said MDOT has contacted the Town regarding the Route 24 study and changing the route name to Business Route 24 or Coastal Route 24. She ensured the citizens that there would be times for public input, and she has asked MDOT to come to the second meeting in January to make a presentation.

Adjustments to the Agenda: None

MANAGER'S REPORT:

(a) Financial Update

Manager Brown provided this update.

(b) Council Committee Updates

Reports were given on the following committees: Downtown and Outer Pleasant Street Implementation Committee and the CIP Committee.

(c) Acceptance of Maine Coastal Program Grant relative to studying green crabs (*Action Required*)

Councilor Perreault moved, Councilor Watson seconded, to accept and expend a Maine Coastal Program Small Community Grant –“Fighting Coastal Habitat: A Community Project to Remove Invasive European Green Crabs from two areas in Brunswick” in the amount of \$38,625, and a CBEP grant in the amount of \$1,200. The motion carried with nine (9) yeas.

(A copy of a memo from Officer Devereaux outlining the grant, the letter of award, and a letter from the Casco Bay Estuary Partnership will be attached to the official minutes.)

(d) Update on the new Town Hall project

Councilor Knight, Councilor Favreau, and Manager Brown provided this update.

Councilor Pols, Councilor Brayman, Councilor Richardson, and Councilor Perreault asked questions, to which Manager Brown and Councilor Knight responded.

Councilor Perreault spoke regarding this item.

(e) Discussion regarding funding of the design work for the connector road at Cooks Corner

Manager Brown provided information on this item.

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

Councilor Watson, Chair Wilson, Councilor Brayman and Councilor Pols spoke regarding this item.

NEW BUSINESS

126. **The Town Council will consider updating the “Towns Boards, Commissions and Committees Appointments Policy,” and will take any appropriate action. (Councilor Watson)**

Councilor Watson spoke regarding this item.

Councilor Tucker asked a question to which Fran Smith, Town Clerk, responded.

Chair Wilson and Councilor Richardson spoke regarding this item.

Councilor Perreault asked a question, to which Councilor Tucker responded.

Councilor Watson moved, Councilor Favreau seconded, to adopt the updated “Town Boards, Commissions, and Committees Appointments Policy” with one change to Section 11 making it a majority vote of the Council present to appoint. The motion carried with nine (9) yeas.

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

CONSENT AGENDA

- (a) **Approval of the Minutes of November 22, 2013**
- (b) **Approval of the Minutes of December 2, 2013**
- (c) **Approval of the Minutes of December 9, 2013**
- (d) **Approval of Quitclaim Deed for model home on Map 045 Lot 003 Sub 000 Typ 142**

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

RECOGNITION OF OUTGOING COUNCILORS

Chair Wilson recognized the two outgoing Councilors.

Councilor Knight and Councilor Tucker spoke regarding their service to the Town.

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

The meeting adjourned at 8:50 p.m.

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

Town Council Minutes
December 16, 2013
Page 4

Frances Smith
Town Clerk/Assistant to the Town Manager
December 17, 2013

January 21, 2014
Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
January 6, 2014
7:00 P.M.
Morrell Meeting Room
Curtis Memorial Library
23 Pleasant Street

Councilors Present: Chair Benet Pols, W. David Watson, Stephen S. Walker, Suzan Wilson, John M. Perreault, Gerald E. Favreau, Jane F. Millett, and Sarah E. Brayman

Councilors Absent: Councilor John Richardson, Jr.

School Board Members Present: Richard P. Ellis, Brenda D. Clough, Corinne A. Perreault, James S. Grant, Michele M. Joyce, Joy Y. Prescott, and William H. Thompson

Town Staff Present: Gary Brown, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; Elin M. Gould, Deputy Town Clerk; Paul Perzanoski, Superintendent of Schools; Greg Bartlett, Assistant Superintendent of Schools; Tom Farrell, Director of Parks and Recreation; Cathy Donovan, Assessor; Anna Breinich, Director of Planning and Development; John Eldridge, Finance Director; Richard Rizzo, Police Chief; Marc Hagan, Deputy Police Chief; Dan Devereaux, Marine Warden; Ken Brilliant, Fire Chief; Don Koslosky, Deputy Fire Chief; Barbara T. Pecci, Assistant Town Clerk; and TV video crew

Councilors-Elect Sworn to Office: Town Clerk Fran Smith led the oath for the following Town Councilors: W. David Watson, Stephen S. Walker, and Jane F. Millett

School Board Members-Elect Sworn to Office: Town Clerk Fran Smith led the oath for the following School Board members: Richard P. Ellis and Brenda D. Clough

Town Clerk Fran Smith opened the Organizational meeting and conducted roll call.

1. Elections and Appointments

a. Election of Council Chair.

Fran Smith, Town Clerk, asked for nominations for Council Chair.

Councilor Brayman nominated Councilor Pols. There were no other nominations.

The Council voted eight (8) yeas for Benet Pols as Council Chair for 2014.

1. Elections and Appointments

b. Election of Council Vice Chair.

Councilor Perreault nominated Sarah Brayman. There were no other nominations.

The Council eight (8) yeas for Sarah Brayman as Council Vice Chair for 2014.

- c. The Town Council will appoint the Town Attorney.

Chair Pols moved, Councilor Perreault seconded, to table the selection of a Town Attorney until the next meeting or until the next meeting in which Councilor Richardson is able to attend. The motion passed with eight (8) yeas.

- d. The Town Council will appoint Council Representatives to the following:
- i. Appointment Sub-committee (previously Watson, Tucker, and Brayman)
 - ii. Brunswick Development Corporation (previously Wilson and Richardson)
 - iii. Cable Television Committee (previously Watson)
 - iv. Capital Improvement Plan Committee (previously Perreault, Brayman, and Pols)
 - v. Downtown and Outer Pleasant Street Master Plan Implementation Committee (previously Perrault and Knight)
 - vi. Recycling & Sustainability Committee (previously Brayman)
 - vii. Trust Fund Advisory Committee (previously Pols)
 - viii. MRRRA TIF Review Committee (previously Perreault, Tucker, Brayman)
 - ix. Citizens Initiative Clarity Board (previously Pols and Knight)
 - x. Brunswick Teen Center (previously Brayman)

Chair Pols announced that he will defer committee nominations, except for Cable TV, which meets this week, until the Council Retreat on Saturday, January 11, 2014.

Chair Pols re-appointed Councilor Watson to serve on the Cable TV Advisory Board for 2014.

2. The Town Council will set the dates for the 2014 Regular Council Meeting schedule, and will take any appropriate action.

Chair Pols moved, Councilor Perreault seconded, to adopt the 2014 Council Meeting schedule as attached to the official record. The motion passed with eight (8) yeas.

CONSENT AGENDA

- (a) Approval of games of chance for the Maine State Music Theatre

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

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

The meeting adjourned at 7:18 pm.

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

January 21, 2014
Date of Approval

Council Chair

CONSENT AGENDA - C BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
Special Meeting
January 13, 2014
7:00 P.M.
Hawthorne Meeting Room
Hawthorne School
46 Federal Street

Councilors Present: Chair Benet Pols, W. David Watson, Stephen S. Walker, Suzan Wilson, John M. Perreault, Gerald E. Favreau, Jane F. Millett, and Sarah E. Brayman, and John Richardson, Jr.

Councilors Absent: None

Town Staff Present: Fran Smith, Town Clerk/Assistant to the Town Manager

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

Executive session – Discussion regarding the appointment of the Town Attorney per 1 M.R.S.A. §405(6)(A)

Councilor Perreault moved, Councilor Millett seconded, to go into executive session to discuss the appointment of the Town Attorney per 1 M.R.S.A §405(6)(A). The motion carried with nine (9) yeas.

Councilor Richardson moved, Councilor Brayman seconded, to come out of executive session. The motion carried with nine (9) yeas.

The meeting resumed at 7:45 p.m.

New Business

- 3. The Town council will discuss the appointment of the Town Attorney, and will take any appropriate action. (Chair Pols)**

Chair Pols spoke regarding this item and the process of selecting the Town Attorney. He and Councilor Richardson supported nominating the firm of PretiFlaherty.

Stephen Langsdorf, Attorney at PretiFlaherty, spoke about his reprimand by the Overseer of the Maine State Bar Association and responded to questions from Chair Pols. He also responded to questions regarding the firm from Councilor Wilson, Councilor Perreault, and Councilor Millett.

Councilor Watson and Councilor Favreau spoke regarding this item.

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Councilor Perreault inquired about abstaining from the vote since he has done work for Pat Scully of Bernstein Shur. The Council Chair determined since the vote was not for Bernstein Shur at this time, Councilor Perreault would be able to vote on PretiFlaherty.

Councilor Brayman moved, Councilor Richardson seconded, to appoint Stephen Langsdorf of PretiFlaherty to be the Town Attorney for 2014.

Councilor Wilson and Councilor Millett spoke following the motion. Councilor Richardson responded to Councilor Millett's questions.

Councilor Brayman moved, Councilor Richardson seconded, to appoint Stephen Langsdorf of PretiFlaherty to be the Town Attorney for 2014. The motion carried with five (5) yeas. Councilor Watson, Councilor Wilson, Councilor Perreault, and Councilor Millett were opposed.

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

The meeting adjourned at 8:32 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
January 15, 2014*

January 21, 2014
Date of Approval

Council Chair

CONSENT AGENDA - D BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 28 Federal Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on January 21, 2014 for consideration paid, release to **Kennedy, Lisa A** of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
28010	142	August 23, 2010	2009
28905	35	August 22, 2011	2010
29866	57	August 24, 2012	2011

The real estate is located in the Town of Brunswick, County of Cumberland and State of Maine, and is described as follows:

A certain parcel of land with any buildings depicted as Map U06 Lot 028 Sub 000 Typ 000 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2009, April 1, 2010 and April 1, 2011.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 21st day of **January 2014**.

Signed, Sealed and Delivered by Gary L. Brown, Town Manager of the Town of Brunswick.

TOWN OF BRUNSWICK

Witness

Gary L. Brown
Town Manager

STATE OF MAINE
Cumberland, ss.

January 21, 2014

Personally appeared the above named Gary L. Brown, Town Manager of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

Frances M. Smith
Notary Public
Commission expires – January 23, 2015

BRUNSWICK TOWN
CLERK
RECORDS