

**BRUNSWICK TOWN COUNCIL**  
**Agenda**  
**April 28, 2014**  
**6:45 P.M. – Executive Session**  
**7:00 P.M. – Regular Meeting**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

**Executive Session: for a personnel matter [1 M.R.S.A. §405(6)(A)]**

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Council Committee Updates

Acknowledgment that meeting was properly noticed

Adjustments to the Agenda:

**MANAGER’S REPORT:**

- (a) Financial Update
- (b) Report from the McKeen Center for the Common Good
- (c) Announcement of Brunswick Spring Clean Up
- (d) Report on proposed raised crosswalk on Pleasant Street
- (e) Review of budget workshop and meeting schedule

**PUBLIC HEARINGS**

47. The Town Council will hold a public hearing on the following alcohol license applications, and will take any appropriate action. (Manager)

**Full-Time Spirituous, Vinous & Malt**

Labonte Acquisition Company  
D/B/A: The Great Impasta (new owner)  
42 Maine Street

Lynn Labonte

**Full-Time Vinous & Malt**

Broadway Delicatessen, Inc.  
D/B/A: Broadway Deli  
142 Maine Street

Nancy Bigelow

**HEARING/ACTION**

48. The Town Council will hear public comments on a CDBG grant application for Greater Brunswick Housing Corporation, and will take any appropriate action.  
(Manager)

**HEARING/ACTION**

**NEW BUSINESS**

49. The Town Council will hear a report on a location permit to install a proposed electrical line along public ways for SolarCity to serve Bowdoin College, and will take any appropriate action. (Manager)

**ACTION**

50. The Town Council will consider supporting a Letter of Intent for a CDBG grant for Frosty's Donuts for a project at Brunswick Landing, and will take any appropriate action. (Manager)

**ACTION**

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

**ACTION**

52. (ADDED) The Town Council will hear consider setting the Charter required public hearing for May 15, 2014, on the proposed Municipal Budget for 2014-2015 and Capital Improvement Plan for 2015-2019, and will take any appropriate action.  
(Manager)

**ACTION**

**CONSENT AGENDA**

- a) Approval of the Minutes of March 31, 2014
- b) Approval of the Minutes of April 7, 2014
- c) Approval of nominations of election workers for 2014-15
- d) Appointment of Jeff Emerson as the Health Officer with a term to expire on 04/19/2017
- e) Appointment of Dan Devereaux as the Harbor Master with a term to expire on 04/30/2017
- f) Appointment of Jeff Hutchinson as Codes Officer and Local Plumbing Inspector with a term to expire on 05/03/2015
- g) Appointment of Carl Adams as alternate Codes Officer and alternate Local Plumbing Inspector with a term to expire on 05/03/2015
- h) Approval of gas utility permits from Maine Natural Gas for sections of Beech Drive, Chestnut Road and Sumac Drive

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

**Brunswick Town Council**  
**Agenda**  
**April 28, 2014**  
**Council Notes and Suggested Motions**

**Executive Session: for a personnel matter [1 M.R.S.A. §405(6)(A)]**

Suggested Motion

Motion to go into executive session to discuss a personnel matter per 1 M.R.S.A. §405(6)(A).

**COUNCIL COMMITTEE UPDATES**

Councilors with information on the Committees they are involved with will share information with the Council and public.

**MANAGER'S REPORT**

- (a) Financial Update: Mr. Eldridge will update the Council on the Town's financial picture to date for the current fiscal year. Copies of financial reports will be posted online, but are not included in your packet.

Suggested Motion: No motion is required.

- (b) Report from the McKeen Center for the Common Good: Sarah Seames, who leads the center, along with a Bowdoin student, will provide a brief overview of the good work this center does for the community. A copy of the webpage for the center is included in your packet.

Suggested Motion: No motion is required.

- (c) Announcement of Brunswick Spring Clean Up: This item informs the public of the upcoming spring clean-up that is currently running through May 3<sup>rd</sup>. More information on what is included is on the Public Works website. A copy of the program flyer is included in your packet.

Suggested Motion: No motion is required.

- (d) Report on proposed raised crosswalk on Pleasant Street: Mr. Eldridge will report on this item and confirm what direction the Council would like to proceed with this proposed project.

Suggested Motion: No motion is required.

- (e) Review of budget workshop and meeting schedule: Mr. Eldridge will remind Councilors of upcoming dates. Please note that workshops will begin at 6:00 p.m. There is also a workshop prior to the regular meeting on May 5<sup>th</sup> regarding the Town Manager's search, and meeting with MMA to discuss the hiring process.

Suggested Motion: No motion is required.

## **PUBLIC HEARING**

47. This item is the required public hearing on these two new licenses for The Great Impasta, under new ownership, and the Broadway Deli. Copies of the public hearing notice and applications are included in your packet.

Suggested Motion:

Motion to approve alcohol licenses for the Great Impasta, 42 Maine Street, and Broadway Deli, 142 Maine Street.

48. This is the required public hearing on this CDBG grant application for the Greater Brunswick Housing Corporation. They are requesting the Town submit a request to the DECD for a \$450,000 Housing Assistance grant. They are currently planning to acquire a six-unit apartment house located at 27 Spring Street. Additional information on the property and the project are included in Linda Smith's memo. Copies of a memo from Ms. Smith, the Letter of Intent the Town submitted to DECD, the letter of invitation the Town received from DECD, and the resolution from the GBHC for the Town Council to approve will be included in your packet.

Suggested Motion:

Motion to adopt the "Brunswick Town Council Resolution" that supports applying for a Community Development Block Grant in the amount of \$450,000, on behalf of Greater Brunswick Housing Corporation, to carry out a housing assistance program.

## **NEW BUSINESS**

49. This item is to inform the Council and public about an upcoming public hearing, which will be held at the Town Council meeting of May 5. After the hearing, the Council will consider approving this utility permit. This location permit allows SolarCity to install an underground electrical line to service Bowdoin College. In addition to this discussion at your meeting, Bowdoin College also sent notices to abutters where the electrical line will be run from Brunswick Landing to College owned buildings. The line is being proposed to be installed in the right-of-way down Hambleton Avenue, along Harpswell Road to Farley Field House. The College, SolarCity and the Town Attorney have been working on this project. A copy of a memo from the Town Attorney detailing this project will be included in your packet.

Suggested Motion:

No motion is required, just confirmation the Council recognizes this public hearing will occur on May 5<sup>th</sup>.

50. This item is a request from Frosty's Donuts for the Council to submit a letter of intent for a CDBG grant in amount of \$160,050 to provide funding to support their production expansion to 119 Orion Street at Brunswick Landing. With the growth of this business since being purchased by new owners in 2012, this project would develop a production space for them so they can continue to expand their business.

Copies of a memo from Linda Smith, draft Letter of Intent, and Town of Topsham's withdrawal letter, since they originally put in a Letter of Intent when a Topsham location was being considered, will be included in your packet.

Suggested Motion:

Motion to support a Letter of Intent for a CDBG grant in amount of \$160,050 for Frosty's Donuts for a project at Brunswick Landing

51. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Normally these nominations are made the first meeting of the month, but since there are no additional interviews scheduled until mid-May, the Appointments Committee would like to make appointments at this meeting. They are also recommending amending the charge of the River and Coastal Waters Committee to allow for two alternate citizen members. Copies of the applications are included in your packet.

Suggested Motion:

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

52. (ADDED) This item is to set the Charter required public hearing for May 15, 2014, on the proposed Municipal Budget for 2014-2015 and CIP for 2015-19. Since the advertisement has to be in the newspaper prior to the May 5<sup>th</sup> meeting, the Council needs to set the public hearing at this meeting. This will also eliminate the need for a special meeting for Thursday, which will become a workshop, beginning at 6:00 p.m. The advertisement will be in Friday, May 2<sup>nd</sup> paper, so the budget will be available to the public at the time the advertisement appears, even though it will not be at the date you set the hearing.

Suggested Motion:

Motion to set the required public hearing for May 15, 2014, on the proposed Municipal Budget for 2014-2015 and CIP for 2015-19.

**CONSENT AGENDA**

- a) Approval of the Minutes of March 31, 2014: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of April 7, 2014: A copy of the minutes is included in your packet.
- c) Approval of nominations of election workers for 2014-15: The Council is required to appoint election workers who have been nominated by the municipal parties on a biannual basis. The lists contain the names of the current workers and have been approved by the local chairs. Lists of the workers are included in your packet.
- d) Appointment of Jeff Emerson as the Health Officer with a term to expire on 04/19/2017: This is the three-year appointment for this position.
- e) Appointment of Dan Devereaux as the Harbor Master with a term to expire on 04/30/2017: This is the three-year appointment for this position.
- f) Appointment of Jeff Hutchinson as Codes Officer and Local Plumbing Inspector with a term to expire on 05/03/2015

- g) Appointment of Carl Adams as alternate Codes Officer and alternate Local Plumbing Inspector with a term to expire on 05/03/2015

Items CA(f) and CA(g) are the state required reappointments of Jeff Hutchinson and Carl Adams as the Codes Officer and Local Plumbing Inspector and the alternate Codes Officer and alternative Local Plumbing Inspector respectively.

- h) Approval of gas utility permits from Maine Natural Gas for sections of Beech Drive, Chestnut Road and Sumac Drive: See below  
In application ULP 2014-02, Beech Drive Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located on south side of Blueberry Lane, a short section of gas main will run northerly along the centerline of Beech Drive to the center of the cul-de-sac located at the northerly terminus of Beech Drive. The balance of the gas main will run from the south side of Blueberry Lane along the east and south side of Beech Drive to a point about 150 feet east of Hemlock Drive the gas main will then cross Beech Drive and run westerly along the northerly side of Beech Drive to Hemlock Road. Approximately 3300 feet of 2" gas main.

In application ULP 2014-03, Chestnut Road Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located on the east and south side of Beech Drive. The new gas main will run from the proposed gas main north across Beech Drive along the easterly side of Chestnut Road to the northerly terminus of Chestnut Road. Another section of gas main will run from the south side of Beech Drive along the west side of Chestnut Road to the north side of Sumac Drive approximately 1330 feet of 2" gas main.

In application ULP 2014-04, Sumac Drive Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located on the south side of Beech Drive. One section of gas main will run northerly along the east side of Sumac Drive to the terminus of Sumac Drive. Another section of new gas main will run from the proposed gas main along the west and north side of Sumac Drive to the east side of Locust Lane approximately 1370 feet of 2" gas main.

*Suggested Motion:*

Motion to approve the Consent Agenda.

*Suggested Motion:*

Motion to adjourn the meeting.

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

FOR 2014 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>10 Taxes</b>						
<a href="#">111190 41101 Property Taxes</a>	35,022,679	35,022,679	34,953,934.69	2,680.54	68,744.31	99.8%*
<a href="#">111190 41103 Deferred Property Tax</a>	-200,000	-200,000	.00	.00	-200,000.00	.0%
<a href="#">111190 41104 Tax Abatements</a>	-75,000	-75,000	-125,617.48	-26,656.78	50,617.48	167.5%*
<a href="#">111190 41105 Interest on Taxes</a>	75,000	75,000	41,690.88	3,223.52	33,309.12	55.6%*
<a href="#">111190 41106 Tax Lien Costs Revenu</a>	14,000	14,000	13,668.00	42.00	332.00	97.6%*
<a href="#">111190 41107 Tax Lien Interest Rev</a>	0	0	12,899.15	.00	-12,899.15	100.0%*
<a href="#">111190 41109 Payment in Lieu of Ta</a>	235,000	235,000	137,184.76	.00	97,815.24	58.4%*
<a href="#">111190 41197 BETE reimbursement</a>	185,780	185,780	147,378.00	.00	38,402.00	79.3%*
<a href="#">111190 41198 Homestead exemption r</a>	411,673	411,673	312,820.00	.00	98,853.00	76.0%*
<a href="#">111190 41199 Miscellaneous tax adj</a>	3,320	3,320	.00	.00	3,320.00	.0%*
<a href="#">111191 41110 Excise Tax - Auto</a>	2,700,000	2,700,000	2,067,589.57	238,042.02	632,410.43	76.6%*
<a href="#">111191 41111 Excise Tax Boat/ATV/S</a>	24,000	24,000	5,767.50	1,354.60	18,232.50	24.0%*
<a href="#">111191 41112 Excise Tax - Airplane</a>	0	0	4,029.30	-129,402.00	-4,029.30	100.0%*
TOTAL Taxes	38,396,452	38,396,452	37,571,344.37	89,283.90	825,107.63	97.9%
TOTAL REVENUES	38,396,452	38,396,452	37,571,344.37	89,283.90	825,107.63	
<b>20 Licenses &amp; Fees</b>						
<a href="#">121111 42207 Passport Fees</a>	8,000	8,000	6,875.00	775.00	1,125.00	85.9%*
<a href="#">121111 42208 Postage Fees</a>	0	0	59.80	.00	-59.80	100.0%*
<a href="#">121111 42209 Passport Picture Reve</a>	1,500	1,500	2,088.00	276.00	-588.00	139.2%*
<a href="#">121411 42100 Building Permits</a>	110,000	110,000	119,844.10	27,635.38	-9,844.10	108.9%*
<a href="#">121411 42101 Electrical Permits</a>	31,000	31,000	20,634.77	951.20	10,365.23	66.6%*
<a href="#">121411 42102 Plumbing Permits</a>	13,500	13,500	16,413.33	1,382.50	-2,913.33	121.6%*
<a href="#">121611 42200 Hunting &amp; Fishing Lic</a>	1,350	1,350	720.00	31.70	630.00	53.3%*
<a href="#">121611 42201 Dog License Fee</a>	2,302	2,302	2,568.00	108.00	-266.00	111.6%*
<a href="#">121611 42202 Vital Statistics</a>	42,000	42,000	38,123.80	3,652.00	3,876.20	90.8%*
<a href="#">121611 42203 General Licenses</a>	24,500	24,500	15,515.00	1,270.00	8,985.00	63.3%*
<a href="#">121611 42204 Victulars/Innkeepers</a>	21,650	21,650	1,000.00	.00	20,650.00	4.6%*
<a href="#">121611 42205 Shellfish Licenses</a>	20,700	20,700	275.00	.00	20,425.00	1.3%*
<a href="#">121611 42206 Neutered/Spayed Dog L</a>	4,210	4,210	4,688.00	184.00	-478.00	111.4%*
<a href="#">121611 42208 Postage Fees</a>	0	0	185.15	.00	-185.15	100.0%*
<a href="#">121911 42300 Planning Board Appl F</a>	20,000	20,000	8,675.60	1,512.00	11,324.40	43.4%*
<a href="#">122121 42400 Fire Permits</a>	700	700	390.00	40.00	310.00	55.7%*
<a href="#">122221 42500 Conc Weapons Permits</a>	600	600	885.00	80.00	-285.00	147.5%*
<a href="#">123131 42600 Public Works Opening</a>	500	500	80.00	.00	420.00	16.0%*
TOTAL Licenses & Fees	302,512	302,512	239,020.55	37,897.78	63,491.45	79.0%
TOTAL REVENUES	302,512	302,512	239,020.55	37,897.78	63,491.45	

FOR 2014 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>30 Intergovernmental</u>						
<a href="#">131122 43505 FD EMPG grant</a>	15,000	15,000	12,011.36	.00	2,988.64	80.1%*
<a href="#">131122 43506 FD SAFER grant</a>	20,000	20,000	3,255.00	.00	16,745.00	16.3%*
<a href="#">131132 43103 Highway Grant Fund</a>	208,000	208,000	214,392.00	.00	-6,392.00	103.1%*
<a href="#">131142 43104 State General Assista</a>	27,000	27,000	8,618.89	.00	18,381.11	31.9%*
<a href="#">131190 43102 State Tax Exemption R</a>	26,000	26,000	8,241.45	.00	17,758.55	31.7%*
<a href="#">131192 43101 State Revenue Sharing</a>	1,059,000	1,059,000	753,073.42	24,403.69	305,926.58	71.1%*
<a href="#">131192 43106 Snowmobile Receipts</a>	1,264	1,264	1,588.80	.00	-324.80	125.7%*
<a href="#">134546 43120 State Education Subsi</a>	10,840,108	10,840,108	8,416,809.47	728,580.56	2,423,298.53	77.6%*
<a href="#">134546 43121 State Adult Educ. Sub</a>	31,000	31,000	.00	.00	31,000.00	.0%*
TOTAL Intergovernmental	12,227,372	12,227,372	9,417,990.39	752,984.25	2,809,381.61	77.0%
TOTAL REVENUES	12,227,372	12,227,372	9,417,990.39	752,984.25	2,809,381.61	
<u>40 Charges for services</u>						
<a href="#">141111 44110 Agent Fee Auto Reg</a>	50,000	50,000	37,167.00	4,253.00	12,833.00	74.3%*
<a href="#">141111 44111 Agent Fee Boat/ATV/Sn</a>	1,500	1,500	705.00	73.00	795.00	47.0%*
<a href="#">141211 44121 Rental of Property</a>	0	0	300.00	.00	-300.00	100.0%*
<a href="#">141611 44131 Advertising Fees</a>	0	0	882.55	.00	-882.55	100.0%*
<a href="#">142121 44155 Ambulance Service Fee</a>	875,000	875,000	706,642.51	36,207.97	168,357.49	80.8%*
<a href="#">142121 44166 Special Detail - Fire</a>	1,000	1,000	2,405.04	.00	-1,405.04	240.5%*
<a href="#">142221 44161 Witness Fees</a>	3,000	3,000	3,324.00	.00	-324.00	110.8%*
<a href="#">142221 44162 Police Reports</a>	3,600	3,600	2,265.50	186.50	1,334.50	62.9%*
<a href="#">142221 44163 School Resource Offic</a>	80,000	80,000	80,000.00	.00	.00	100.0%*
<a href="#">142221 44165 Special Detail - Poli</a>	1,000	1,000	16,313.50	162.00	-15,313.50	1631.4%*
<a href="#">142221 44167 Dispatch Services fee</a>	139,268	139,268	106,909.77	10,831.79	32,358.23	76.8%*
<a href="#">143431 44175 Recycling Revenue</a>	25,000	25,000	15,261.80	1,792.10	9,738.20	61.0%*
<a href="#">144545 44100 School Tuition, etc</a>	166,411	166,411	99,193.28	250.00	67,217.72	59.6%*
TOTAL Charges for services	1,345,779	1,345,779	1,071,369.95	53,756.36	274,409.05	79.6%
TOTAL REVENUES	1,345,779	1,345,779	1,071,369.95	53,756.36	274,409.05	
<u>50 Fines &amp; Penalties</u>						
<a href="#">151621 45103 Unlicensed Dog Fines</a>	5,000	5,000	5,475.00	1,550.00	-475.00	109.5%*
<a href="#">152121 45104 False Alarm Fire</a>	2,000	2,000	2,450.00	.00	-450.00	122.5%*

FOR 2014 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<a href="#">152121 45107 Fire Code Violation F</a>	0	0	300.00	.00	-300.00	100.0%*
<a href="#">152221 45100 Ordinance Fines</a>	600	600	842.00	130.00	-242.00	140.3%*
<a href="#">152221 45101 Parking Tickets</a>	20,000	20,000	18,274.00	2,340.00	1,726.00	91.4%*
<a href="#">152221 45102 Leash Law Fines</a>	600	600	175.00	.00	425.00	29.2%*
<a href="#">152221 45105 False Alarm Police</a>	300	300	15.00	5.00	285.00	5.0%*
<a href="#">152221 45106 Restitution</a>	0	0	1,006.38	25.57	-1,006.38	100.0%*
TOTAL Fines & Penalties	28,500	28,500	28,537.38	4,050.57	-37.38	100.1%
TOTAL REVENUES	28,500	28,500	28,537.38	4,050.57	-37.38	
60 Interest earned						
<a href="#">161193 46100 Interest Earned</a>	50,000	50,000	9,941.78	1,104.14	40,058.22	19.9%*
TOTAL Interest earned	50,000	50,000	9,941.78	1,104.14	40,058.22	19.9%
TOTAL REVENUES	50,000	50,000	9,941.78	1,104.14	40,058.22	
70 Donations						
<a href="#">171952 47000 BDC Contrib to Econ D</a>	75,000	75,000	75,000.00	.00	.00	100.0%*
<a href="#">171952 47001 MRRRA - Eco Dev positi</a>	25,000	25,000	12,499.98	2,083.33	12,500.02	50.0%*
<a href="#">171952 47002 MRRRA - MCOG DUES</a>	15,000	15,000	15,000.00	15,000.00	.00	100.0%*
TOTAL Donations	115,000	115,000	102,499.98	17,083.33	12,500.02	89.1%
TOTAL REVENUES	115,000	115,000	102,499.98	17,083.33	12,500.02	
80 Use of fund balance						
<a href="#">181100 48000 Unapprop General Fund</a>	1,000,000	2,415,000	.00	.00	2,415,000.00	.0%*
<a href="#">181100 48001 Bal of State Revenue</a>	20,000	20,000	.00	.00	20,000.00	.0%*
<a href="#">184500 48004 School Balance Forwar</a>	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	
90 Other						
<a href="#">191011 49000 Administration Miscel</a>	0	0	260.26	.00	-260.26	100.0%*

FOR 2014 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<a href="#">191111 49000 Finance Miscellaneous</a>	1,000	1,000	5,115.71	205.00	-4,115.71	511.6%*
<a href="#">191111 49104 Property &amp; Casualty D</a>	0	0	9,283.00	.00	-9,283.00	100.0%*
<a href="#">191111 49105 Postage &amp; Handling</a>	0	0	2,177.00	308.00	-2,177.00	100.0%*
<a href="#">191111 49106 W/C Proceeds</a>	0	0	8,327.20	.00	-8,327.20	100.0%*
<a href="#">191111 49210 Insurance Proceeds</a>	0	0	9,665.13	.00	-9,665.13	100.0%*
<a href="#">191192 49100 Cable Television</a>	210,000	210,000	115,920.24	.00	94,079.76	55.2%*
<a href="#">191194 49150 Gen Govt Asset Sales</a>	290,066	290,066	90.00	.00	289,976.00	.0%*
<a href="#">191411 49000 Codes Miscellaneous</a>	0	0	10.25	.00	-10.25	100.0%*
<a href="#">191611 49000 Town Clerk Miscellane</a>	1,200	1,200	1,104.50	188.50	95.50	92.0%*
<a href="#">191911 49000 Planning Miscellaneou</a>	150	150	144.85	7.75	5.15	96.6%*
<a href="#">192121 49000 Fire Miscellaneous</a>	0	0	774.73	5.00	-774.73	100.0%*
<a href="#">192194 49151 Fire Vehicle Sales</a>	0	0	1,500.00	.00	-1,500.00	100.0%*
<a href="#">192221 49000 Police Miscellaneous</a>	10,000	10,000	61,242.93	710.22	-51,242.93	612.4%*
<a href="#">192294 49153 Police Vehicle Sales</a>	13,500	13,500	.00	.00	13,500.00	.0%*
<a href="#">193131 49000 Public Works Miscella</a>	0	0	24.74	20.00	-24.74	100.0%*
<a href="#">193194 49154 Public Works Vehicle</a>	0	0	4,000.00	.00	-4,000.00	100.0%*
<a href="#">194545 49000 School Miscellaneous</a>	120,000	120,000	90,877.87	11,759.03	29,122.13	75.7%*
<a href="#">195051 49000 Recreation Miscellane</a>	0	0	517.80	.00	-517.80	100.0%*
<a href="#">199980 48100 General Fund Transfer</a>	675,000	675,000	296,150.96	21,150.96	378,849.04	43.9%*
TOTAL Other	1,320,916	1,320,916	607,187.17	34,354.46	713,728.83	46.0%
TOTAL REVENUES	1,320,916	1,320,916	607,187.17	34,354.46	713,728.83	
GRAND TOTAL	57,606,531	59,021,531	49,047,891.57	990,514.79	9,973,639.43	83.1%

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

FOR 2014 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
00 Fill							
19000 General Fund Transfers Out	1,435,975	2,856,475	2,856,475.00	.00	.00	.00	100.0%
TOTAL Fill	1,435,975	2,856,475	2,856,475.00	.00	.00	.00	100.0%
<hr/>							
10 General Government							
11000 Administration	487,927	487,927	436,037.79	37,672.45	68.00	51,821.21	89.4%
11100 Finance Department	680,948	680,948	488,680.12	48,612.07	150.00	192,117.88	71.8%
11150 Technology Services Dept	328,531	328,531	283,556.27	17,287.40	14,615.00	30,359.73	90.8%
11200 Municipal Officers	126,615	126,615	68,648.06	1,745.30	.00	57,966.94	54.2%
11210 Munic Bldg - 85 Union	0	0	16,634.47	8,833.12	397.96	-17,032.43	100.0%
11220 Munic Bldg - 28 Federal	166,850	166,850	104,040.48	10,049.57	601.00	62,208.52	62.7%
11230 Risk Management	414,750	414,750	351,065.44	7,204.29	.00	63,684.56	84.6%
11240 Employee benefits	0	0	-106,539.11	-5,569.73	.00	106,539.11	100.0%
11250 Cable TV	37,360	37,360	26,535.63	3,236.54	.00	10,824.37	71.0%
11300 Assessing	297,218	303,368	188,899.78	19,043.37	4,207.71	110,260.51	63.7%
11600 Town Clerk & Elections	356,478	356,478	241,449.84	27,808.94	230.00	114,798.16	67.8%
11900 Planning Department	541,059	546,959	349,194.10	39,119.50	59,276.01	138,488.89	74.7%
11950 Economic Development Dept	104,564	104,564	57,734.95	7,214.22	.00	46,829.05	55.2%
TOTAL General Government	3,542,300	3,554,350	2,505,937.82	222,257.04	79,545.68	968,866.50	72.7%
<hr/>							
20 Public Safety							
12100 Fire Department	2,985,969	3,010,869	2,142,892.49	218,112.31	15,031.38	852,945.13	71.7%
12150 Central Fire Station	41,054	41,054	29,724.22	4,127.51	467.96	10,861.82	73.5%
12160 Emerson Fire Station	50,350	50,350	23,329.61	1,881.82	342.72	26,677.67	47.0%
12200 Police Department	3,684,953	3,691,862	2,540,746.61	271,923.95	.00	1,151,115.24	68.8%
12210 Police Special Detail	0	0	14,314.05	453.63	.00	-14,314.05	100.0%
12220 Emergency Services Dispatch	721,909	721,909	520,474.03	51,510.76	1,400.00	200,034.97	72.3%
12250 Police Station Building	68,730	68,730	45,630.55	7,450.08	.00	23,099.45	66.4%
12310 Streetlights	205,000	205,000	141,775.44	15,789.40	.00	63,224.56	69.2%
12320 Traffic Signals	31,600	31,600	21,591.78	1,723.77	.00	10,008.22	68.3%
12330 Hydrants	429,178	429,178	206,654.85	.00	.00	222,523.15	48.2%
12340 Civil Emergency Preparedness	2,000	2,000	800.00	.00	.00	1,200.00	40.0%
TOTAL Public Safety	8,220,743	8,252,552	5,687,933.63	572,973.23	17,242.06	2,547,376.16	69.1%

FOR 2014 09

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>								
30	Public Works							
<hr/>								
13100	Public Works Administration	414,090	414,090	292,130.95	33,717.59	375.00	121,584.05	70.6%
13110	PW General Maintenance	1,629,304	1,629,304	1,155,594.81	208,940.76	65,632.60	408,076.59	75.0%
13130	Refuse Collection	573,143	573,143	392,053.96	45,768.53	116,047.56	65,041.48	88.7%
13140	Recycling	289,743	289,743	196,579.56	23,253.59	111,014.28	-17,850.84	106.2%
13150	PW Central Garage	781,964	781,964	579,952.44	96,595.77	69,261.06	132,750.50	83.0%
	TOTAL Public Works	3,688,244	3,688,244	2,616,311.72	408,276.24	362,330.50	709,601.78	80.8%
<hr/>								
40	Human Services							
<hr/>								
14100	General Assistance	170,106	170,106	118,772.99	11,574.38	2,113.72	49,219.29	71.1%
14120	Health & Social Services	2,744	2,744	1,387.36	.00	.00	1,356.64	50.6%
	TOTAL Human Services	172,850	172,850	120,160.35	11,574.38	2,113.72	50,575.93	70.7%
<hr/>								
45	Education							
<hr/>								
14500	School Department	35,570,775	35,570,775	22,102,375.63	2,238,861.36	.00	13,468,399.37	62.1%
	TOTAL Education	35,570,775	35,570,775	22,102,375.63	2,238,861.36	.00	13,468,399.37	62.1%
<hr/>								
50	Recreation and Culture							
<hr/>								
15000	Recreation Administration	435,014	435,014	304,348.24	36,583.86	.00	130,665.76	70.0%
15050	Rec Buildings and Grounds	657,996	662,107	405,102.62	41,459.10	9,380.38	247,624.00	62.6%
15150	Rec Federal St Building	15,840	15,840	13,460.60	660.54	.00	2,379.40	85.0%
15250	Rec Building 211	122,151	122,151	59,285.15	5,275.86	2,314.50	60,551.35	50.4%
15300	Teen Center	10,000	10,000	10,000.00	.00	.00	.00	100.0%
15310	People Plus	105,000	105,000	104,630.15	.00	.00	369.85	99.6%
15400	Curtis Memorial Library	1,215,000	1,219,900	926,249.77	.00	.00	293,650.23	75.9%
	TOTAL Recreation and Culture	2,561,001	2,570,012	1,823,076.53	83,979.36	11,694.88	735,240.59	71.4%
<hr/>								
60	Intergovernmental							

FOR 2014 09

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%
<hr/>								
70	Unclassified							
17000	Promotion and Development	160,258	154,758	129,122.18	11.48	247.28	25,388.54	83.6%
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	.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	250,285	130,372.18	11.48	14,774.25	105,138.54	58.0%
<hr/>								
80	Debt Service							
18010	2003 High School Refunding Bo	0	0	-.50	.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	.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	.00	.00	231,224.17	100.0%
	TOTAL Debt Service	923,898	923,898	560,149.76	.00	.00	363,748.24	60.6%
	GRAND TOTAL	57,606,531	59,088,928	39,652,279.62	3,537,933.09	487,701.09	18,948,947.11	67.9%

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

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# MANAGER'S REPORT - B BACK UP MATERIALS



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Joseph McKeen

## Center for the Common Good

[About](#)

[Service and Leadership](#)

[Courses and Research](#)

[Partners and Partnerships](#)

[Fellowships and Beyond](#)

[Contact](#)

### Mission

Mission

[Joseph McKeen Biography](#)

[Text of 1802 Inaugural Address](#)

[The Common Good in Bowdoin History](#)

[News Archives](#)

#### At the opening of the College in 1802, President Joseph McKeen declared that:

"...literary institutions are founded and endowed for the common good, and not for the private advantage of those who resort to them for education. It is not that they may be enabled to pass through life in an easy or reputable manner, but that their mental powers may be cultivated and improved for the benefit of society. If it be true, that no man should live to himself, we may safely assert, that every man who has been aided by a public institution to acquire an education, and to qualify himself for usefulness, is under peculiar obligations to exert his talents for the public good."

#### Mission

The Joseph McKeen Center for the Common Good provides opportunities for students to discover the ways in which their talents, passions and academic pursuits can be used for the benefit of society through public engagement. By linking diverse activities in order to compound their meaningfulness, the McKeen Center serves as a vibrant and central source of information, events and activities related to public engagement for faculty and staff as well as students, and connects departments, programs and individuals with similar interests to enhance both learning and impact in the community.

The McKeen Center offers students opportunities to explore themes of community responsibility, active citizenship and informed leadership through service and community engagement at the local, national and international levels. The Center encourages and assists faculty members in connecting their teaching, research and artistic endeavors to issues of the public good. It creates avenues for community partners, alumni and staff to educate students by action and example. In addition, the McKeen Center coordinates and supports public events that challenge all members of the Bowdoin community to consider both the historical and contemporary meanings of the common good and to debate issues of broad public concern. Faculty Fellows appointed to work with the McKeen Center help shape the Center's educational vision and its connection to the academic program, while student leaders of community service programs focus the Center's work on those initiatives that are most current and compelling.

#### McKeen Center Goals

- Enhance student learning and leadership skills through reflective public engagement in the curriculum and co-curriculum while cultivating lifelong commitments to improving the well-being of society;
- Encourage and support publicly engaged teaching, research and artistic work;
- Promote public engagement throughout the Bowdoin community by fostering discussion of the common good in campus-wide events that address issues of broad public concern.

*learning, serving, leading ... for the common good*

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Bowdoin College · Brunswick, Maine · 04011 · 207-725-3000

# MANAGER'S REPORT - C BACK UP MATERIALS

# BRUNSWICK SPRING CLEAN UP

TUESDAY, APRIL 22 TO SATURDAY, MAY 3, 2014

Residents may come to the Graham Road Landfill during the clean up period and enjoy the special access and disposal fee discounts as noted below. Residents may hire a commercial hauler to take their items to the landfill during this period, but will need to provide that hauler with a completed, signed Request For Disposal Fee Waiver form in order to take advantage of the discounted rates, as they may apply. Forms are available at the Landfill, the Town Clerk's Office, or the Public Works Department.

**\*Public Works will NOT be providing curbside Pick-Up\***

## **SPECIAL SERVICES FOR SPRING CLEAN-UP**

No Residential Permit Required	Residents may bring items to the landfill without purchasing a residential landfill disposal permit. Please bring proof of residency.
Special Disposal Fee Discounts and Acceptable Residential Materials for Disposal	Metals & White Goods (refrigerators, freezers, washing machines, clothes dryers, ranges, air conditioners, microwaves, TVs, stereos, etc.); yard waste (limbs, brush, etc.); electronic office equipment (phones, computers and monitors); waste wood (lumber and wood furniture); and recyclable items <b>ARE acceptable at no fee</b> for the Clean-Up period only. Trash, non-wood furniture, mattresses, & items normally landfilled <b>ARE</b> acceptable, but the customary disposal fee <b>WILL</b> be charged for these items.
Exchange Areas	Reusable items in good condition may be dropped off or picked-up at the EXCHANGE AREA of the Graham Road Landfill. (NOTE - "Dump Picking" is not permitted, except from the EXCHANGE AREAS - we now offer a lumber exchange area.)
Open All Day Sunday & Monday	Landfill hours are 8 AM to 3:30 PM daily, including Sunday, April 27, and Monday, April 28, 2014. Please arrive at least 15 minutes prior to closing
50 % Off Tire Disposal	Residents may dispose of <u>automobile</u> tires (w/o rims, maximum of 4) @ \$1.00 per tire. Normal charge is \$2.00 each.

These changes are in effect April 22<sup>nd</sup> through May 3<sup>rd</sup> **ONLY**.

For more information, please call Public Works at 725-6654

Manager Report – D and E  
NO BACK UP MATERIALS

ITEM 47

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 Council Chamber, Municipal Office Building, 85 Union Street, Brunswick, at 7:00 P.M. on 4/28/2014 on the following Alcoholic Beverage license applications:

#### **Full-Time Spirituous, Vinous & Malt**

Labonte Acquisition Company  
D/B/A: The Great Impasta (NEW )  
42 Maine Street

Lynn Labonte

#### **Full-Time Vinous & Malt**

Broadway Delicatessen, Inc.  
D/B/A: Broadway Deli  
142 Maine Street

Ms. Nancy Bigelow

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

**Department of Public Safety  
Division**



**Liquor Licensing & Inspection**

Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded. To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

<b>BUREAU USE ONLY</b>	
License No. Assigned:	
Class:	
Deposit Date:	
Amt. Deposited:	

**PRESENT LICENSE EXPIRES** \_\_\_\_\_

**INDICATE TYPE OF PRIVILEGE:**  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI)       |
| <input type="checkbox"/> HOTEL-OPTIONAL FOOD (Class I-A)           | <input type="checkbox"/> HOTEL (Class I,II,III,IV)          |
| <input type="checkbox"/> CLASS A LOUNGE (Class X)                  | <input type="checkbox"/> CLUB-ON PREMISE CATERING (Class I) |
| <input type="checkbox"/> CLUB (Class V)                            | <input type="checkbox"/> GOLF CLUB (Class I,II,III,IV)      |
| <input type="checkbox"/> TAVERN (Class IV)                         | <input type="checkbox"/> OTHER: _____                       |

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

<b>1. APPLICANT(S)</b> –(Sole Proprietor, Corporation, Limited Liability Co., etc.) <i>BROADWAY DELICATESSEN INC DOB:</i>			<b>2. Business Name (D/B/A)</b> <i>BROADWAY DELI</i>		
DOB:			DOB:		
Address <i>142 MAINE STREET</i>			Location (Street Address) <i>142 MAINE STREET</i>		
City/Town <i>BRUNSWICK</i>			State <i>ME</i>		Zip Code <i>04011</i>
Mailing Address <i>SAME AS ABOVE</i>			Mailing Address <i>SAME AS ABOVE</i>		
City/Town <i>BRUNSWICK</i>			State <i>ME</i>		Zip Code <i>04011</i>
Telephone Number <i>729-7781</i>			Business Telephone Number		Fax Number
Federal I.D. # <i>010 433 442</i>			Seller Certificate # <i>0211345</i>		

3. If premises are a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_
4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_
5. Is applicant a corporation, limited liability company or limited partnership? YES  NO   
\* \* "S" Corporation

complete Supplementary Questionnaire ,if YES

6. Do you permit dancing or entertainment on the licensed premises? YES  NO
7. If manager is to be employed, give name: \_\_\_\_\_
8. If business is NEW or under new ownership, indicate starting date: \_\_\_\_\_  
Requested inspection date: \_\_\_\_\_ Business hours: \_\_\_\_\_
9. Business records are located at: *1490 WASHINGTON STREET BATH MAINE*
10. Is/are applicants(s) citizens of the United States? YES  NO

11. Is/are applicant(s) residents of the State of Maine? YES  NO
12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Nancy J. (SCOTT) CUFF-BIGELOW	6/16/1953	NEW BEDFORD MA

Residence address on all of the above for previous 5 years (Limit answer to city & state)

BATH ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO
- Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_
- Offense: \_\_\_\_\_ Location: \_\_\_\_\_
- Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: Asrah Associates 136 MAINE ST SUITE 8 BRUNSWICK (DOUGLAS ROST 1/2 owner; DUSTIN SUDOM 1/2 owner)

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) \_\_\_\_\_

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: \_\_\_\_\_

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? 4 BLOCKS Which of the above is nearest? CHURCH

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: \_\_\_\_\_

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Brunswick ME on 4-17-2014, 20 14  
Town/City, State Date

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

Nancy J. Cuff-Bigelow, President

Signature of Applicant or Corporate Officer(s)

\_\_\_\_\_

**BUREAU OF ALCOHOLIC BEVERAGES  
DIVISION OF LIQUOR LICENSING & ENFORCEMENT  
164 STATE HOUSE STATION  
AUGUSTA, ME 04333-0164**



Promise by any person that he or she can expedite a liquor license through influence should be completely disregarded.

To avoid possible financial loss an applicant, or prospective applicant, should consult with the Division before making any substantial investment in an establishment that now is, or may be, attended by a liquor license.

DEPARTMENT USE ONLY	
LICENSE NUMBER:	CLASS:
DEPOSIT DATE	
AMT. DEPOSITED:	BY:
CK/MO/CASH:	

PRESENT LICENSE EXPIRES 10/10/2014

INDICATE TYPE OF PRIVILEGE:  MALT  SPIRITUOUS  VINOUS

**INDICATE TYPE OF LICENSE:**

- RESTAURANT (Class I,II,III,IV)
- HOTEL-OPTINONAL FOOD (Class I-A)
- CLASS A LOUNGE (Class X)
- CLUB (Class V)
- TAVERN (Class IV)
- RESTAURANT/LOUNGE (Class XI)
- HOTEL (Class I,II,III,IV)
- CLUB-ON PREMISE CATERING (Class I)
- GOLF CLUB (Class I,II,III,IV)
- OTHER: \_\_\_\_\_

**REFER TO PAGE 3 FOR FEE SCHEDULE**

**ALL QUESTIONS MUST BE ANSWERED IN FULL**

1. APPLICANT(S) - <del>Sole Proprietor</del> Corporation, Limited Liability Co., etc.) <u>Lynn Labonte</u> DOB: <u>3/18/76</u>			2. Business Name (D/B/A) <u>Labonte Acquisition Company</u>		
DOB: _____			<u>42 Maine St.</u>		
DOB: _____			Location (Street Address) <u>Brunswick</u> <u>ME</u> <u>04011</u>		
Address <u>10 lovers lane</u>			City/Town State Zip Code		
City/Town State Zip Code <u>Topsham</u> <u>ME</u> <u>04086</u>			Mailing Address City/Town State Zip Code		
Telephone Number Fax Number <u>207 757-1307</u>			Business Telephone Number Fax Number <u>207-729-5858</u>		
Federal I.D. # <u>46-5389133</u>			Seller Certificate # <u>5725</u>		

3. If premises is a hotel, indicate number of rooms available for transient guests: \_\_\_\_\_

4. State amount of gross income from period of last license: ROOMS \$ \_\_\_\_\_ FOOD \$ \_\_\_\_\_ LIQUOR \$ \_\_\_\_\_

5. Is applicant a corporation, limited liability company or limited partnership? YES  NO

complete Supplementary Questionnaire, If YES

6. Do you permit dancing or entertainment on the licensed premises? YES  NO

7. If manager is to be employed, give name: Debra Walfield

If business is NEW or under new ownership, indicate starting date: 5/15/14

Requested inspection date: 5/5/14 Business hours: 11a 9pm

Business records are located at: 42 Maine St. Brunswick

10. Is/are applicant(s) citizens of the United States?

YES  NO

11. Is/are applicant(s) residents of the State of Maine?

YES  NO

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:  
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Lynn Labonte	3/18/76	Brunswick, ME

Residence address on all of the above for previous 5 years (Limit answer to city & state)

10 Lovers Lane Topsham, ME  
279 Middlesex Rd. Topsham, ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES  NO

Name: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

Offense: \_\_\_\_\_ Location: \_\_\_\_\_

Disposition: \_\_\_\_\_

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?  
Yes  No  If Yes, give name: \_\_\_\_\_

15. Has/have applicant(s) formerly held a Maine liquor license? YES  NO

16. Does/do applicant(s) own the premises? Yes  No  If No give name and address of owner: \_\_\_\_\_

17. Describe in detail the premises to be licensed: (Supplemental Diagram Required) The Great Impact  
Restaurant

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?  
YES  NO  Applied for: Applying

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? \_\_\_\_\_ Which of the above is nearest? church

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES  NO

If YES, give details: ARFCU, MCOL, SBA, OWNER Finance (Alisa Coffin)

The Division of Liquor Licensing & Inspection is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_

Town/City, State

Date

Lynn Labonte  
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

\_\_\_\_\_  
Signature of Applicant or Corporate Officer(s)

Lynn Labonte  
Print Name

\_\_\_\_\_  
Print Name

ITEM 48

BACK UP MATERIALS



# Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY

DEVELOPMENT

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

TO: Brunswick Town Council Members  
FROM: Linda Smith, Business Development Manager  
SUBJECT: Greater Brunswick Housing Corporation (GBHC) Request to Brunswick Town Council to approve a Community Development Block Grant application  
DATE: April 23, 2014

The Greater Brunswick Housing Corporation (GBHC) is requesting the Town of Brunswick to submit a request to the Department of Economic and Community Development's (DECD) Office of Community Development (OCD) for \$450,000 from the Community Development Block Housing Assistance Grant program to provide funding for the GBHC's purchase of existing multi-family residential properties in order to make substantial rehabilitation to existing apartments.

On March 10, 2014, the Town Council approved a Letter of Intent (LOI) to DECD OCD for this purpose. On March 18, 2014, DECD OCD invited the Town to apply for these funds. The funds provided for by this CDBG grant will allow the GBHC to create affordable units and make improvements so as to furnish residents with quality housing at an affordable rent level.

The GBHC plans to acquire a six-unit apartment house located on 27 Spring St. in Brunswick. The property is located at the corner of Spring and Weymouth Street across from the Harriet Beecher Stowe Elementary School. The site consists of an apartment building with five units and a garage with a one bedroom unit located above it.

The house has 4 one-bedroom apartments and 1 three-bedroom apartment. The house will require substantial renovation and, in doing so, will be reconfigured to hold 2 one-bedroom apartments, 1 two-bedroom and 1 three-bedroom apartments (a total of 4 in the primary house). The garage will be demolished due to a lack of structural integrity, and in its place a two-unit, two-bedroom house will be constructed. In total, the number of apartment units will not change.

Currently, only two units are occupied, therefore, relocation of tenants will be minimal. The GBHC will serve low to moderate income households whereby at least 4 of the units will serve households earning less than 80% of the area median income which for a household of three is currently \$49,250. Historically, we have served households with less than 30% of area median income which is \$18,450. Further, the mission to provide decent affordable housing will be advanced by these grant funds as they will allow the redevelopment of existing marginal housing units into newly modernized, energy efficient residential units. Historically, households at the lower end of the income scale have few options to rent modern apartments and therefore the GBHC's efforts provide increased opportunities for these households to live in safe, decent, affordable housing.

Staff from the Greater Brunswick Housing Corporation (GBHC) will be available at the April 28, 2014 Town Council meeting to answer any questions.

Cc: John Eldridge, Interim Town Manager, Town of Brunswick  
John Hodge, Executive Director, Brunswick Housing Authority

## **BRUNSWICK TOWN COUNCIL RESOLUTION**

**WHEREAS**, the Town of Brunswick wishes to apply to the Department of Economic and Community Development for a Community Development Block Grant to carry out a housing assistance program; and

**WHEREAS**, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

**WHEREAS**, the Town of Brunswick is cognizant of the requirement that should the intended National Objective of the CDBG program not be met, all CDBG funds must be repaid to the State of Maine CDBG program; and

**NOW THEREFORE**, be it resolved by the Council of the Town of Brunswick that the Town Manager:

- 1) Is authorized and directed to submit an application for the following program(s) and dollar amount(s) within the State of Maine's CDBG Program:

Program: CDBG 2014 Housing Assistance Grant Program    Amount: \$450,000

to the Department of Economic and Community Development on behalf of the Town of Brunswick, substantially in the form presented to this council;

- 2) Is authorized to make assurances on behalf of the Town of Brunswick as required as part of such applications, and
- 3) Is authorized and directed, upon acceptance of said funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of Brunswick and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

**DATE ENACTED:** April 28, 2014

**Municipal Seal**



**State of Maine**  
**Community Development Block Grant Program**  
**2014 Housing Assistance Program**  
**Letter of Intent**

(Due at DECD on or before March 14, 2014, 4:00 p.m.)  
 Letters of Intent may be submitted via email to: [ocd.loi@maine.gov](mailto:ocd.loi@maine.gov)  
 Please enter "HA LOI" in the subject line.

All communities wishing to apply for a 2014 Housing Assistance Grant must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed and approved Letter of Intent will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding. Funds will not be available until after July 1, 2014.

**A. APPLICANT ELIGIBILITY**

**1. Legal Applicant:**

Applicant:	<b>Town of Brunswick</b>	Phone:	<b>207-725-6659</b>
Address:	<b>28 Federal Street</b>	Fax:	<b>207-725-6663</b>
City, ZIP:	<b>Brunswick, 04011</b>	E-Mail:	<b>jeldridge@brunswickme.org</b>
Chief Official:	<b>John Eldridge, Interim Town Manager</b>		
Grant Year of Last CDBG Housing Assistance Award: (This includes any multi-jurisdictional awards that the community benefitted from)	<b>2008</b>		
	OCD Consultation (name & date): <b>Deb Johnson March 5, 2014</b>		
DUNS #: (Use municipal DUNS#, not the fire dept., police dept.): <b>077466274</b>			
(visit <a href="http://www.nea.gov/grants/apply/DUNS.html">www.nea.gov/grants/apply/DUNS.html</a> to obtain a number)			
If this is a multi-jurisdictional application, list the participating municipalities and its population:			
Town/City:	Population:		
Town/City:	Population:		
Town/City:	Population:		

**2. Applying on Behalf of Sub-Grantee (if applicable): (e.g.: Non-Profit Housing Developer)**

Sub-Grantee:	<b>Greater Brunswick Housing Corp.</b>	Phone:	<b>207-725-8711</b>
Address:	<b>PO Box A</b>	Fax:	<b>207-729-0246</b>
City, ZIP:	<b>Brunswick, 04011</b>	E-Mail:	<b>john@brunswickhousing.org</b>
Agency Rep:	<b>John Hodge</b>	Title	<b>Secretary/Treasurer</b>

**3. Engineer/Architect consulted for project & providing cost estimates (if applicable):**

Name:	<b>N/A</b>	Phone:	
Firm:		Fax:	
Address:		E-Mail:	
City, ZIP:			

**B. CATEGORY**

Place an "X" to the left of the HA category for which this Intent to Apply is being made:

<b>X</b>	<b>1. Housing Rehabilitation</b>
	<b>2. Other Housing Activity</b>

**C. PROJECT INFORMATION**

Provide a clear, concise description of the proposed project using the space below. The scope of work should be very specific in identifying how the CDBG money will be used in meeting a National Objective of benefiting low-to-moderate income people.

The Sub Grantee intends to purchase existing multi-family residential properties and make substantial rehabilitation to the existing apartments. The mission of the GBHC is to provide decent, safe and affordable housing to low and moderate income households. The proposed properties, located at 57 Pleasant Street or other site location, currently provide rental units at a market rate. The funds provided for by this grant will allow the GBHC to create affordable units and make improvements so as to furnish residents with quality housing at an affordable rent level.

**D. COST ESTIMATES & PROJECT FUNDING**

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. All applicable construction estimates should be prepared by the Engineer/Architect (from section A-3). Take into account the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs for projects over 7 units.

Total Estimated Project Cost:	\$922,490	CDBG Request:	\$500,000
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Funding Source	Amount	Date Secured
CDBG Housing Grant	\$500,000	TBD
Conventional Financing	\$492,490	TBD
<b>TOTAL:</b>	<b>922,490</b>	

**E. CDBG CERTIFIED ADMINISTRATORS**

Name of Certified Administrator:	Linda Smith			
Date Certified:	TBD			
Municipal Employee?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
If not a municipal employee describe the procurement process used for selection:				

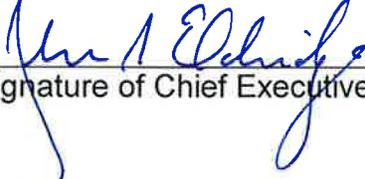
Name of Qualified Rehab Tech:	Leo Hill <span style="float: right;">(For Housing Rehabilitation Applicants Only)</span>			
Organization	Greater Brunswick Housing Corp			
Municipal Employee?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

**Applicant Certifications**

a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct;

b. This pre-application complies with all applicable State and federal laws and regulations; and

c. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

	Town of Brunswick	March 11, 2014
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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year



Paul R. LePage  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF ECONOMIC  
AND COMMUNITY DEVELOPMENT



George C. Gervais  
COMMISSIONER

March 18, 2014

John Eldridge  
Town of Brunswick  
28 Federal Street  
Brunswick, ME 04011-1585

Dear Mr. Eldridge:

The Office of Community Development (OCD) has reviewed the Letter of Intent you submitted to apply for the 2014 Community Development Block Grant (CDBG) Housing Assistance program. Our review showed that the Town of Brunswick has met the requirements established by Title I of the Housing and Community Development Act of 1973, as amended and the State of Maine CDBG program. Therefore, the town is eligible to submit a 2014 Housing Assistance program application.

Please remember that eligibility to submit a final application does not imply final project approval for funding and that the application is due at the physical location of OCD by 4:00pm on Friday May 2, 2014 and must meet all the requirements of the 2014 CDBG program, including firm commitment of all matching funds and documentation that funding is in place to complete the project as presented.

You may contact OCD at 624-7484 with any further questions regarding the 2014 CDBG HA application process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deborah Johnson'.

Deborah Johnson, Director  
Office of Community Development

/sjb

ITEM 49

BACK UP MATERIALS

## **M E M O R A N D U M**

**TO:** John Eldridge, Acting Town Manager

**FROM:** Stephen E.F. Langsdorf; Kevin J. Haskins  
Town Attorneys

**DATE:** March 27, 2014

**RE:** **Location Permit for SolarCity to Install Underground Electrical Line  
Servicing Bowdoin College**

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This memorandum analyzes the Town of Brunswick's (the "Town") licensing authority to issue a location permit to SolarCity to install an underground electrical line to serve Bowdoin College ("Bowdoin").

### **I. FACTS**

SolarCity is a solar energy service provider and is working with Bowdoin to develop and construct two solar arrays on land and buildings owned by the college. One of the arrays is proposed to be located on land acquired by Bowdoin from the former Brunswick Naval Air Station. Power generated from this array is proposed to be transmitted to the Bowdoin campus via a half-mile medium-voltage distribution line. A portion of this electrical line is proposed to be located along public ways that are within the urban compact area of the Town. SolarCity will own and operate the electrical line.

### **II. ANALYSIS**

A. SolarCity must obtain a location permit before installing the proposed electrical line along public ways

Maine law allows a person other than a transmission and distribution utility to construct electric lines along public ways, provided the person obtains a location permit from the applicable licensing authority.<sup>1</sup> See 35-A M.R.S.A. § 2305-B, §§ 2501-2503, 2507.

Specifically, Maine law provides that a person other than a transmission and distribution utility may construct electrical lines along public ways if:

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<sup>1</sup> The analysis in this memo would likely be the same if SolarCity were considered to be a "transmission and distribution utility," as such entities are still required to obtain a location permit pursuant to 35-A M.R.S.A. § 2503. See 35-A M.R.S.A. §§ 2305-B(1), 2501.

1. The person satisfies the requirements of 35-A M.R.S.A. § 2503;
2. The person or the person's contractor provides a performance bond to the applicable licensing authority;
3. Prior to constructing the line, the person notifies the transmission and distribution utility in whose service territory the line is proposed to be built; and
4. The public utility does not object to the line or, if the public utility does object, the Maine PUC issues a finding that the line is not a duplication of existing transmission or distribution facilities and does not interfere with the adequate and safe delivery of electricity to others.

*Id.* at § 2305-B(2). Bowdoin has represented that it has received written confirmation from Central Maine Power Co. ("CMP") that CMP does not object to the proposed installation, thereby satisfying conditions 3 and 4. Assuming SolarCity will comply with condition 2, the remaining condition that must be met is condition 1, *i.e.* satisfying the requirements of 35-A M.R.S.A. § 2503.

Section 2503 governs the procedure for obtaining a location permit to construct electrical lines and other "facilities" in or along a public way. Section 2503 applies broadly to "every person making, generating, selling, distributing and supplying gas or electricity" and "any other person engaged in . . . the transmission of heat or electricity." *Id.* at § 2501(2). Because SolarCity will be generating and transmitting electricity, Section 2503 applies and SolarCity must obtain a location permit from the applicable licensing authority before constructing electrical lines or any similar facilities along public ways. *Id.* (providing that "a person may not construct facilities upon and along highways and public roads without applying for and obtaining a written location permit from the applicable licensing authority under section 2503").

B. The Town of Brunswick would be the applicable licensing authority for SolarCity's application for a location permit

Maine law provides that municipal officers or their designees are the applicable licensing authority when the public way is a "city street or town way or a state or state-aid highway in the compact areas of urban compact municipalities." *Id.* at § 2502(1)(B). The Maine Department of Transportation ("Maine DOT") is the applicable licensing authority when an application for a location permit involves a state or state-aid highway outside the compact areas of urban compact municipalities. *Id.* at § 2502(1)(A).

Here, Bowdoin has indicated that the proposed electrical line will run along streets and state highways that are within the urban compact area of the Town of Brunswick. The Town of Brunswick would therefore be the applicable licensing authority for SolarCity's application for a location permit.

C. The standards of the Maine Department of Transportation would govern the location, depth and height of electrical lines placed along the public ways

Section 2503 provides that where a local licensing authority, such as the Town, has not adopted standards governing the location, depth and height of utilities along state or state-aid highways within municipal urban compact areas, the standards adopted by the Maine DOT govern. *Id.* at § 2503(21)). These standards are codified in the Maine DOT's Utility Accommodation Policy. *See* 17-229 C.M.R. ch. 210 (hereinafter "UAP").

In this case, the Town has not adopted standards governing the location, depth and height of utilities along state or state-aid highways within its urban compact areas, or for any of the Town's city streets or town ways. Consequently, the standards of the Maine DOT as articulated in the Utility Accommodation Policy would govern with respect to the portions of the electrical line running along state aid highways within the Town's urban compact area. For the sake of consistency, these same standards would govern any portion of the line running along the Town's city streets and/or town ways.

D. SolarCity should be listed as a utility on the MaineDOT Utility Database as a condition of receiving a location permit

Pursuant to Maine DOT's Utility Accommodation Policy, only a "utility" may apply for and receive a location permit for construction of an electrical line or similar facility along public ways where the Maine DOT is the applicable licensing authority. *See* UAP at § 5(1). A "utility" is defined under the policy as:

1. A public utility regulated by the Maine Public Utilities Commission; or
2. Other public and private entities that are authorized by 35-A M.R.S.A. ch. 23 to locate their facilities along public ways, provided the entities are "providing services to the general public" or to regulated public utilities.

*Id.* at § 4. The Maine DOT maintains a database—the MaineDOT Utility Database—that identifies entities authorized to locate their facilities along public ways. According to Maine DOT, a utility must be listed on the MaineDOT Utility Database (and also apply for a location permit) in order to locate facilities along a public way within the Maine DOT's jurisdiction. *See* Maine DOT, Utility Services: Rules and Permits, *available at* <http://www.maine.gov/mdot/utilities/utilityissues.htm>.

"Private entities" may not apply for or obtain a location permit under the DOT's Utility Accommodation Policy. UAP at § 5(1). A "private entity" is defined under the policy as a private organization or individual, other than a "utility," that owns, operates, controls and maintains facilities that exist for its own use. *Id.* at § 4.

Here, SolarCity is not a "private entity," because although it proposes to own and operate the proposed electrical line, the line is not for its own use but for Bowdoin's. Rather, SolarCity is a "utility" under the DOT's Utility Accommodation Policy, because it is a private entity that

provides its services to the general public, and Bowdoin College specifically in this case, and is authorized by 35 M.R.S.A. § 2305-B to locate facilities along public ways as long as it satisfies the four conditions identified above. However, to be consistent with the Utilities Accommodation Policy and to remove any doubt as to SolarCity's status as a utility, the Town should require that SolarCity become listed as a utility on the MaineDOT Utility Database as a condition of receiving a location permit.

E. Schedule for SolarCity's submission of an application for a location permit

The following schedule would allow SolarCity's application to be placed on the agenda and heard at the Town Council meeting on Monday, May 5, 2014:

SolarCity submits its application to the Town	April 11, 2014
<p>SolarCity provides the following public notice of its application:</p> <ul style="list-style-type: none"> <li>• Publication of the application in a newspaper of general circulation in the Town</li> <li>• Notice of the application and the hearing to be held on the application at the Town Council's meeting on May 5, 2014, to be provided to abutters by certified mail</li> </ul>	April 18, 2014
Town provides public notice of the hearing to be held on SolarCity's application at the Town Council's meeting on May 5, 2014	April 28, 2014
Deadline for an abutter to file with the Town a written objection to SolarCity's application	May 2, 2014
Town Council meeting / hearing concerning SolarCity's application	May 5, 2014

SEFL:kjh

**ITEM 50**

**BACK UP MATERIALS**



# Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY  
DEVELOPMENT

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

TO: Brunswick Town Council Members

FROM: Linda Smith, Business Development Manager

SUBJECT: Frosty's Donuts, LLC Request to submit a Letter of Intent (LOI) for a Community Development Block Grant application

DATE: April 24, 2014

Frosty's Donuts, Inc. is requesting a Letter of Intent (LOI) from the Town of Brunswick to submit to the Department of Economic and Community Development's Office of Community Development for \$160,050 from the Community Development Block Grant Economic Development program to provide funding to support their production expansion to 119 Orion Street at Brunswick Landing.

Frosty's Donut Shop was established in 1965 in Brunswick, Maine. In its nearly 50 years, Frosty's has become regarded as an "iconic institution" in the community and has attained regional and national recognition. Since Nels and Shelby Omdal purchased the business in 2012, they have grown the company from a start-up which they ran themselves to having 23 full time employees. They have grown from one to three retail locations and developed a thriving wholesale division that is continuing to expand. They are unable to further develop the business without a larger production facility.

They are seeking production space in the former NASB Building # 51 located at 119 Orion Street at the Brunswick Landing. They will do all donut production in that facility and will have the capacity to add new products to the Frosty's brand and in turn will need to hire more employees. By redeveloping Building #51 at the Brunswick Landing, they will not only be improving the property, but also creating a new "destination" location at the Brunswick Landing as they will host the public for tours of the facility and will have a small retail kiosk on site. The new space will hire a minimum of seven (7) new employees within the next year.

When the Omdals re-opened Frosty's in February of 2012, they received a congratulatory letter from U.S. Senator Susan Collins who stated that small businesses are the heart of Maine's economy. They take pride in maintaining the legacy of Frosty's Donuts, offering a high quality product for their faithful customers, providing a living for 30 employees (23 current and 7 new), and supporting the economy of Brunswick and the State of Maine.

The draft Letter of Intent is attached for your reference. Shelby and Nels Omdal will be available at the April 28, 2014 Town Council meeting to answer any questions.

Attachment

Cc: John Eldridge, Interim Town Manager, Town of Brunswick  
Shelby & Nels Omdal, Co-owners, Frosty's Donuts, LLC

State of Maine  
**Community Development Block Grant Program**  
**2014 Economic Development Program**  
**Letter of Intent to Apply**

Due the first Friday of each month by 4:00 p.m.\*

Letters of Intent may be submitted via email to: [ocd.loi@maine.gov](mailto:ocd.loi@maine.gov)

Please enter "EDP LOI" in the subject line.

**2014 CDBG Program Funds are not expected to be available before July 1, 2014.**

All communities wishing to apply for assistance under the 2014 Economic Development Program must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed Letter of Intent deemed to be fully compliant will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding.

**EDP PROJECT PARTICIPANTS**

**Legal Applicant (Community):**

<b>Applicant:</b>	Town of Brunswick	<b>Phone:</b>	207-725-6659
<b>Address:</b>	85 Union Street	<b>Fax:</b>	207-725-6663
<b>City, ZIP+4:</b>	Brunswick ME 04011	<b>E-Mail:</b>	jeldridge@brunswickme.org
<b>Contact:</b>	John Eldridge, Interim Town Manager		
<b>DUNS #:</b>	Applicant DUNS (Dunn & Bradstreet) #: 077466274 (visit <a href="http://www.nea.gov/grants/apply/DUNS.html">www.nea.gov/grants/apply/DUNS.html</a> if applicant needs to obtain a number)		
<b>OCD Development Program Manager (Name and Date of Consultation Required):</b> <div style="text-align: right;">Deb Johnson / April 22, 2014</div>			

**Business to be assisted:**

<b>Business</b>	Frosty's Donuts, LLC	<b>Phone:</b>	207-729-4255
<b>Address:</b>	54 Maine Street	<b>Fax:</b>	
<b>City, ZIP:</b>	Brunswick ME 04011	<b>E-Mail:</b>	<a href="mailto:shelbystandre@gmail.com">shelbystandre@gmail.com</a>
<b>Contact:</b>	Shelby & Nels Omdal or Stacey Durrell Stacey.durrell@outlook.com	<b>Title</b>	Partners or Operations Mgr
<b>DUNS #:</b>	Applicant Business DUNS (Dunn & Bradstreet) #: APPLIED FOR (visit <a href="http://www.nea.gov/grants/apply/DUNS.html">www.nea.gov/grants/apply/DUNS.html</a> if business needs to obtain a number)		
<b>Is business to be assisted</b> <input checked="" type="checkbox"/> <b>Retail</b> <input type="checkbox"/> <b>Start-up</b>			

**\*If the first Friday of the month falls on a holiday the EDP Letter of Intent will be due by 4:00pm on the next business day.**

## EDP ELIGIBLE ACTIVITY CATEGORIES

	<p><b>Grants to Municipalities:</b> for acquisition, relocation, demolition, clearance, construction, reconstruction, installation and rehabilitation <u>associated with public infrastructure</u> projects such as water and sewer improvements, flood and drainage improvements, publicly-owned commercial and industrial buildings, parking, streets, curbs, gutters, sidewalks, etc. <b>\$1,000,000</b></p> <p><u>All public infrastructure must be owned by the municipality or public or private utility and be in support of an identified business.</u></p>
	<p><b>Grants to Municipalities for Direct Business Support:</b> for capital and non-capital equipment, land and site improvements, rehabilitation or construction of commercial or industrial buildings, job training, working capital and capital equipment and be in support of an identified business. <b>\$1,000,000</b></p> <p><b>Acquisition is not an allowable activity under this group.</b></p>

***Applicants may apply in only one specific grant activity group.***

## ECONOMIC DEVELOPMENT PROGRAM FUNDS CANNOT BE USED TO REFINANCE EXISTING DEBT

### PROJECT INFORMATION

Using the space provided please provide a clear, concise description of the proposed development project. Be sure to clearly explain how EDP funds will be utilized, the financing gap that exists in order to do the project and the timeline in which the CDBG-EDP funds will be expended and information relative to jobs being created and/or retained.

Frosty's Donut Shop was established in 1965 in Brunswick, Maine. In its nearly 50 years, Frosty's has become regarded as an "iconic institution" in the community and has attained regional and national recognition. Since Nels and Shelby Omdal purchased the business in 2012, they have grown the company from a start-up which they ran themselves to having 23 full time employees. They have grown from one to three retail locations and developed a thriving wholesale division that is continuing to expand. They are unable to further develop the business without a larger production facility.

They are seeking production space in the former NASB Building # 51 located at 119 Orion Street at the Brunswick Landing. They will do all donut production in that facility and will have the capacity to add new products to the Frosty's brand and in turn will need to hire more employees. By redeveloping Building #51 at the Brunswick Landing, they will not only be improving the property, but also creating a new "destination" location at the Brunswick Landing as they will host the public for tours of the facility and will have a small retail kiosk on site. Frosty's is requesting \$160,050 in CDBG financing, the Maine Regional Development Authority (MRRA) has been approached for a \$50,000 working capital loan, Bank of Maine has been approached for a \$77,000 line of credit, and the owners have committed \$33,050 of equity to the project. These funds will support a build-out, including new walls and flooring, lighting, back-up generator and other building improvements (\$70,000), purchase of equipment for a new production kitchen (\$208,000), and training for the new employees (\$42,000). Frosty's will hire a minimum of seven (7) new employees within the next year.

When the Omdals re-opened Frosty's in February of 2012, they received a congratulatory letter from U.S. Senator Susan Collins who stated that small businesses are the heart of Maine's economy. They take pride in maintaining the legacy of Frosty's Donuts, offering a high quality product for their faithful customers, providing a living for 30 employees (23 current and 7 new), and supporting the economy of Brunswick and the State of Maine.

## EDP DOLLARS PER JOB CREATED

The maximum CDBG participation per job created with EDP funds is \$30,000.

## JOB RETENTION INFORMATION (Fill in job information below)

**Number of Full-Time Equivalent (FTE) Jobs to be Retained:**

The applicant must also attach documentation to this Letter of Intent such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance. **Completion of Job Retention Assurances and Job Retention Summary Documentation must be completed and submitted to the Office of Community Development before applicant will be invited to submit an EDP application.** Forms require completion and must be signed by both the municipal and business CEO. Please pay close attention to the definition of permanent, full time and full time equivalent jobs.

## JOB CREATION INFORMATION (Fill in job information below)

**Number of Full-Time Equivalent (FTE) Jobs to be Created:**

Occupation/Job Title	# of Jobs	Work Location	Hire Date	Hourly Salary	Hourly Salary <b>with</b> eligible fringe benefits
Baker	2	Brunswick Landing	July	14.00	\$19.00 Vacation-Heath; Retirement
Assistant Baker	2	Brunswick Landing	July	11.00	\$14.00 Vacation-Heath; Retirement
Donut Finisher	3	Brunswick Landing	July	10.00	\$13.00 Vacation-Heath; Retirement

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

## G. COST ESTIMATES & PROJECT FUNDING

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds.

Applicants for Economic Development Program funds must certify and provide documentation, at time of application, that there is a 100% cash match of the total EDP award. Matching funds must be directly related to the activities undertaken with EDP funding and must be firm commitments from non-CDBG funds and documented by binding commitment letters submitted with the final application.

Prior commitments and in-kind contributions are not considered as match. Project must demonstrate that there is a gap between sources and uses and that CDBG funds are needed to fill that gap. Communities receiving an EDP award may not receive any other EDP award for the same project or business during the same program year or for the same or project or business from a prior program year that has not met final closeout status.

All construction estimates should be prepared by the Engineer/Architect. Take into account the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs. ***Please note projects with a total cost exceeding \$3,000,000 are not eligible for EDP assistance. The minimum request for EDP assistance is \$100,000\*.***

<b>Total Estimated Project Cost:</b>	\$ 320,100	<b>CDBG Request:</b>	\$ 160,050
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<b>Funding Source</b>	<b>Amount</b>	<b>Date Secured</b>
CDBG-EDP	\$ 160,050	Pending approval
MRRA	\$ 50,000	Pending approval
Business Assets	\$ 33,050	Owner Capital
Bank of Maine	\$ 77,000	Line of Credit - Pending
<b>TOTAL:</b>	<b>\$ 320,100</b>	

**EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES**

**EDP applications in support of a retail business must attach written documentation to this Letter of Intent for each of the following limited conditions:**

- 1.** The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
- 2.** The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region economy and not a shift from existing established businesses to a new or expanded one; and
- 3.** The retail business is located in either a downtown district meeting the definition of PL 776 enacted by the 119<sup>th</sup> legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
- 4.** At least 50% of the jobs created by the retail business must be full time jobs.

**\*Projects seeking less than \$100,000 in CDBG EDP funds must have received approval from the Office of Community Development prior to submission of the EDP Letter of Intent.**

# Applicant & Business Certifications

As an authorized official of the applicant community and/or business, I certify under the penalties of perjury that:

1. To the best of my knowledge and belief, all information contained in this Letter of Intent and all attached documentation is true and correct and current as of the date signed below;
2. This Letter of Intent complies with all applicable State and federal laws and regulations;
3. **Both parties signing this Letter of Intent are cognizant of the requirement that should the intended Job Creation/Retention National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; DECD may elect to secure such requirement/repayment with assets of the Applicant Business for a term of up to five years should this project be approved for funding;**
4. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

Signature of Chief Executive Officer:	Printed or Typed Name:  John Eldridge, Interim Town Manager
Name of Applicant <b>Community</b> :  Town of Brunswick	Date:
Signature of Chief Executive Officer:	Printed or Typed Name: Shelby Omdal Nels Omdal
Name of Applicant <b>Business</b> :  Frosty's Donuts, LLC	Date:

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ECONOMIC DEVELOPMENT PROGRAM GRANT APPLICATION**

**GRANTEE/BUSINESS ASSURANCES**

**JOB RETENTION**

The Business \_\_\_\_\_(as identified below), having applied for funding from the Town/City of \_\_\_\_\_ (as identified below) through the Maine assures that it has discussed job retention project goals with the applicant business. The Municipality is assured that \_\_\_\_\_ jobs **will be retained for a period of no less than two years from the date of the CDBG contract between the municipality and the State of Maine.** The Business (as identified below) assures that these jobs will be retained and that timely and completed documentation will be provided to the Municipality necessary to verify job retention achievements. Both the Municipality and the Business assure that low and moderate-income persons hold at least 51% of the jobs retained.

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

**All job retention information reported on this form will be reviewed by OCD.**

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Signature of Municipal CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business

\_\_\_\_\_  
Signature of Business CEO

\_\_\_\_\_  
Date

**The applicant must attach documentation to this form (such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance.**

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
ECONOMIC DEVELOPMENT PROGRAM GRANT APPLICATION**

**JOB RETENTION SUMMARY DOCUMENTATION**

TO BE DETERMINED BY EMPLOYEE SURVEY AND VERIFIED THROUGH SUPPORTING DOCUMENTATION

JOB TITLE	Job Class*	# JOBS RETAINED Qualified		# LMI JOBS RETAINED		# NON LMI JOBS RETAINED	
		full time	part time	full time	part time	full time	part time

**All existing employees must be surveyed prior to making application to determine LMI status and establish an employment baseline for future reference.**

**All job retention information reported on this form must be submitted for reviewed by OCD.**

**\* Attach a job description for each job title for which a position will be retained and use the job category definition numbers outlined below to indicate job class.**

The above information has been compiled using the individual surveys of all affected employees of the Business (as identified above).

This survey was based on family income as defined by the HUD Low/Moderate Income Limits, which apply to the Community Development Block Grant (CDBG) Program. To the best of my knowledge, all information represented above is true and factual. Assurances are also given that "Clear and Objective" evidence exists documenting the above jobs would actually be lost without CDBG Program funding, and that this evidence exists in the form of a notice issued by the assisted party to affected employees, a public announcement, relevant financial records or other form acceptable to the Department of Economic and Community Development.

\_\_\_\_\_  
Signature of Human Resources Officer

\_\_\_\_\_  
Date

## JOB CATEGORY DEFINITIONS AND CLASS NUMBERS

1. **Officials and Managers** – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** – Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers, demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office and Clerical** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** – Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, composers and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

**STATE OF MAINE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT**  
**Economic Development Program Development Grant Application**  
**JOB CATEGORY DEFINITIONS AND CLASS NUMBERS**  
**(continued)**

7. **Operatives (semi-skilled)** – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled)** – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
9. **Service workers** – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

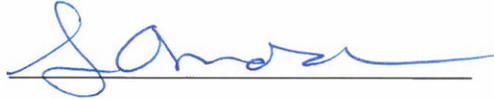
**REQUEST FOR WITHDRAWAL OF CDBG-EDP LOI SUBMISSION  
FROSTY'S DONUTS, LLC**

**TUE 2014-04-22**

Frosty's Donuts, LLC, through its owners, Nels Omdal and Shelby Omdal, hereby requests that the Town of Topsham withdraw its submission of a Community Development Block Grant – Economic Development Program Letter of Intent (CDBG-EDP LOI), in support of Frosty's Donuts LLC, to the Maine Department of Economic and Community Development (DECD), in order that it may be revised and resubmitted by the Town of Brunswick.



Nels Omdal



Shelby Omdal

2014-04-22

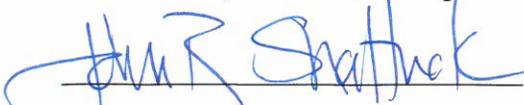
Date

Frosty's Donuts, LLC  
54 Maine Street  
Brunswick ME

**CONSENT TO RESUBMISSION OF CDBG-EDP LOI  
TOWN OF TOPSHAM**

**TUE 2014-04-22**

The Town of Topsham, through its Economic & Community Development Director, John Shattuck, hereby freely and fully consents to the re-submission of a revised Community Development Block Grant – Economic Development Program Letter of Intent (CDBG-EDP LOI) by the Town of Brunswick, in support of Frosty's Donuts LLC, to the Maine Department of Economic and Community Development (DECD).



John Shattuck

2014-04-22

Date

Town of Topsham  
100 Main Street  
Topsham ME 04086

ITEM 51

BACK UP MATERIALS

# APPOINTMENTS COMMITTEE

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**To:**

Brunswick Town Council

**From:**

Gerald Favreau  
Chair Appointments Committee

**Date:**

April 16, 2014

Fellow Councilors,

On the evenings of April 9 and April 16, 2014, the Appointments Committee met to interview candidates/applicants for (2) Committees.

**Conservation Commission  
River and Coastal Water Commission**

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

**Conservation Commission:**

Stephen Cohen (New appointment)  
(Uncontested)

**River and Coastal Water Commission: (New Committee) (9 Applicants)**

Mark Worthing (Citizen Member - 3 Year Term) contested  
Sue Stableford (Citizen Member - 2 Year Term) contested  
Bill Good (Citizen Member - 2 Year Term) contested  
Helene Marsh Harrower (Water-Dependent Commercial Interest Member - 3 Year Term)  
uncontested

2 Alternates:

Mark Holbrook (Citizen Member - 2 Year Term) contested  
Douglas Niven (Citizen Member - 2 Year Term) contested

Nominations from the floor are always allowed.

## **BRUNSWICK BOARD COMMISSION AND COMMITTEE CURRENT & UPCOMING OPENINGS FOR 2014**

The Brunswick Town Council will be holding interviews in February, for the following Board Commission and Committee 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, April 14, 2014, in order to be interviewed on Wednesday, April 16, 2014.

### **Existing Vacancies on Boards Commissions and Committees**

#### Assessment Review Board

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

#### Conservation Commission

1 member – 3 year term to expire on 05/01/2017

#### Downtown & Outer Pleasant Street Master Plan Implementation Committee

1 member - Pleasant Street Business Owner

#### Fair Hearing Authority

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

#### Marine Resource Committee

1 alternate member – Commercial Harvester - 3 year term to expire 05/01/2017

1 alternate member – Non License holder balance of 3 year term to expire 05/01/2015

#### Personnel Board

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

#### Recycling Committee

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

#### Zoning Board of Appeals

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

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

### **Special Committee:**

#### River & Coastal Waters Commission

3 citizen members – terms to expire as follows: 05/01/2016 (2) and 05/01/2017 (1)

1 member who represents water-dependent commercial interests – term to expire on 05/01/2017

### **Upcoming vacancies for 2014 (Please apply at least one month prior to the month vacancy occurs – you may apply for an upcoming vacancy at any time)**

#### April

##### Sewer District

1 members – 3 year term to expire on 04/01/2017

#### May

##### Marine Resource Committee

1 member – Non License Holder - 3 year term to expire on 05/01/2017

##### Conservation Commission

1 member – 3 year term to expire on 05/01/2017

##### Trust Fund Advisory Committee

1 member (citizen) – 3 year term to expire on 5/10/2017

#### June

##### Housing Authority

1 member (participant in program) – 5 year term to expire on 06/03/2019

##### Davis Fund Committee

2 members – 3 year terms to expire on 06/30/2017

#### July

##### Recreation Commission

1 member – 3 year term to expire on 07/01/2017

#### September

##### Water District - Brunswick

1 member – 3 year term to expire on 09/13/2017

#### October

##### Village Review Board

1 member (district resident) – 3 year term to expire on 10/20/2017

1 member (architect/historian) – 3 year term to expire on 10/20/2017

#### December

##### Zoning Board of Appeals

1 full member – 3 year term to expire on 12/18/2017

1 associate member – 3 year term to expire on 12/18/2017

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# Summary of Received Applications

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4/9/2014

Date of Application

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## Conservation Commission

**Stephen**

**Cohen**

**75 Long St**

**975-0132**

**4/1/2014**

Will this be a reappointment No

MembershipType:

Interview Time:

Wed., April 9, 2014 at 6:45 pm

River & Coastal Water Commission

4/2/2014

Will this be a reappointment	No	MembershipType:		Interview Time:	Wed., April 9, 2014 at 7:00 pm
<b>Mitchell</b>	<b>Feeney</b>		<b>44 Eastern Shore Rd</b>	<b>207-415-337</b>	<b>3/25/2014</b>
Will this be a reappointment	No	MembershipType:	Citizen	Interview Time:	Wed., April 9, 2014 at 6:15 pm
<b>Rosemary</b>	<b>Ford</b>		<b>43 Emanuel Dr</b>	<b>207 373 134</b>	<b>3/31/2014</b>
Will this be a reappointment	No	MembershipType:	Citizen	Interview Time:	Wed., April 9, 2014 at 6:00 pm
<b>Bill</b>	<b>Good, Jr.</b>		<b>18 Bowdoin St</b>	<b>267-6119</b>	<b>3/14/2014</b>
Will this be a reappointment	No	MembershipType:	Citizen	Interview Time:	Wed., April 16th at 6:15 pm
<b>Helene</b>	<b>Harrower</b>		<b>48 Melden Dr</b>	<b>841-5566</b>	<b>4/2/2014</b>
Will this be a reappointment	No	MembershipType:	Commercial intere	Interview Time:	Wed., April 9, 2014 at 7:00 pm
<b>Mark</b>	<b>Holbrook</b>		<b>130 Given Shipyard Rd</b>	<b>207-725-431</b>	<b>3/17/2014</b>
Will this be a reappointment	No	MembershipType:	Citizen	Interview Time:	Wed., April 16, 2014 at 6:45 p
<b>Douglas</b>	<b>Niven</b>		<b>3 Sumac Dr</b>	<b>207 729 117</b>	<b>3/17/2014</b>
Will this be a reappointment	No	MembershipType:	Citizen	Interview Time:	Wed., April 9, 2014 at 6:30 pm
<b>Sue</b>	<b>Stableford</b>		<b>12 Larkspur Ln</b>	<b>402-9843</b>	<b>3/17/2014</b>
Will this be a reappointment	No	MembershipType:	Citizen	Interview Time:	Wed., April 16, 2014 at 6:30 p
<b>Mark</b>	<b>Worthing</b>		<b>26 Eastern Shore Rd.</b>	<b>729-6050</b>	<b>3/13/2014</b>
Will this be a reappointment	No	MembershipType:	Citizen	Interview Time:	Wed., April 16, 2014 at 6:00 p

Village Review Board

<b>Margaret</b>	<b>Siegle</b>		<b>11 Sand Hill Dr</b>	<b>729-1348</b>	<b>2/4/2014</b>
Will this be a reappointment	No	MembershipType:	Full	Interview Time:	Wed., July 16, 2014 at 6:00 p

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

For Office Use Only
4/1/14 Date App.
Received
Date App.
Entered
Appointed

Full Name: Stephen M Cohen Date 03/31/2014

Street Address: 75 Long St

Home Telephone #: 207-975-0132 E-mail Address: 84scz28@gmail.com I live in Council District #: \_\_\_\_\_

I wish to be considered for appointment to the:  
**Conversation Commission**

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:  
FULL MEMBERSHIP STATUS: X TERM BEGINS: 05/14  
and/or  
ASSOCIATE MEMBERSHIP STATUS: \_\_\_\_\_ TERM EXPIRES: 05/17

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:

Bicycle Pedestrian Committee Number of Years 2 Date term expires \_\_\_\_\_

Occupation: Cost Estimator

Employer: BIW Work Telephone #: 207-442-2680

List any civic organizations to which you belong:  
\_\_\_\_\_  
\_\_\_\_\_

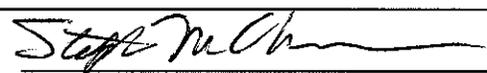
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

Former member chair of the Thomaston Conversation Commission

Former member of the Thomaston Zoning Board of Appeals

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

See above

  
SIGNATURE

**PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.**

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

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

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Conversation Commission

Term Length: 3 years

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

What are the goals and objectives of the Commission?

How often does the board meet?

Are workshops offered?

Does the Commission go out to view projects?

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

Former chair of the Thomaston Conversation Commission

Former environmental lead at Osram Sylvania, Waldoboro

Former volunteer fireman for Town of Cushing, and Jefferson

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

I have been of many boards and committees over the past 20 years, I can help  
where needed

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

I am available every night

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

None

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

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

For Office Use Only
3/29/14 Date App.
Received
Date App.
Entered
Appointed

Full Name: Mitchell Feeney Date 3/19/14

Street Address: 44 Eastern Shore Rd., Brunswick

Home Telephone #: 415-3370 E-mail Address: mitch.feeney@delhaize.com I live in Council District #: 2

I wish to be considered for appointment to the:  
River and Coastal Waters Commission

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:  
FULL MEMBERSHIP STATUS:  TERM BEGINS: tbd  
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 \_\_\_\_\_

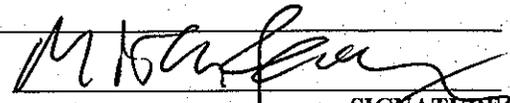
Occupation: Real Estate Manager

Employer: Hannaford Brothers Work Telephone #: 885-3358

List any civic organizations to which you belong:  
\_\_\_\_\_  
\_\_\_\_\_

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:  
I am a waterfront property owner in Brunswick, a lifelong recreational boater and I have two moorings in Merepoint Bay.  
I am an attorney and make my living interpreting town land use ordinances.

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

  
SIGNATURE

**PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.**

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: River and Coastal Waters Commission

Term Length: 2 years

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

I understand the broad outline of the Commission's charge but since it is yet to be formed I will definitely have questions about the process and expected outcomes.

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

I am an attorney who specializes in land use policy and ordinances. I am a lifelong recreational boater and have kept a boat in Casco Bay for the past 14 years. I am an avid sailor, kayaker, fisherman and swimmer.

I am intimately familiar with Brunswick's rivers and coastline.

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

While the subject matter to be addressed by the Commission is of great interest to me on a personal level, I am also interested in getting involved with town government. Involvement in this Commission would be an opportunity to apply my professional skills and recreational interests for the greater good.

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

Yes.

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

No.

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

I would value the opportunity to serve the Town in this capacity and look forward to learning more about the Commission in an interview.

Mitchell Feeney  
44 Eastern Shore Rd  
Brunswick, ME 04011

March 24, 2014

Benet Pols, Town Council Chair  
Town of Brunswick Maine  
28 Federal Street,  
Brunswick, ME 04011

Re: River and Coastal Waters Commission

Dear Mr. Pols:

I write to you regarding the River and Coastal Waters Commission that is in the process of being formed by the Brunswick Town Council. I have enclosed an application and a copy of my resume for your consideration. I would value an opportunity to discuss the position with you and to learn more about the possibility of serving on the Commission.

I believe that my skills and experience make me a good candidate for membership on the Commission. My family and I have lived in an oceanfront home on Merepoint for the past seven years. We have two recreational moorings and spend most of our summer weekends on or in the waters of Brunswick. I am a land use attorney and have worked for Hannaford Brothers for the past nine years. I have long been interested in finding a suitable position to get involved in town governance. I feel that my skills and recreational interests make me uniquely qualified for membership on the River and Coastal Waters Commission and would value an opportunity to serve the community.

Please do not hesitate to contact me if you have any questions or would like to schedule a time to meet. I can be reached at 207-415-3370 or by email at [Mitch.Feeney@Delhaize.com](mailto:Mitch.Feeney@Delhaize.com). I appreciate your consideration and will look forward to hearing from you.

Very truly yours,



Mitchell Feeney

RECEIVED

MAR 25 2014

Enc.

Cc: Fran Smith, Town Clerk

TOWN OF BRUNSWICK  
CLERK'S OFFICE

# Mitchell Feeney

44 Eastern Shore Road, Brunswick, ME 04011

(207) 415-3370

*MitchFeeney@yahoo.com*

## EDUCATION

**University of Maine School of Law**, Portland, Maine

J.D., 2002

Admitted to the Maine Bar in 2002

**Colgate University**, Hamilton, New York

B.A., 1998

Major: English Literature

## EXPERIENCE

### **Real Estate Manager**

Delhaize America, Scarborough, Maine

Responsible for all real estate matters relating to Hannaford, Sweetbay, Harveys and Reid's supermarket locations throughout the Eastern United States. Manage all aspects of store acquisition and disposition projects as well as the development of single stores and shopping centers. Supervise a team of Real Estate Representatives and Civil Engineers to manage a portfolio of more than 340 grocery stores. (2009 – present)

### **Real Estate Representative**

Hannaford Brothers, Scarborough, Maine

Responsible for the development of new Hannaford grocery store locations throughout New England and New York. Managed all aspects of new store development projects including feasibility studies, financial analysis, negotiation of lease or land purchase and the securing of state and local permits. Oversaw a team of engineers, attorneys and consultants on a variety of new store development projects. (2005 – 2009)

### **Associate Attorney**

Mitchell & Davis, Augusta, Maine

Worked directly with clients in a general practice law firm. Responsible for a heavy caseload in a variety of subject areas including real estate, corporate, commercial, civil litigation, criminal, family law, probate, admiralty and divorce. (2003 - 2005)

### **Deputy Caucus Director**

House Democratic Campaign Committee, Augusta, Maine

Oversaw Finance and Fundraising operations for a committee dedicated to electing Democratic Representatives to the Maine House of Representatives. Served as Field Director for Western Maine, exercising direct responsibility for over two dozen campaigns. (2002)

## ACTIVITIES

Member of the International Council of Shopping Centers and Chairman of the Maine Government Relations Committee.

Published Author: Regulating Seaweed Harvesting in Maine: The Public and Private Interests in an Emerging Marine Resource Industry. Ocean and Coastal Law Journal, Vol. 7, No. 2 (2002)

President of the Windemere/Eastern Shore Road Association.

Enjoy outdoor activities including sailing, swimming, kayaking, skiing and mountaineering.

Thru-hiked the Appalachian Trail (Springer Mountain, Georgia - Mt. Katahdin, Maine), Spring/Summer 2000.

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

For Office Use Only
3/31/14 Date App.
Received
Date App.
Entered
Appointed

Full Name: Rosemary (Posie) Ford Date 3/31/14

Street Address: 43 Emanuel Drive Brunswick

Home Telephone #: 373-1346 E-mail Address: poford6@hotmail.com I live in Council District #: \_\_\_\_\_

I wish to be considered for appointment to the:  
Coastal Rivers and Wetlands Commission  
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:  
FULL MEMBERSHIP STATUS: \_\_\_\_\_ TERM BEGINS: 4/14 ?  
and/or  
ASSOCIATE MEMBERSHIP STATUS: \_\_\_\_\_ TERM EXPIRES: 1-3 yrs

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 teacher

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:  
For my entire life I have spent summers on the ocean - at a beach in Mass later on Birch Island I know the coastal waters

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

Rosemary Ford  
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: CRWC

Term Length: 1-3 yrs

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

No. I believe the commission is charged with pursuing the coastal rivers & waters in Brunswick w/ the purpose of putting forth a plan to best utilize and manage these assets w/in the Town of Brunswick - for all of the residents of the area

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

I have lived on an island (seasonally) and boated on many of these waters for many years. I've owned skiffs, a sailboat and a boat used for waterskiing. Presently I do not own a boat. I was a classroom teacher for 35 years.

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

Having retired I chose to live in Maine. I've enjoyed living and doing summer jobs in Brunswick. I feel I bring experience and a new eye to looking toward making better use of the water's within the town.

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

Yes I am aware of the time commitment. I am free now to volunteer whatever time I need to do the job of being a member of this commission.

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

None that I am aware of at this time.

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

It would be a pleasure to give back to Brunswick for some of the many jobs and experiences I have had here.

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

For Office Use Only
3/14/2014 Date App.
Received
Date App.
Entered
Appointed

Full Name: Bill Good, Jr. Date 3/13/14

Street Address: 18 Bowdoin St, Brunswick, ME 04011

Home Telephone #: 631-267-6119 E-mail Address: fairwind500@gmail.com I live in Council District #: 2

I wish to be considered for appointment to the:

**River & Coastal Waters Commission**

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS: Yes

TERM BEGINS: 2014

and/or

ASSOCIATE MEMBERSHIP STATUS: \_\_\_\_\_

TERM EXPIRES: In 3 Years

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

Number of Years

Date term expires

Occupation: Retired

Employer:

Work Telephone #:

List any civic organizations to which you belong:

Friends of Merrymeeting Bay, Merrymeeting Audubon, The Association of Bowdoin Friends

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

Life-long recreational boater including power, sail and paddle, as well as fishing. Have served on the boards of a non-profit boat shop and home owners association fronting on a bay where I was a resident for many years.

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

*Bill Good Jr.*

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: **River & Coastal Waters Commission**

Term Length: **3 Years**

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

No questions. Have read the charge for the River & Coastal Waters Commission.

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

Do have practical experience as a life-long recreational boater and fisherman and board member of a non-profit boat shop and home owners association fronting on a bay where I was a resident for many years.

Please see cover letter.

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

Would like to be a good citizen by volunteering my time in an area of deep interest to me.

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

Yes, aware of the time involved and would be able to attend most of the meetings.

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

No conflict of interest.

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

Please see cover letter.

March 13<sup>th</sup>, 2014

18 Bowdoin Street  
Brunswick, Maine 04011

Town Councilors  
Suzan Wilson  
Stephen Walker  
Brunswick Municipal Building  
28 Federal Street  
Brunswick, Maine 04011

**Subject** River and Coastal Waters Commission Application

Dear Councilors,

I appreciate the opportunity to submit this letter and application to be considered for nomination as a citizen member of the River and Coastal Waters Commission.

I relocated to Brunswick last October from East Hampton, NY, a town very similar to Brunswick: a coastal town, similar size population, an early history, including farming and fishing. I feel strongly about protecting the environment and balancing recreational opportunities.

Have been attending town council meetings regularly since October. As I wrote in the application, I would like to be a good citizen by volunteering my time in an area of deep interest to me.

I would bring to the commission the experience of a life-long recreational boater and fisherman. I have also served on the boards of a non-profit boat shop and homeowner association fronting on a bay. The names and web addresses are:

The East End Classic Boat Society <http://eecbs.org/>

Barnes Landing Association <http://barneslandingassoc.org/>

My career was in advertising sales and promotion on a self-employed basis with a small company of employees. With a background in business, I may also provide some assistance with the 'related economic benefits to the Town and its citizens' as stated in the charge.

I am presently renting in district 2 but will be residing in district 4 where I am going to buy a residence. I am away for the week including March 19<sup>th</sup>, the scheduled day for interviews, but would be available for interview by phone that day and a follow up in-person interview the subsequent week.

Sincerely,



Bill Good, Jr.  
Tel 631-267-6119

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

For Office Use Only
4/2/14 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Helene Marsh Harrower Date 4/2/14  
Street Address: 48 Melden Drive Brunswick  
Home Telephone #: 841-5566 E-mail Address: bigrem4@gmail.com I live in Council District #: \_\_\_\_\_

I wish to be considered for appointment to the:  
Brunswick Coastal Rivers and Water Commission  
(NAME OF BOARD/COMMITTEE/COMMISSION)

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

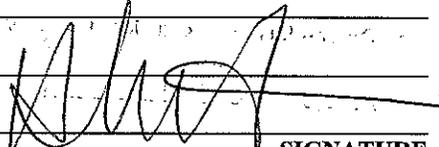
Do you currently serve on any Town Board/Committee/Commission? NO If so, please state name of Board/Committee/Commission and the number of years of service:  
\_\_\_\_\_  
Number of Years \_\_\_\_\_ Date term expires \_\_\_\_\_

Occupation: Asst Operations Manager  
Employer: Pauls Marina Work Telephone #: 729-3067

List any civic organizations to which you belong:  
Maine Marine Trades Assoc

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:  
Please see # 2 of page 2

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

  
SIGNATURE

**PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.**

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Coastal Rivers and Water Commission

Term Length: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Formal Education - BA Political Science w/ a concentration in Public Admin. I used this degree in the field of law as both a defense and plaintiffs paralegal in various subjects including environ →

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

I would like to be on the CRWC as the subject matter directly affects our family business as we hold and maintain the largest number of moorings and boats in the town.

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

I am aware of the time involved and the commitment if I am selected to the CRWC.

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

I would not consider sitting on the CRWC as providing me a direct financial gain but instead protecting the different elements →

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

The location of the mooring allows us a direct relationship to the Mere Point residents, local islanders, and recreational boaters who utilize the Brunswick waters. Therefore I would be easily approachable to many and willing work in the best interest of many.

4116  
6:45 p.m.

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

For Office Use Only	
3/17/14	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Mark Holbrook Date 03/16/2014

Street Address: 130 Given Shipyard Road

Home Telephone #: 725-4317 E-mail Address: mark@mark-holbrook.com I live in Council District #: 1

I wish to be considered for appointment to the:  
**River and Coastal Waters Commission**

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:  
FULL MEMBERSHIP STATUS: X 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: Consultant, Educator, Trainer

Employer: Self-employed Work Telephone #: \_\_\_\_\_

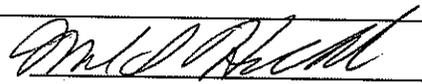
List any civic organizations to which you belong:

\_\_\_\_\_  
\_\_\_\_\_

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

I hold a U.S. Coast Guard Master's license, I have been a commercial fisherman, a commercial diver, and I have inspected, repaired and maintained boat moorings.

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



SIGNATURE

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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: River and Coastal Waters Commission

Term Length: Three years

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

Not at this time.

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

I received Harbor Master training from SMCC. My USCG Master's license required me to have extensive knowledge of ship handling, navigation, and construction. My years as a commercial diver afforded me considerable experience understanding hydraulic forces, bottom habitat, and human interference with the ocean's ecosystem.

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

I live on the New Meadows river and I would like to volunteer my time and expertise to help guide the growth and development of our waterways.

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

Yes, I am and I will be able to attend most if not all of the meetings.

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

None that I know of.

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

In part because of my law enforcement (MCJA graduate 1979) background I have experience writing rules, regulations, and laws. I have been an avid recreational and commercial user of our rivers and coastal areas since childhood and I would very much like the chance to provide responsible stewardship of them.

4116  
7pm

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

For Office Use Only	
3/17/14	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Douglas Niven Date 3/17/14

Street Address: 3 Sumac Drive

Home Telephone #: 729-1170 E-mail Address: doug@thenivens.net I live in Council District #: 2

I wish to be considered for appointment to the:  
Rivers Coastal Waters Commission  
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:  
FULL MEMBERSHIP STATUS: X TERM BEGINS: ?  
and/or  
ASSOCIATE MEMBERSHIP STATUS: \_\_\_\_\_ TERM EXPIRES: ?

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

Occupation: Retired

Employer: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

List any civic organizations to which you belong:  
Brunswick Rotary member & board member, MidCoast Health Services Board member,

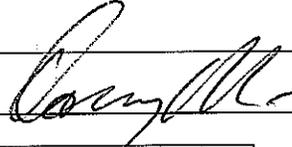
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

I grew up on Mere Point ... boating, fishing and lobstering around the point.

In High School, I was employed by Paul Desrocher at Paul's Marina

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

Brunswick Economic Development Corporation

  
SIGNATURE

**PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.**

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Rivers Coastal Waters Commission

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?

Life-long mariner in Casco Bay

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

To help impliment the new Harbor Plan

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

Yes

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

No

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

I am a fourth generation Mere Pointer. I grew up lobstering around Mere Point, and both my son's are now Lobstering. I am the Treasurer of Sea Point Land Company and would represent the Citizens of Brunswick in a fair and thoughtful way.

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

For Office Use Only
3/17/14 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Sue A. Stableford Date Mar 15, 2014

Street Address: 12 Larkspur Lane, Brunswick ME

Home Telephone #: 207-402-9843 E-mail Address: sues9404@gmail.com I live in Council District #: 3

I wish to be considered for appointment to the:  
Rivers and Coastal Waters Commission

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS: X TERM BEGINS: 2014  
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: Public Health

Employer: University of New England Work Telephone #: 207-221-4567

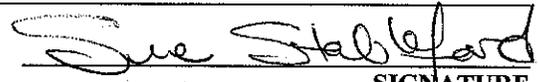
List any civic organizations to which you belong:  
VP SAFE Board (Statewide group)  
Maine Public Health Association

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

Former member of Kennebunk Open Space Planning Committee before moving to Brunswick

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

See above.

  
SIGNATURE

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APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Rivers and Coastal Waters Commission

Term Length: <sup>1 to 3 years, depending on appointment</sup> \_\_\_\_\_

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

I have read the Harbor Management Plan and believe the charge of this new Commission is both important and complex. Since the Commission is new, the members will play an important role in working with the Harbor Master to prioritize activities and action recommendations to the Town Council.

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

Yes. I have a Masters in Public Health with extensive experience working in environmental health issues as a communication specialist. I am an expert in "plain language" communications and train for both the national and state Centers for Disease Control and Prevention. I could contribute expertise in designing public communications that engage residents.

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

I moved to Brunswick 5 years ago and have wanted to be more involved in contributing to the Town. I'm a kayaker, sailor, and swimmer, love the water, and want to help preserve and expand marine resources for the next generation.

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

Yes, I will attend meetings as scheduled and do the "homework" necessary to be prepared for them. I will be moving to part-time work at the University of New England on June 1, which will free up time to be involved in this new Commission.

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

No.

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

I'm a team player and respectful of the opinions and needs of others. I have good conceptual thinking and planning skills, and can communicate complex ideas in ways that most adults can understand. I believe this new Commission is vitally important to Brunswick's future and hope to join it.

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

3/13/14	For Office Use Only
	Date App. Received
	Date App. Entered
	Appointed

Full Name: Mark H. Worthing Date 3/12/2014

Street Address: 26 Eastern Shore Road

Home Telephone #: 729-6050 E-mail Address: mrworthing@comcast.net I live in Council District #: 2

I wish to be considered for appointment to the:  
**River and Coastal Waters Commission**

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:  
FULL MEMBERSHIP STATUS:  TERM BEGINS: 2014  
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:  
Fence Viewer Number of Years 14 Date term expires 2016

Occupation: Family Physician  
Employer: Martin's Point Healthcare, Brunswick Work Telephone #: cell # 844-1505

List any civic organizations to which you belong:  
Friends of Casco Bay. Brunswick/Topsham Land Trust.

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:  
Biology major, Bowdoin College with emphasis on environment/ecology, including geology and oceanography. Lifelong boater and interest in fishing.

Have you previously served on a Town board/committee/commission? Yes If so, please list the board/committee/commission and years of service:  
Brunswick Conservation Commission, serving several years in the 1990s.

Mark H. Worthing  
SIGNATURE

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Mark H. Worthing

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: River and Coastal Waters Commission

Term Length: 3 years

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

Based on all the information that is included in the Harbor Management Plan, I feel comfortable with understanding the charge of the commission. I was very pleased to see the Town take the initiative of undertaking the work on the Harbor Plan. This document is very well written and will serve the Town well for many years to come.

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

My biology background and years of concern for the environment, including coastal and marine waters, will serve me well on this commission. For 4 years I have been a qualified, volunteer, water quality tester with the Friends of Casco Bay, sampling the water quality in Merepoint Bay. This testing includes measuring dissolved oxygen, salinity, turbidity, and pH. I have also been a riparian property owner on Mere Point for 29 years and have a good understanding of the importance of water quality, eelgrass health, moorings and good management practices for responsible shorefront owners.

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

I look forward to working with others on a comprehensive management plans that spans the wide range of issues including riparian rights, the needs for a healthy shellfish industry, recreational use of the waters, public access and the needs of commercial entities. I would like this all to be accomplished while maintaining and even improving water quality

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

Yes. After having practiced medicine in Brunswick for 26 years I will be reducing my work schedule in April to 2 days per week and feel I will have ample time to commit to this position.

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?

Over the years I have been able to work with many types of people in various settings, sometimes very serious, and have been successful in finding ways to reach a common goal with compromise and consensus.

Mark H. Worthing

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# CONSENT AGENDA - A BACK UP MATERIALS

**Draft  
BRUNSWICK TOWN COUNCIL  
Minutes**

**March 31, 2014**

**7:00 P.M.**

**There will be a workshop following the meeting**

**Council Chambers**

**Town Hall**

**85 Union Street**

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

**Councilors Absent:** Councilor Suzan Wilson

**Town Staff Present:** John Eldridge, Finance Director/Interim Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; Tom Farrell, Parks and Recreation Director; John Foster, Public Works Director; and TV video crew.

Chair Pols called the meeting to order, led the Pledge of Allegiance, and asked the Clerk for Roll Call. He noted the meeting had been properly noticed.

### **Correspondence**

Mr. Eldridge discussed a letter from MRRA regarding seeking a Declaratory Judgment for the tax exemption of Kestrel.

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

### **Council Committee Updates**

Reports were given from the following committees: the Town Manager Search Committee, the Appointments Committee, and the Sidewalk Committee.

Councilor Richardson spoke regarding a solar municipal project with MRRA, a vendor, and Alex Anesko from the Recycling and Sustainability Committee.

### **MANAGER'S REPORT**

**a) Adoption of a "Poem in Your Pocket Proclamation" (*Action required*)**

**Kathy Koerber** spoke regarding this item.

Chair Pols read the proclamation.

**Councilor Walker moved, Councilor Millett seconded, to adopt the “Poem in Your Pocket Proclamation.” The motion carried with eight (8) yeas.**

*(A copy of the adopted Proclamation and additional information on this project will be attached to the official minutes.)*

**b) Adoption of “Resolution Recognizing National Service Recognition Day” (Action required)**

Mr. Eldridge spoke regarding this item and read the resolution.

**Councilor Favreau moved, Councilor Brayman seconded, to adopt the “Resolution Recognizing National Service Recognition Day.” The motion carried with eight (8) yeas.**

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

**c) Update on new Town Hall project**

Mr. Eldridge spoke regarding this item and responded to questions from Councilor Favreau and Councilor Millett.

**d) (ADDED) Recognition of Ms. Henze for becoming Certified Public Finance Officer**

Mr. Eldridge congratulated Julie Henze, Deputy Finance Director, for this accomplishment.

### **NEW BUSINESS**

**36. The Town Council will consider adopting the “Town Council Order Authorizing an Extension of the Lease of the Train Station/Visitor’s Center at Maine Street Station” between the Town of Brunswick and JHR Development of Maine, and will take any appropriate action. (Manager)**

Mr. Eldridge spoke regarding this item.

Councilor Richardson abstained, as his law firm negotiated the agreement.

Councilor Perreault asked questions, to which Mr. Eldridge and Chair Pols responded.

**Councilor Favreau moved, Councilor Brayman seconded, to adopt “Town Council Order Authorizing an Extension of the Lease of the Train Station/Visitor’s Center at Maine Street Station” between the Town of Brunswick and JHR Development of Maine. The motion carried with seven (7) yeas. Councilor Richardson abstained.**

*(A copy of the order and lease will be attached to the official minutes.)*

**Town Council Minutes**

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- 37. The Council Chair will appoint members to the Cable TV Franchise Negotiating Committee, and will take any appropriate action. (Chair Pols)**

Chair Pols appointed Councilor Watson, Councilor Richardson, and Ben Duffy from the Cable TV Committee to serve on this committee.

- 38. The Town Council will consider a request from Frosty's Donuts for Sellers of Prepared Food on Public Ways for outdoor seating, and will take any appropriate action. (Manager)**

Ms. Smith spoke regarding this item.

Councilor Favreau spoke regarding this item.

**Councilor Walker moved, Councilor Perreault seconded, to approve an application for Sellers of Prepared Food on Public Ways for outdoor seating for Frosty's Donuts, 54 Maine Street. The motion carried with eight (8) yeas.**

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

The meeting adjourned at 7:26 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT [WWW.BRUNSWICKME.ORG](http://WWW.BRUNSWICKME.ORG).**

*Frances Smith  
Town Clerk/Assistant to the Town Manager  
April 15, 2014*

April 28, 2014  
*Date of Approval*

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Council Chair

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# CONSENT AGENDA - B BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**April 7, 2014**  
**6:30 P.M. - Executive Session**  
**7:00 P.M.**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

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

**Councilors Absent:** None

**Town Staff Present:** John Eldridge, Finance Director/Interim Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager;; Donald Koslosky, Deputy Fire Chief; Linda Smith, Business Development Manager; Dan Devereaux, Marine Warden; Steve Langsdorf, Town Attorney; and TV video crew

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

**Executive Session: consultations with legal counsel regarding pending or contemplated litigation [1 M.R.S.A. §405(6)(E)]**

**Councilor Watson moved, Councilor Perreault seconded, to go into executive session for consultations with legal counsel regarding pending or contemplated litigation per 1 M.R.S.A. §405(6)(E). The motion carried with seven (7) yeas. Councilor Millett and Councilor Wilson arrived after the vote.**

Chair Pols resumed the meeting, acknowledged that meeting was properly noticed, and led the Pledge of Allegiance.

**Public Comment:**

**Allison Harris**, 38 Cumberland Street, read an email she sent to the Council regarding comments that were made at the March 24, 2014 meeting about her.

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

**Correspondence**

Chair Pols spoke regarding Molly Bogart, from the Bath- Brunswick Branch of the American Association of University Women of Maine, and her article on Pay Parity for Women in 2014.

Councilor Richardson spoke regarding an opportunity for a solar project on top of the new Recreation Building.

**Town Council Minutes**

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Councilor Perreault said it was nice to see the vendor on the Mall.

Councilor Walker thanked Public Works for work done on Sumac Drive. He inquired if the Town plans to better mark the speed bumps on Maine Street; Mr. Eldridge responded.

Councilor Favreau asked that an email from Emily Boochever regarding the layover facility be part of the record.

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

**Council Committee Updates**

Councilor Brayman spoke on the BDC and Teen Center fundraiser at Gelato Fiasco.

**Adjustments to the Agenda** None

**MANAGER'S REPORT:**

- a) **Permission to apply for MMA Safety Enhancement Grant to assist with the purchase of turnout gear for the Fire Department (*Action Required*)**

Deputy Fire Chief Don Koslosky spoke regarding this item.

**Councilor Watson moved, Councilor Perreault seconded, to apply for, and, if received, expend a MMA Safety Enhancement Grant to assist with the purchase of two sets of turnout gear for the Fire Department in an amount up to \$3,592. The motion carried with nine (9) yeas.**

*(A copy of Deputy Chief Koslosky's memo will be attached to the official minutes.)*

- b) **Permission to apply for MMA Safety Enhancement Grant to assist with the purchase of a chemical air purifier for Town Hall (*Action Required*)**

**Councilor Perreault moved, Councilor Watson seconded, to apply for, and, if received, expend a MMA Safety Enhancement Grant to assist with the purchase of a chemical air purifier for the new Town Hall in the amount \$600. The motion carried with nine (9) yeas.**

*(A copy of a memo from Jessica Factor, along with grant information, will be attached to the official minutes.)*

- c) **Report on MMA seeking nominations for their Executive Committee and Vice President**

Mr. Eldridge spoke regarding this item.

- d) **Update on Route 24 re-signing**

**Town Council Minutes**

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**Margo Knight**, Chair of Master Plan Implementation Committee, and **Anna Breinich**, Director of Planning and Development, spoke regarding this item.

*(A copy of supporting materials will be attached to the official minutes.)*

**(e) (ADDED) Status on new Town Hall**

Mr. Eldridge gave this update.

**PUBLIC HEARING**

- 39. The Town Council will hear public comments for amendments to the Chapter 11 “Marine Activities, Structures and Ways – Article III Shellfishing” relative to increasing the conservation credit points for commercial harvesters from 10 to 20 per year, to be enacted on an emergency and regular basis, and will take any appropriate action. (Councilor Walker and Councilor Wilson)**

Councilor Walker spoke regarding this item.

Chair Pols opened the public hearing; hearing no comments, he closed the public hearing.

**Councilor Wilson moved, Councilor Walker seconded, to adopt amendments to Chapter 11 “Marine Activities, Structures and Ways – Article III Shellfishing” relative to increasing the conservation credit points for commercial harvesters from 10 to 20 per year, along with changes adding definitions for American Oysters, European Oysters, and Razor Clams, to be enacted on an emergency and regular basis. The motion carried nine (9) yeas.**

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

**NEW BUSINESS**

- 40. The Town Council will consider writing a letter to the Federal Rail Administration (FRA) supporting the Brunswick West Neighborhood Coalition’s request that the FRA conduct an Environmental Impact Statement (EIS) of NNEPRA’s proposal to build a maintenance and layover facility at the Brunswick West site, and will take any appropriate action. (Councilor Perreault and Councilor Millett)**

Councilor Perreault spoke regarding this item.

**Councilor Perreault moved, Councilor Millett seconded, to write a letter to the Federal Rail Administration (FRA) supporting the Brunswick West Neighborhood Coalition’s (BWNC) request that the FRA conduct an Environmental Impact Statement (EIS) of NNEPRA’s proposal to build a maintenance and layover facility at the Brunswick West site.**

The following people spoke in support of sending a letter:

**Robert Morrison**, 37 Bouchard Drive

**Town Council Minutes**

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**Nicole Vinal-Harvie**, 60 Hennessey Avenue

**Pete Worthington**, 5 Spring Street

**Patrick Rael**, 15 Bouchard Drive

**John Mackillop**, 38 Bouchard Drive

**Fabian Rueger**, 61 Hennessey Drive

**Ed Chambers**, 52 Willow Grove Road

**Fred Horch**, 44 Pleasant Street

**Richard Papetti**, 8 Scott Avenue

**Bob Judd**, 11 Lincoln Street

**Charles Wallace**, 501 Mere Point Road

**Pem Schaeffer**, 32 Crestview Lane

**Marybeth Burbank**, 11 Cumberland Street

The following people spoke against sending a letter:

**Margo Knight**, 22 Page Street

**Jason Coombs**, 16 Growing Bear Drive

**Jeff Reynolds**, 36 Redwood Lane

**Herbert Richter**, 80 Union Street

**Emily Boochever**, 10 Pleasant Hill Road

**Karl Saila**, 5 Meadowbrook Road

**Kathy Wilson**, 144 Pleasant Street

This item came back to the Council for discussion.

The following Councilors spoke on this issue: Councilor Millett, Chair Pols, Councilor Watson, Councilor Perreault, Councilor Walker, Councilor Wilson, Councilor Favreau, and Councilor Brayman.

**VOTE ON MOTION:**

**Councilor Perreault moved, Councilor Millett seconded, to write a letter to the Federal Rail Administration (FRA) supporting the Brunswick West Neighborhood Coalition's (BWNC) request that the FRA conduct an Environmental Impact Statement (EIS) of NNEPRA's proposal to build a maintenance and layover facility at the Brunswick West site. The motion failed with four (4) yeas. Councilor Watson, Councilor Walker, Councilor Wilson, Councilor Favreau, and Councilor Richardson were opposed.**

41. **The Town Council will consider setting a public hearing for April 28, 2014, on a CDBG grant application for Greater Brunswick Housing Corporation, and will take any appropriate action. (Manager)**

Mr. Eldridge spoke regarding this item and responded to questions from Councilor Perreault

**John Hodge**, Greater Brunswick Housing Corp, responded to questions from Councilor Brayman.

**Town Council Minutes**

**April 7, 2014**

**Page 5**

Councilor Millet recused herself from participation on this item since she might be involved in a real estate transaction with the grant applicant.

**Councilor Perreault moved, Councilor Wilson seconded, to set a public hearing for April 28, 2014, on a CDBG grant application for Greater Brunswick Housing Corporation. The motion carried with eight (8) yeas. Councilor Millett abstained.**

- 42. The Town Council will consider selecting a firm to undertake the Town Manager search, and will take any appropriate action. (Chair Pols, Councilor Richardson, and Councilor Millett)**

Chair Pols spoke regarding this item.

Councilor Favreau spoke regarding this item.

Councilor Wilson, Councilor Perreault, Councilor Watson, Councilor Brayman, Councilor Watson, and Councilor Walker spoke regarding this item.

**Councilor Millett moved, Councilor Perreault seconded, that the Town of Brunswick will engage the services of MMA to provide services in support of its search, recruitment, and contract negotiations for a new Town Manager. The motion carried with nine (9) yeas.**

*(A copy of the MMA proposal will be attached to the official minutes.)*

- 43. The Town Council will consider requesting the Planning Board review section 604.7 of the Zoning Ordinance relative to eliminating the sixty day restriction for political signs, and will take any appropriate action. (Chair Pols)**

Chair Pols spoke regarding this item.

**Chair Pols moved, Councilor Perreault seconded, to request the Planning Board review of section 604.7 of the Zoning Ordinance relative to eliminating the sixty day restriction for political signs being allowed. The motion carried with nine (9) yeas.**

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

Councilor Favreau nominated **William Guindon** to move up to the full member slot on the Personnel Board. The vote was nine (9) yeas.

**CONSENT AGENDA**

- a) Approval of the Minutes of March 17, 2014**
- b) Approval of the Minutes of March 24, 2014**
- c) Approval of quit claim deeds for property depicted as Map U37, Lot 029, Sub 000 Typ 000 and a mobile home located depicted on Map U051, Lot 001, Sub 000 Typ 353**

**Town Council Minutes**

**April 7, 2014**

**Page 6**

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

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

The meeting adjourned at 10:05p.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*

*April 24, 2014*

April 28, 2014

*Date of Approval*

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Council Chair

# CONSENT AGENDA - C BACK UP MATERIALS

# All Election Worker By Party

<b>LastName</b>	<b>FirstName</b>	<b>Party</b>	<b>Address</b>	<b>Active</b>
Abernethy	Jane	Democrat	15 Chickadee Cir	A
Breitbart	Bernie	Democrat	38 Cumberland St.	A
Broberg	Lucille	Democrat	143 River Rd. #3	A
Connelly	Mike	Democrat	102 Jordan Ave.	A
Drapeau	Jacqueline	Democrat	160 Jordan Ave.	A
Duquesnoy	Alice	Democrat	7 Hawthorne St.	A
George	Kay	Democrat	3 Androscoggin St.	A
Gilbert	Judy	Democrat	45 Weymouth St.	A
Hale	Joan	Democrat	5 Larrabee Farm Rd	A
Harris	Alison	Democrat	38 Cumberland St.	A
Hartley	Betty	Democrat	27 Ward Cir	A
Leachman-Yee	Christine	Democrat	154 Mere Pt Rd	A
Lloyd	Judy	Democrat	46 Chamberlain Ave.	A
Lundquist	Connie	Democrat	11 Longfellow Ave.	A
McEwen	Maggie	Democrat	15 Baxter Ln.	A
Michaud	Sue	Democrat	14 Merrymeeting Rd.	A
Ollier	Dot	Democrat	21 Lisbon Falls Rd.	A
Rhode	John	Democrat	13 Mountain Ash Ave.	A
Rhode	Suzanne	Democrat	13 Mountain Ash Ave.	A
Smyth	Debbie	Democrat	23 Juniper Rd.	A
Strange	Chris	Democrat	45 Gleed Dr.	A
Tara	Annee	Democrat	34 Belmont St.	A
Tucker	Nancy	Democrat	15 McKeen Street	A
Wallace	David	Democrat	46 Chamberlain Ave.	A

<b>LastName</b>	<b>FirstName</b>	<b>Party</b>	<b>Address</b>	<b>Active</b>
Wilk	Janet	Democrat	6 Windy Ridge	A
Yee	Leland	Democrat	154 Mere Pt Rd	A
Yuodsnukis	Barbara	Democrat	276 Bunganuc Rd.	A
Yuodsnukis	Tony	Democrat	276 Bunganuc Rd.	A
Ansari	Louise	Republican	19 Riverview Dr.	A
Bailey	Scott	Republican	12 Songbird Ln	A
Banas	Michael	Republican	39 Tanglewood Dr.	A
Bauman	Judy	Republican	85 Minott Shore Road	A
Bauman	Jack	Republican	85 Minott Shore Road	A
Bernstein	Holly	Republican	22 Richards Dr.	A
Bridge	Jim	Republican	14 Pasture Way	A
Bridge	Kathy	Republican	14 Pasture Way	A
Burgess	Dorothy (Dot)	Republican	110 Old Pennellville Roa	A
Collette	Rod	Republican	283 Bunganuc Rd.	A
Collette	Judy	Republican	283 Bunganuc Road	A
Connors	Tasha	Republican	29 Cumberland St.	A
Frey	Ann	Republican	19 Beech Dr.	A
Hastings	Karen	Republican	25 Beech Dr.	A
Johnson	Wolcott (Skip)	Republican	6 Sagamore Ln.	A
Kercel	Stephen	Republican	2 Brian Dr.	A
King	Sara	Republican	122 Jordan Ave.	A
Labrie	Joan	Republican	32 Meadowbrook Road	A
Lawler	Mary Anne	Republican	22 Kimberley Circle	A
Locke	Bill	Republican	255 Mere Pt. Rd.	A
Maldonado	Felix	Republican	3 Bodwell St.	A
McGinn	Sarah	Republican	40 Tanglewood Dr.	A

<b>LastName</b>	<b>FirstName</b>	<b>Party</b>	<b>Address</b>	<b>Active</b>
Nering	June	Republican	33 Cluf Bay Rd	A
Patrick	Mary	Republican	79 Hennessey Avenue	A
Rider	Karen	Republican	46 Arrowhead Dr.	A
Smith	Rudi	Republican	7 Mast Ln	A
Zrioka	Oliver	Republican	18 Davis St.	A
Zrioka	Teri	Republican	18 Davis Street	A
Zrioka	Joe	Republican	18 Davis Street	A

**Consent Agenda – D, E, F, G**  
**NO BACK UP MATERIALS**

# CONSENT AGENDA - H BACK UP MATERIALS

## MEMORANDUM

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TO: John Eldridge, Town Manager  
FROM: John A. Foster, Director, PWD  
DATE: April 16, 2014  
SUBJECT: Utility Location Permits

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

In application ULP 2014-02, Beech Drive Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located on south side of Blueberry Lane, a short section of gas main will run northerly along the centerline of Beech Drive to the center of the cul-de-sac located at the northerly terminus of Beech Drive. The balance of the gas main will run from the south side of Blueberry Ln along the east and south side of Beech Dr to a point about about 150 feet east of Hemlock Dr, the gas main will then cross Beach Dr and run westerly along the northerly side of Beech Dr to Hemlock Rd. Approximately 3300 feet of 2" gas main.

In application ULP 2014-03, Chestnut Road Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located on the east and south side of Beech Dr. The new gas main will run from the proposed gas main north across Beech Dr along the easterly side of Chestnut Rd to the northerly terminus of Chestnut Rd. Another section of gas main will run from the south side of Beech Dr along the west side of Chestnut Rd to the north side of Sumac Dr. Approximately 1330 feet of 2" gas main.

In application ULP 2014-04, Sumac Drive Maine Natural Gas seeks authorization to install a 2" gas main from the proposed gas main to be located on the south side of Beech Dr. One section of gas main will run northerly along the east side of Sumac Ln to the terminus of Sumac Dr. Another section of new gas main will run from the proposed gas main along the west and north side of Sumac Dr to the east side of Locust Ln. Approximately 1370 feet of 2" gas main. Brunswick Public Works Department has no objection to these underground utility lines as proposed, providing it is approved subject to the following conditions:

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

Town of Brunswick  
Public Works Department

**Application for Utility Location Permit**

DATE April 14, 2014

Permit Number: ULP2014-02  
(to be provided by Town)

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

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

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

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

Name of Street: Beech Drive  
Starting Point: Circle at End End Point: Hemlock Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will be from the circle at the end to Hemlock Road heading South/Southwest. The gas main will be located outside edge of pavement on the east side of the road within the right of way. Maine Natural Gas will work with utilities and relocate main as necessary.

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

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

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

Name of Newspaper: \_\_\_\_\_

Signature of Utility: 

Print Name and Title: Sheena Bitetti - Gas Engineer

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

**Town of Brunswick  
Public Works Department**

***Application for Utility Location Permit***

DATE April 15, 2014

Permit Number: ULP2014-03  
(to be provided by Town)

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

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

operate a natural gas distribution system  
(Type of Utility)

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

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

Name of Street: Chestnut Road  
Starting Point: Circle at End End Point: Sumac Drive

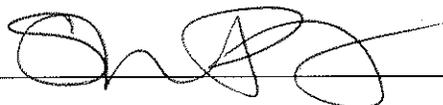
Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will be from Sumac Drive to the circle at the end of Chestnut Road. The gas main will be located outside edge of pavement on the west side of the road within the right of way. Maine Natural Gas will work with utilities and relocate main as necessary.

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

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

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

Name of Newspaper: \_\_\_\_\_

Signature of Utility: 

Print Name and Title: Sheena Bitetti - Gas Engineer

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

**Town of Brunswick  
Public Works Department**

***Application for Utility Location Permit***

DATE April 15, 2014

Permit Number: ULP2014-04  
(to be provided by Town)

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

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

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

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

Name of Street: Sumac Drive  
Starting Point: Circle at End End Point: Hemlock Road

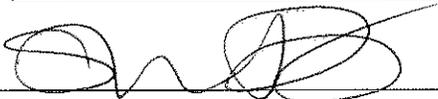
Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will extend from Hemlock Road to the circle at the end of Sumac Drive. The gas main will be located outside edge of pavement on the west and north side of the road within the right of way. Maine Natural Gas will work with utilities and relocate main as necessary.

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

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

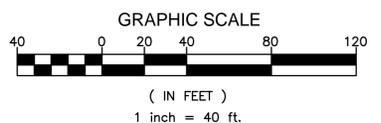
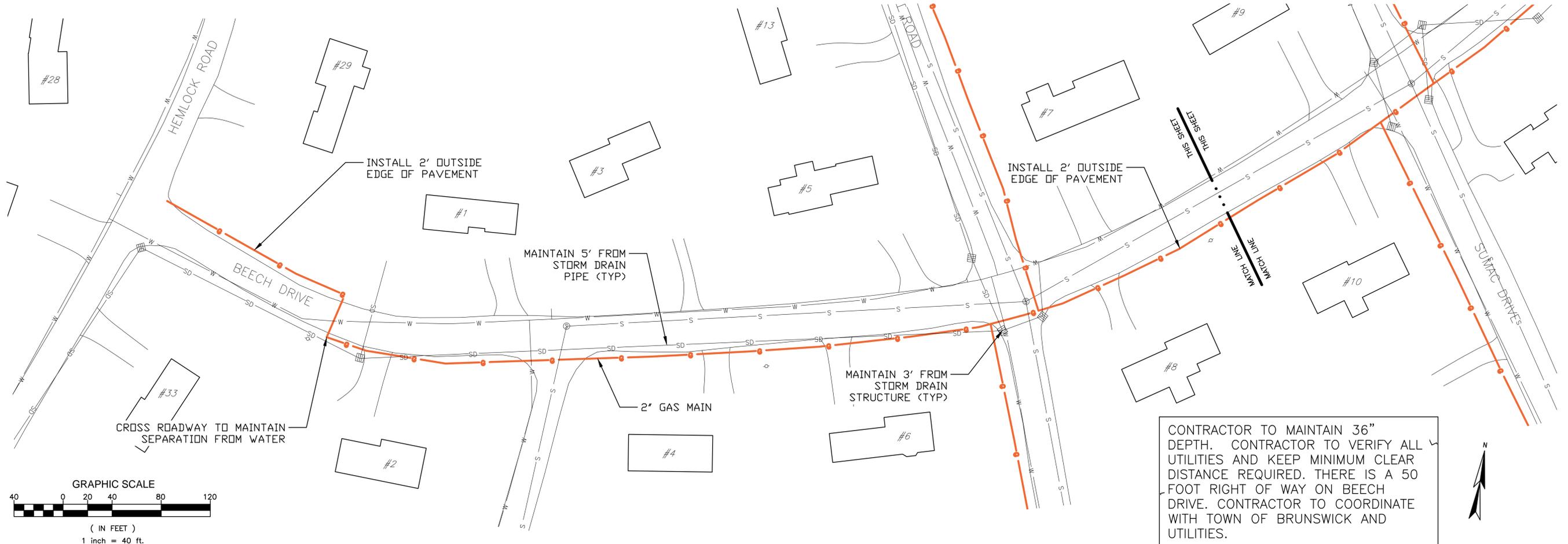
The text of this application  will  will not be published\*: Publish Date: \_\_\_\_\_

Name of Newspaper: \_\_\_\_\_

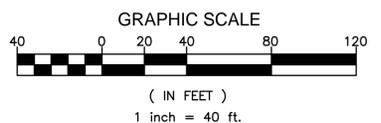
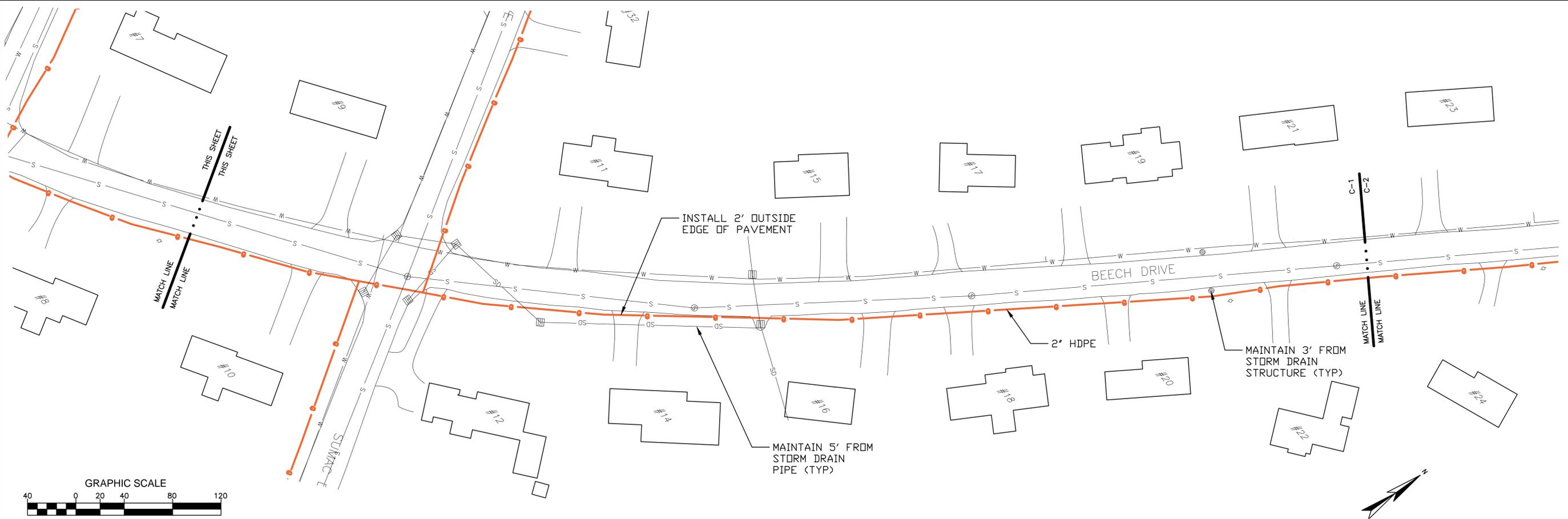
Signature of Utility: 

Print Name and Title: Sheena Bitetti – Gas Engineer

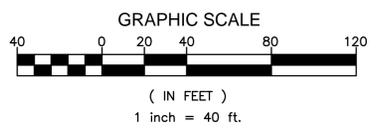
\*If publication is chosen, the entire application above the double line is to be published. Submit completed applications to the address provided above in the objection statement.



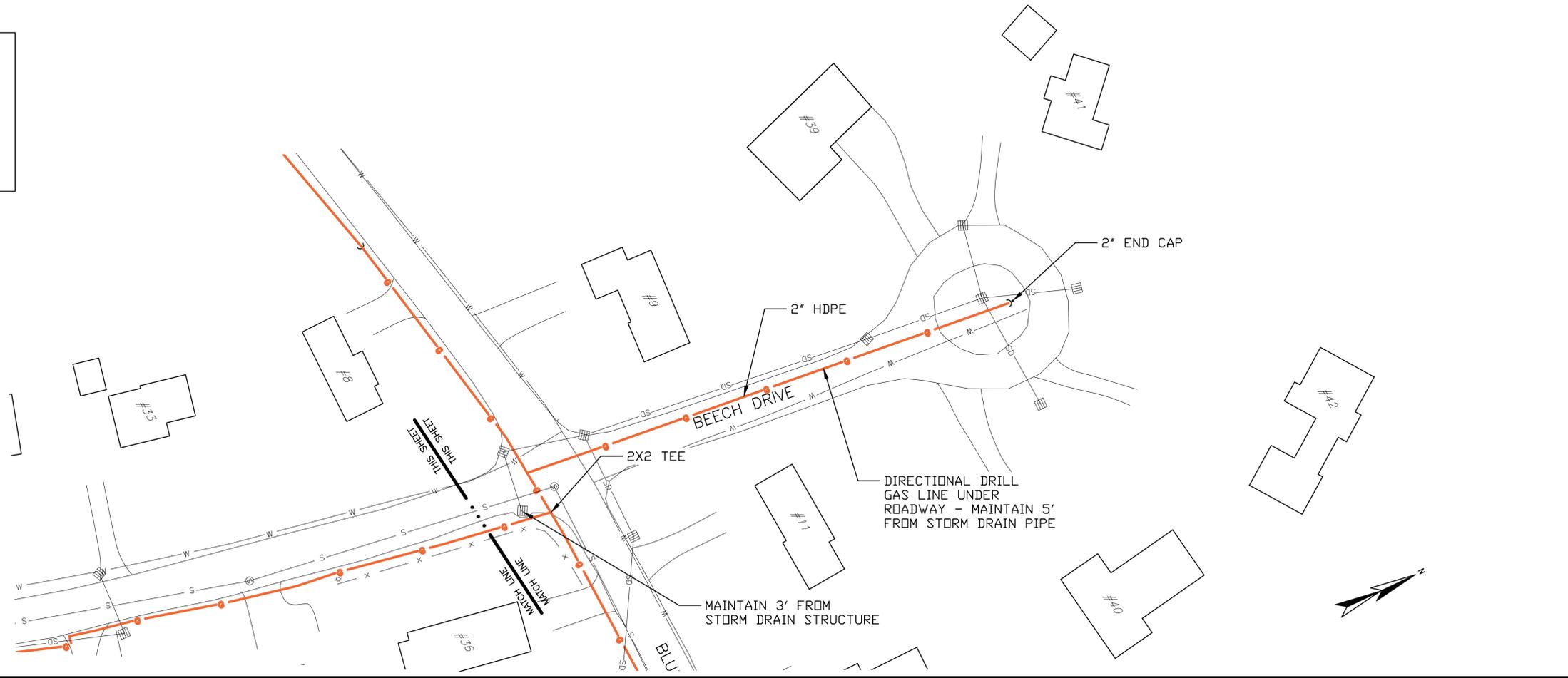
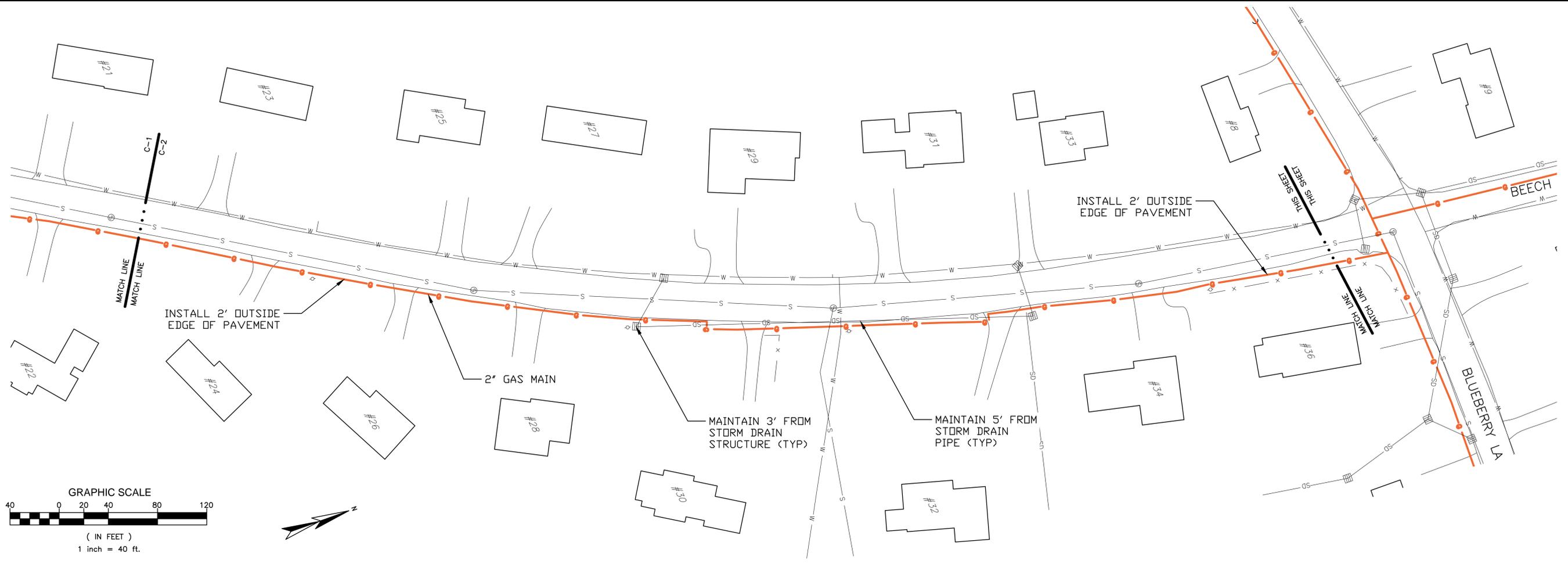
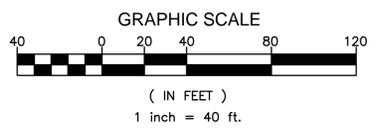
CONTRACTOR TO MAINTAIN 36" DEPTH. CONTRACTOR TO VERIFY ALL UTILITIES AND KEEP MINIMUM CLEAR DISTANCE REQUIRED. THERE IS A 50 FOOT RIGHT OF WAY ON BEECH DRIVE. CONTRACTOR TO COORDINATE WITH TOWN OF BRUNSWICK AND UTILITIES.



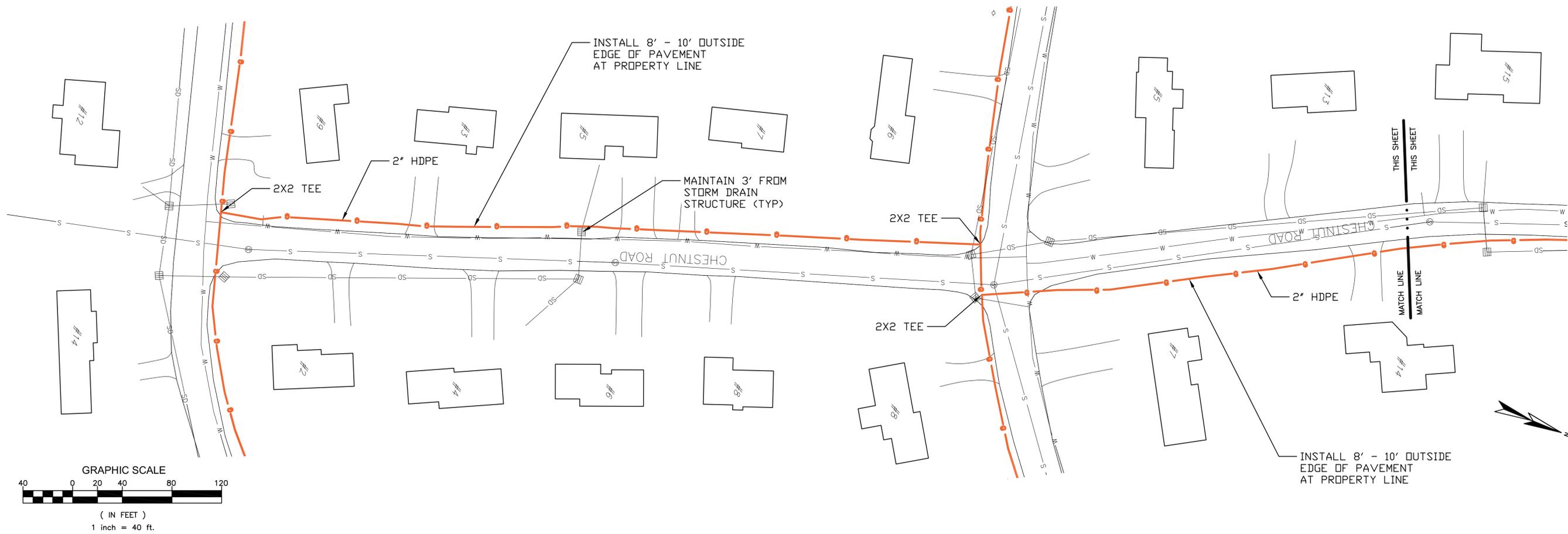
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DRAWN BY SMB	CHECKED BY	DATE 04/14/2014
APPROVED BY	DATE	
BOOK NO.	PROJECT NO.	7R.13043
SHEET NO.	SCALE	1" = 40'
PLOTTED 4/14/2014		
9 Industrial Parkway, Brunswick, Maine 04011		
<b>MAINE NATURAL GAS</b> GAS MAIN EXPANSION BRUNSWICK, MAINE		
BEECH DRIVE		DRAWING C-1



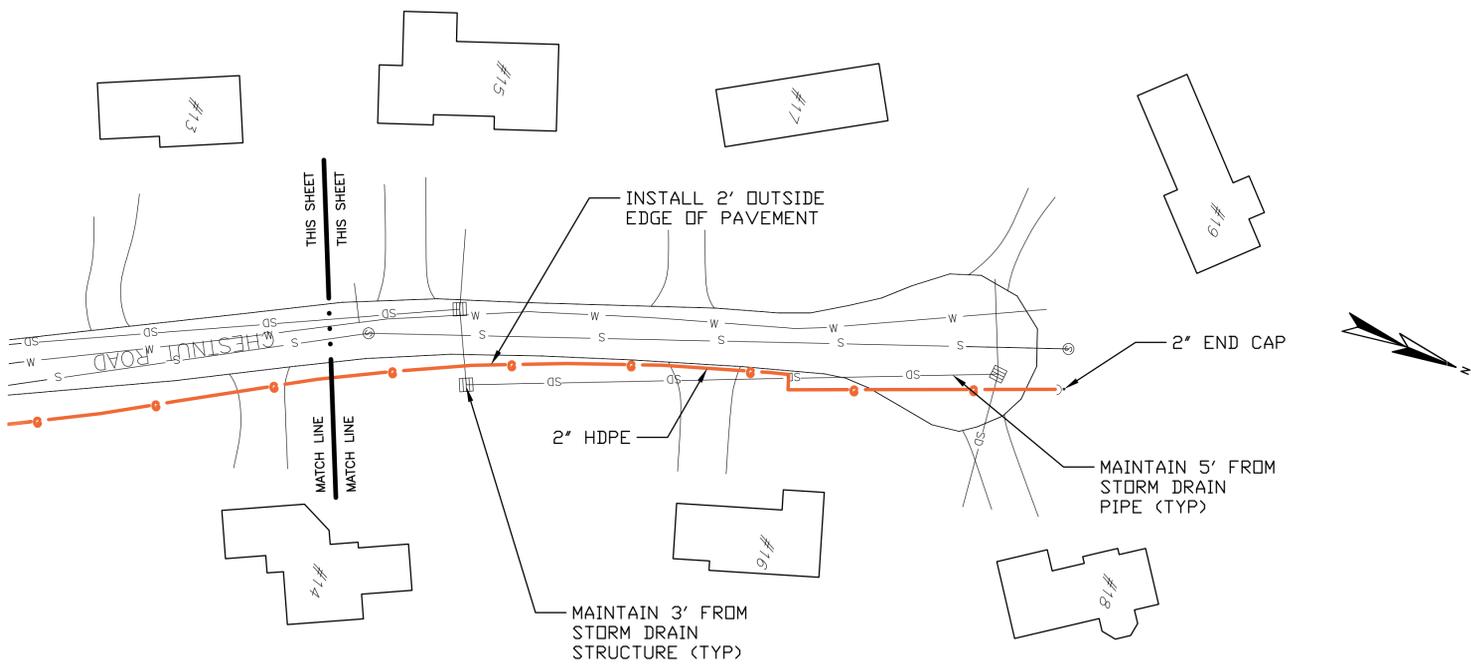
CONTRACTOR TO MAINTAIN 36" DEPTH. CONTRACTOR TO VERIFY ALL UTILITIES AND KEEP MINIMUM CLEAR DISTANCE REQUIRED. THERE IS A 50 FOOT RIGHT OF WAY ON BEECH DRIVE. CONTRACTOR TO COORDINATE WITH TOWN OF BRUNSWICK AND UTILITIES.



NO. SUBMISSIONS/REVISIONS	APP'D	DATE
UTILITY LOC. PERMIT	SMB	4/14/14
DRAWN BY SMB		
CHECKED BY		
DATE 04/14/2014		
APPROVED BY		
DATE		
BOOK NO.		
PROJECT NO. 7R.13043		
SCALE 1" = 40'		
PLOTTED 4/14/2014		
9 Industrial Parkway, Brunswick, Maine 04011		
MAINE NATURAL GAS GAS MAIN EXPANSION BRUNSWICK, MAINE		BEECH DRIVE
DRAWING C-2		



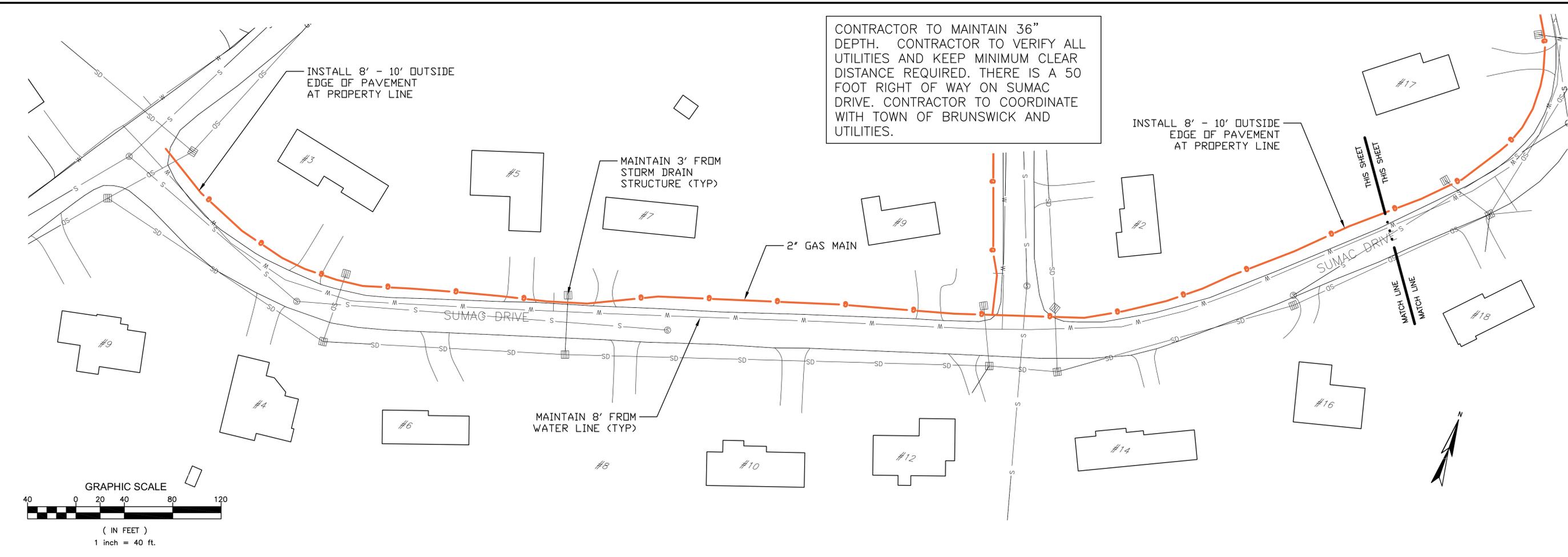
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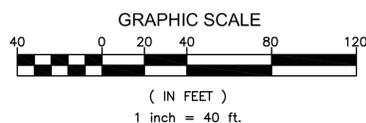
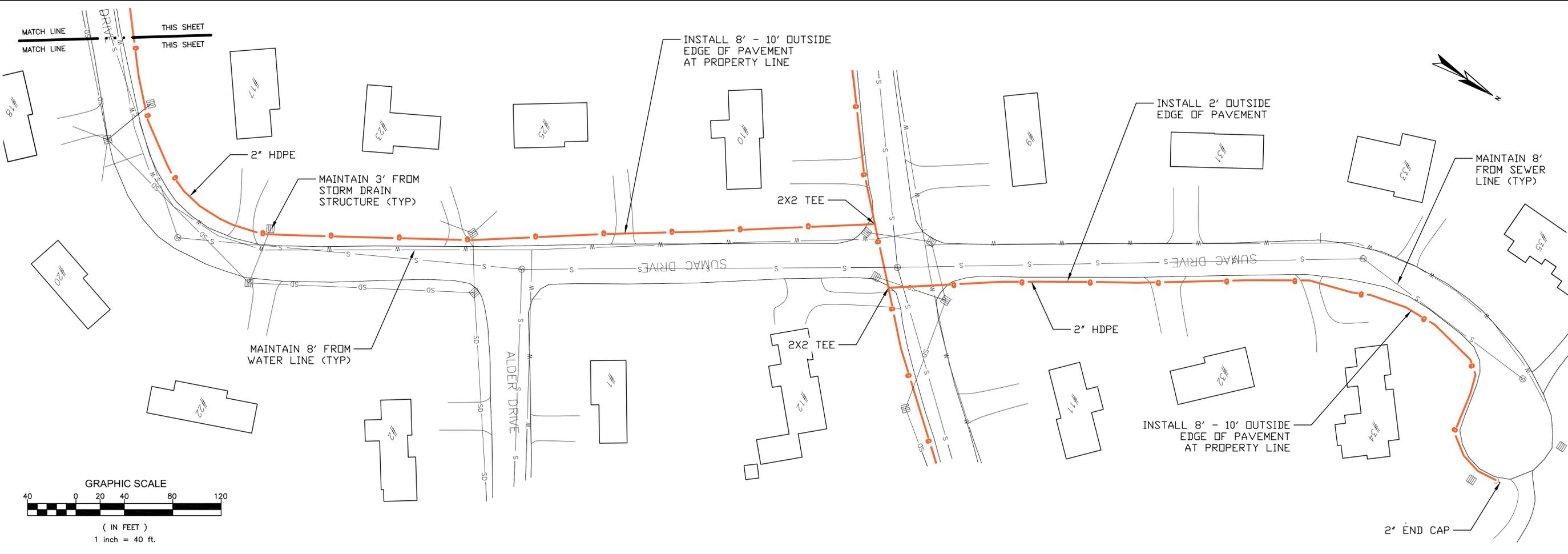
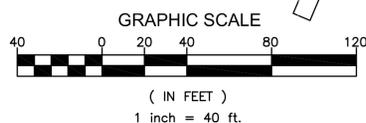
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DRAWING			PLOTTED: 4/15/2014
MAINE NATURAL GAS GAS MAIN EXPANSION BRUNSWICK, MAINE			CHESTNUT ROAD
DRAWING			C-1



9 Industrial Parkway, Brunswick, Maine 04011



CONTRACTOR TO MAINTAIN 36" DEPTH. CONTRACTOR TO VERIFY ALL UTILITIES AND KEEP MINIMUM CLEAR DISTANCE REQUIRED. THERE IS A 50 FOOT RIGHT OF WAY ON SUMAC DRIVE. CONTRACTOR TO COORDINATE WITH TOWN OF BRUNSWICK AND UTILITIES.



NO. SUBMISSIONS/REVISIONS	DATE	APPROVED BY	DATE
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BOOK NO.		PLOTTED: 4/15/2014	
PROJECT NO. 7R.13052			
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SUMAC DRIVE			
DRAWING C-1			