

BRUNSWICK TOWN COUNCIL

Agenda

May 19, 2014

6:15 P.M. - Executive Session

7:00 P.M. – Regular Meeting

Council Chambers

Town Hall

85 Union Street

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

Roll Call

Pledge of Allegiance

Public Comment

Acknowledgment that meeting was properly noticed

Correspondence

Letter from MDOT on Bath-Brunswick bridge replacement on Old Bath Road

Council Committee Updates

Adjustments to the Agenda

MANAGER’S REPORT:

- (a) Financial Update
- (b) Approval of Nathaniel Davis Fund Committee recommendations (*Action Required*)
- (c) Report from Sewer District about plant upgrade
- (d) Update on the establishment of quiet zones

PUBLIC HEARING

58. The Town Council will hear public comments on a special amusement license for the following application, and will take any appropriate action. (Manager)

Special Amusement

Byrnes Irish Pub LLC

D/B/A: Byrnes Irish Pub LL

16 Station Avenue

Joe Byrnes

PUBLIC HEARING/ACTION

NEW BUSINESS

59. The Town Council will consider setting a public hearing for June 2, 2014, on a “Resolution Amending the 2013-14 Budget to Appropriate an Additional \$150,000 for the Purpose of the Designing, Renovating, Equipping and Occupancy of the McLellan Building for Municipal Use,” and will take any appropriate action. (Manager) **ACTION**
60. The Town Council will consider amending the “Town Boards, Commissions, and Committees Appointment Policy” to limit the boards included under Conflict of Interest Section 16(a), and will take any appropriate action. (Appointments Committee) **ACTION**

CONSENT AGENDA

- a) Approval of the Minutes of May 5, 2014
- b) Approval of utility permits for Maine Natural Gas for sections of Hemlock Road and Locust Lane
- c) Approval of beano games for Knights of Columbus
- d) Approval of MDOT Overweight Vehicle Agreement
- e) Approval of Games of Chance for the St. John’s Bazaar for June 13, June 14, and June 15, 2014

**Brunswick Town Council
Agenda
May 19, 2014
Council Notes and Suggested Motions**

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

Suggested Motion:

Motion to go into Executive Session per 1 M.R.S.A. §405(6)(E) for a consultation with legal counsel regarding pending or contemplated litigation.

CORRESPONDENCE

Letter from MDOT on Bath-Brunswick bridge replacement on Old Bath Road: Copies of letters from MDOT and their public hearing notice for this project is included in your packet.

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) Approval of Nathaniel Davis Fund Committee recommendations (Action Required: These are the annual recommendations from the Davis Fund Committee for allocations for 2013-2014. The Council's action is to approve these recommendations. A copy of the Committee's minutes, with their recommendations, is included in your packet.

Suggested Motion:

Motion to accept the recommendations for the Davis Fund's 2013-2014 allocations as recommended by the Committee.

- (c) Report from Sewer District about plant upgrade: The District is embarking on the next upgrade to the wastewater treatment plant. As part of that process the District needs to secure a bond to cover the project cost. A first step in that process was taken at the Board of Trustees meeting last week. The Board adopted a bond resolution authorizing up to \$22 million in new debt. Lenny Blanchette, General Manager of the Sewer District, requested this opportunity to give a brief presentation to the Town Council to inform them of this status of the upgrade project.

Suggested Motion: No motion is required.

- (d) Update on the establishment of quiet zones: This item is to update the Council on this project. A copy of a memo from John Foster is included in your packet.

Suggested Motion: No motion is required.

PUBLIC HEARING

58. This is the required public hearing on the renewal special amusement license for Byrnes Irish Pub. They are requesting to have 1 to 3 person bands and DJ's in the main dining area. Copies of the public hearing notice and application are included in your packet.

Suggested Motion:

Motion to approve a special amusement license for Byrnes Irish Pub, 16 Station Avenue.

NEW BUSINESS

59. This item is to consider setting a public hearing for June 2, 2014 to adopt a "Resolution Amending the 2013-14 Budget to Appropriate an Additional \$150,000 for the Purpose of the Designing, Renovating, Equipping and Occupancy of the McLellan Building for Municipal Use." This resolution will authorize the additional funds needed to cover the expenses beyond the original approved amounts. The process for amending the budget is outlined in the Town Charter Section 504. Upon the recommendation of the Town Manager, the Town Council may amend the budget. The Council shall hold a public hearing at least 10 days prior to the adoption of any amendment. Any amendment that seeks to increase the amount of the total budget appropriations for the year shall only be made from unappropriated available revenue. Copies of a draft resolution and public hearing notice are included in your packet.

Suggested Motion:

Motion to set a public hearing for June 2, 2014, to adopt a "Resolution Amending the 2013-14 Budget to Appropriate an Additional \$150,000 for the Purpose of the Designing, Renovating, Equipping and Occupancy of the McLellan Building for Municipal Use."

60. This item is sponsored by the Appointments Committee to amend the policy approved in December 2013 to limit the boards included under the Conflict of Interest section 16(a). A copy of the draft change is included in your packet.

Suggested Motion

Motion to amend the "Town Boards, Commissions, and Committees Appointment Policy" to limit the boards included under the Conflict of Interest Section 16(a) to the following: Planning Board, Village Review Board, Zoning Board of Appeals, Assessment Review, and Marine Resource Committee.

CONSENT AGENDA

- a) Approval of the Minutes of May 5, 2014: A copy of the minutes is included in your packet.

- b) Approval of utility permits for Maine Natural Gas for sections of Hemlock Road and Locust Lane: Copies of a memo and permits are included in your packet.

In application ULP 2014-05, Hemlock Road Maine Natural Gas seeks authorization to install a 2” gas main from the existing gas main located on south side of Juniper Road on the east side of Hemlock Road, the proposed gas main will run outside the pavement along the east and south sides of Hemlock Road to Mere Point Road. Approximately 2650 feet of 2” gas main.

In application ULP 2014-06, Locust Lane 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. The new gas main will run from the proposed gas main outside the pavement south along the east side of Locust Lane to the west side of the cul-de-sac at the end of Locust Lane. Approximately 1440 feet of 2” gas main.

- c) Approval of beano games for Knights of Columbus: This item is to approve the beano games application for this group. A copy of the application is included in your packet.
- d) Approval of MDOT Overweight Vehicle Agreement: Under this MDOT agreement, the Town will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment that exceeds the legal limits over municipal roads. This is relative to the Free Black Bridge removal. This is a standard agreement that has come before the Council on many other projects in the past. Copies of the letter from MDOT and the agreement are included in your packet.
- e) Approval of Games of Chance for the St. John’s Bazaar for June 13, June 14, and June 15, 2014: This is the annual approval of these games for the Bazaar. Copies of applications are included in your packet.

Suggested Motion:

Motion to approve the Consent Agenda.

Suggested Motion:

Motion to adjourn the meeting.

Correspondence

BACK UP MATERIALS



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

May 1, 2014

Town of Brunswick
Town Manager
28 Federal Street
Brunswick, ME 04011

Subject: Bath-Brunswick, bridge replacement, Maine DOT WIN 20478.00

Dear Town Manager,

The Maine Department of Transportation is planning a bridge replacement of New Meadows #2 Bridge #2604 in Bath/Brunswick carrying Old Brunswick Road over the New Meadow River. Attached is site location map for your review.

The Department of Transportation in accordance with Section 106 of the National Historic Preservation Act is seeking information from consulting parties that would likely have information/knowledge of or concerns with historic properties adjacent to the project limits shown on the attached map.

If you have any information, comments or concerns in regards to **historic properties**, please contact me at megan.m.hopkin@maine.gov or at 16 State House Station, Environmental Office, Augusta Maine 04333.

This letter is intended to obtain information regarding historic properties and concerns only. If you have any questions or concerns about the project, please contact the MaineDOT Project Manager, Joel Kittredge, at Joel.Kittredge@maine.gov.

Thank you for your time.

Sincerely,


Megan M. Hopkin,
Historic Coordinator
MaineDOT



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STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

May 13, 2014

Frances Smith, Town Clerk
Town of Brunswick
28 Federal Street
Brunswick, Me 04011

RE: BATH-BRUNSWICK, NEW MEADOWS BRIDGE #2604, WIN #020478.00

Dear Ms. Smith:

The Maine Department of Transportation is conducting an informational public meeting on Thursday, June 12, 2014 in the City Council Chambers at the City of Bath, located at 55 Front Street in Bath, Maine for the proposed New Meadows Bridge (Bridge #2604), which carries the Old Brunswick Road/Old Bath Road over the New Meadows River located on the Brunswick/Bath/West Bath town line.

A copy of this Notice will be published in an area newspaper prior to the meeting and mailed to abutting property owners.

I and other representatives of the Department of Transportation will be present to explain proposed details, listen to concerns, receive comments and answer questions about the project

If you have any questions regarding the arrangements, please let me know. You may contact me at (207) 624-3550.

Sincerely,

Joel Kittredge
Project Manager
Bridge Program

Enclosure



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MaineDOT

**Notice of
INFORMATIONAL
PUBLIC MEETING
IN BATH**

**TO DISCUSS THE
NEW MEADOWS BRIDGE**

**JUNE 12, 2014
AT 6:00 P.M.
IN THE CITY COUNCIL CHAMBERS
AT CITY OF BATH
ON 55 FRONT STREET**

The Maine Department of Transportation is seeking public input prior to beginning design of the proposed replacement of the Bridge Replacement: New Meadows Bridge #2604 in Bath/Brunswick carrying Old Brunswick Road over the New Meadow River.

Representatives of the Maine Department of Transportation will be present on Thursday, June 12, 2014 at 6:00 p.m. to listen to concerns, receive comments, and answer questions from anyone with an interest in the project. The Department is particularly interested in learning local views relative to project consistency with local comprehensive plans, discovering local resources, and identifying local concerns and issues. Anyone with an interest is invited to attend and participate in the meeting.

Accommodations will be made for persons with disabilities. Auxiliary aids will be provided upon advance request.

Any inquiries regarding this project may be directed to the attention of Joel Kittredge, Project Manager, Maine Department of Transportation, Bridge Program, 16 State House Station, Augusta, Maine 04333-0016. Telephone: (207) 624-3550. Email: joel.kittredge@maine.gov.

**Work Identification Number 020478.00
TTY Telephone (888) 516-9364**

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

FOR 2014 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>10 Taxes</u>						
111190 41101 Property Taxes	35,022,679	35,022,679	34,953,934.69	.00	68,744.31	99.8%*
111190 41103 Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000	-126,058.04	-440.56	51,058.04	168.1%
111190 41105 Interest on Taxes	75,000	75,000	46,466.99	4,776.11	28,533.01	62.0%*
111190 41106 Tax Lien Costs Revenu	14,000	14,000	13,698.00	30.00	302.00	97.8%*
111190 41107 Tax Lien Interest Rev	0	0	12,899.15	.00	-12,899.15	100.0%*
111190 41109 Payment in Lieu of Ta	235,000	235,000	137,184.76	.00	97,815.24	58.4%*
111190 41197 BETE reimbursement	185,780	185,780	147,378.00	.00	38,402.00	79.3%*
111190 41198 Homestead exemption r	411,673	411,673	312,820.00	.00	98,853.00	76.0%*
111190 41199 Miscellaneous tax adj	3,320	3,320	.00	.00	3,320.00	.0%*
111191 41110 Excise Tax - Auto	2,700,000	2,700,000	2,349,634.39	282,044.82	350,365.61	87.0%*
111191 41111 Excise Tax Boat/ATV/S	24,000	24,000	14,115.40	8,347.90	9,884.60	58.8%*
111191 41112 Excise Tax - Airplane	0	0	4,029.30	.00	-4,029.30	100.0%*
TOTAL Taxes	38,396,452	38,396,452	37,866,102.64	294,758.27	530,349.36	98.6%
TOTAL REVENUES	38,396,452	38,396,452	37,866,102.64	294,758.27	530,349.36	
<u>20 Licenses & Fees</u>						
121111 42207 Passport Fees	8,000	8,000	7,650.00	775.00	350.00	95.6%*
121111 42208 Postage Fees	0	0	59.80	.00	-59.80	100.0%*
121111 42209 Passport Picture Reve	1,500	1,500	2,364.00	276.00	-864.00	157.6%*
121411 42100 Building Permits	110,000	110,000	148,523.24	28,679.14	-38,523.24	135.0%*
121411 42101 Electrical Permits	31,000	31,000	25,414.30	4,779.53	5,585.70	82.0%*
121411 42102 Plumbing Permits	13,500	13,500	18,150.83	1,737.50	-4,650.83	134.5%*
121611 42200 Hunting & Fishing Lic	1,350	1,350	867.30	147.30	482.70	64.2%*
121611 42201 Dog License Fee	2,302	2,302	2,618.00	50.00	-316.00	113.7%*
121611 42202 Vital Statistics	42,000	42,000	42,232.80	4,109.00	-232.80	100.6%*
121611 42203 General Licenses	24,500	24,500	16,675.00	1,160.00	7,825.00	68.1%*
121611 42204 Victulars/Innkeepers	21,650	21,650	2,350.00	1,350.00	19,300.00	10.9%*
121611 42205 Shellfish Licenses	20,700	20,700	16,550.00	16,275.00	4,150.00	80.0%*
121611 42206 Neutered/Spayed Dog L	4,210	4,210	4,768.00	80.00	-558.00	113.3%*
121611 42208 Postage Fees	0	0	225.09	39.94	-225.09	100.0%*
121911 42300 Planning Board Appl F	20,000	20,000	12,212.60	3,537.00	7,787.40	61.1%*
122121 42400 Fire Permits	700	700	390.00	.00	310.00	55.7%*
122221 42500 Conc Weapons Permits	600	600	955.00	70.00	-355.00	159.2%*
123131 42600 Public Works Opening	500	500	1,240.00	1,160.00	-740.00	248.0%*
TOTAL Licenses & Fees	302,512	302,512	303,245.96	64,225.41	-733.96	100.2%
TOTAL REVENUES	302,512	302,512	303,245.96	64,225.41	-733.96	

FOR 2014 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>30 Intergovernmental</u>						
131122 43505 FD EMPG grant	15,000	15,000	12,011.36	.00	2,988.64	80.1%*
131122 43506 FD SAFER grant	20,000	20,000	3,255.00	.00	16,745.00	16.3%*
131132 43103 Highway Grant Fund	208,000	208,000	214,392.00	.00	-6,392.00	103.1%*
131142 43104 State General Assista	27,000	27,000	15,036.40	6,417.51	11,963.60	55.7%*
131190 43102 State Tax Exemption R	26,000	26,000	8,241.45	.00	17,758.55	31.7%*
131192 43101 State Revenue Sharing	1,059,000	1,059,000	806,129.45	53,056.03	252,870.55	76.1%*
131192 43106 Snowmobile Receipts	1,264	1,264	1,588.80	.00	-324.80	125.7%*
134546 43120 State Education Subsi	10,840,108	10,840,108	8,426,149.52	9,340.05	2,413,958.48	77.7%*
134546 43121 State Adult Educ. Sub	31,000	31,000	.00	.00	31,000.00	.0%*
TOTAL Intergovernmental	12,227,372	12,227,372	9,486,803.98	68,813.59	2,740,568.02	77.6%
TOTAL REVENUES	12,227,372	12,227,372	9,486,803.98	68,813.59	2,740,568.02	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	50,000	50,000	42,203.00	5,036.00	7,797.00	84.4%*
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500	885.00	180.00	615.00	59.0%*
141211 44121 Rental of Property	0	0	400.00	100.00	-400.00	100.0%*
141611 44131 Advertising Fees	0	0	882.55	.00	-882.55	100.0%*
142121 44155 Ambulance Service Fee	875,000	875,000	805,525.42	98,882.91	69,474.58	92.1%*
142121 44166 Special Detail - Fire	1,000	1,000	2,874.08	469.04	-1,874.08	287.4%*
142221 44161 Witness Fees	3,000	3,000	3,924.00	600.00	-924.00	130.8%*
142221 44162 Police Reports	3,600	3,600	2,798.50	533.00	801.50	77.7%*
142221 44163 School Resource Offic	80,000	80,000	80,000.00	.00	.00	100.0%*
142221 44165 Special Detail - Poli	1,000	1,000	17,691.50	1,378.00	-16,691.50	1769.2%*
142221 44167 Dispatch Services fee	139,268	139,268	117,291.56	10,381.79	21,976.44	84.2%*
143431 44175 Recycling Revenue	25,000	25,000	17,161.80	1,900.00	7,838.20	68.6%*
144545 44100 School Tuition, etc	166,411	166,411	99,193.28	.00	67,217.72	59.6%*
TOTAL Charges for services	1,345,779	1,345,779	1,190,830.69	119,460.74	154,948.31	88.5%
TOTAL REVENUES	1,345,779	1,345,779	1,190,830.69	119,460.74	154,948.31	
<u>50 Fines & Penalties</u>						
151621 45103 Unlicensed Dog Fines	5,000	5,000	6,050.00	575.00	-1,050.00	121.0%*
152121 45104 False Alarm Fire	2,000	2,000	2,450.00	.00	-450.00	122.5%*

FOR 2014 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
152121 45107 Fire Code Violation F	0	0	300.00	.00	-300.00	100.0%*
152221 45100 Ordinance Fines	600	600	1,032.00	190.00	-432.00	172.0%*
152221 45101 Parking Tickets	20,000	20,000	21,019.00	2,745.00	-1,019.00	105.1%*
152221 45102 Leash Law Fines	600	600	175.00	.00	425.00	29.2%*
152221 45105 False Alarm Police	300	300	15.00	.00	285.00	5.0%*
152221 45106 Restitution	0	0	1,006.38	.00	-1,006.38	100.0%*
TOTAL Fines & Penalties	28,500	28,500	32,047.38	3,510.00	-3,547.38	112.4%
TOTAL REVENUES	28,500	28,500	32,047.38	3,510.00	-3,547.38	
<hr/> 60 Interest earned						
161193 46100 Interest Earned	50,000	50,000	10,242.50	300.72	39,757.50	20.5%*
TOTAL Interest earned	50,000	50,000	10,242.50	300.72	39,757.50	20.5%
TOTAL REVENUES	50,000	50,000	10,242.50	300.72	39,757.50	
<hr/> 70 Donations						
171952 47000 BDC Contrib to Econ D	75,000	75,000	75,000.00	.00	.00	100.0%*
171952 47001 MRRRA - Eco Dev positi	25,000	25,000	14,583.31	2,083.33	10,416.69	58.3%*
171952 47002 MRRRA - MCOG DUES	15,000	15,000	15,000.00	.00	.00	100.0%*
TOTAL Donations	115,000	115,000	104,583.31	2,083.33	10,416.69	90.9%
TOTAL REVENUES	115,000	115,000	104,583.31	2,083.33	10,416.69	
<hr/> 80 Use of fund balance						
181100 48000 Unapprop General Fund	1,000,000	2,415,000	.00	.00	2,415,000.00	.0%*
181100 48001 Bal of State Revenue	20,000	20,000	.00	.00	20,000.00	.0%*
184500 48004 School Balance Forwar	2,800,000	2,800,000	.00	.00	2,800,000.00	.0%*
TOTAL Use of fund balance	3,820,000	5,235,000	.00	.00	5,235,000.00	.0%
TOTAL REVENUES	3,820,000	5,235,000	.00	.00	5,235,000.00	
<hr/> 90 Other						
191011 49000 Administration Miscel	0	0	260.26	.00	-260.26	100.0%*

FOR 2014 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111 49000 Finance Miscellaneous	1,000	1,000	5,240.71	125.00	-4,240.71	524.1%*
191111 49104 Property & Casualty D	0	0	9,283.00	.00	-9,283.00	100.0%*
191111 49105 Postage & Handling	0	0	2,483.00	306.00	-2,483.00	100.0%*
191111 49106 W/C Proceeds	0	0	9,476.28	1,149.08	-9,476.28	100.0%*
191111 49210 Insurance Proceeds	0	0	9,665.13	.00	-9,665.13	100.0%*
191192 49100 Cable Television	210,000	210,000	115,920.24	.00	94,079.76	55.2%*
191194 49150 Gen Govt Asset Sales	290,066	290,066	76,765.27	76,675.27	213,300.73	26.5%*
191411 49000 Codes Miscellaneous	0	0	10.25	.00	-10.25	100.0%*
191611 49000 Town Clerk Miscellane	1,200	1,200	1,208.50	104.00	-8.50	100.7%*
191911 49000 Planning Miscellaneou	150	150	180.85	36.00	-30.85	120.6%*
192121 49000 Fire Miscellaneous	0	0	774.73	.00	-774.73	100.0%*
192194 49151 Fire Vehicle Sales	0	0	1,500.00	.00	-1,500.00	100.0%*
192221 49000 Police Miscellaneous	10,000	10,000	61,293.45	50.52	-51,293.45	612.9%*
192294 49153 Police Vehicle Sales	13,500	13,500	.00	.00	13,500.00	.0%*
193131 49000 Public Works Miscella	0	0	24.74	.00	-24.74	100.0%*
193194 49154 Public Works Vehicle	0	0	4,000.00	.00	-4,000.00	100.0%*
194545 49000 School Miscellaneous	120,000	120,000	101,093.75	10,215.88	18,906.25	84.2%*
195051 49000 Recreation Miscellane	0	0	1,640.33	1,122.53	-1,640.33	100.0%*
199980 48100 General Fund Transfer	675,000	675,000	296,150.96	.00	378,849.04	43.9%*
TOTAL Other	1,320,916	1,320,916	696,971.45	89,784.28	623,944.55	52.8%
TOTAL REVENUES	1,320,916	1,320,916	696,971.45	89,784.28	623,944.55	
GRAND TOTAL	57,606,531	59,021,531	49,690,827.91	642,936.34	9,330,703.09	84.2%

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

FOR 2014 10

	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	473,916.44	37,878.65	.00	14,010.56	97.1%
11100 Finance Department	680,948	680,948	540,741.78	52,061.66	576.84	139,629.38	79.5%
11150 Technology Services Dept	328,531	328,531	303,244.95	19,688.68	18,693.35	6,592.70	98.0%
11200 Municipal Officers	126,615	126,615	70,441.56	1,793.50	.00	56,173.44	55.6%
11210 Munic Bldg - 85 Union	0	0	32,117.65	15,483.18	.00	-32,117.65	100.0%
11220 Munic Bldg - 28 Federal	166,850	166,850	109,743.07	5,702.59	601.00	56,505.93	66.1%
11230 Risk Management	414,750	414,750	433,726.56	82,661.12	.00	-18,976.56	104.6%
11240 Employee benefits	0	0	-112,342.70	-5,803.59	.00	112,342.70	100.0%
11250 Cable TV	37,360	37,360	29,785.73	3,250.10	.00	7,574.27	79.7%
11300 Assessing	297,218	303,368	207,788.26	18,888.48	4,557.71	91,022.03	70.0%
11600 Town Clerk & Elections	356,478	356,478	263,183.32	21,733.48	335.00	92,959.68	73.9%
11900 Planning Department	541,059	546,959	395,853.74	46,659.64	48,802.99	102,302.27	81.3%
11950 Economic Development Dept	104,564	104,564	65,220.27	7,485.32	.00	39,343.73	62.4%
TOTAL General Government	3,542,300	3,554,350	2,813,420.63	307,482.81	73,566.89	667,362.48	81.2%
<hr/>							
20 Public Safety							
12100 Fire Department	2,985,969	3,010,869	2,348,604.99	205,712.50	30,817.65	631,446.36	79.0%
12150 Central Fire Station	41,054	41,054	34,614.80	4,890.58	500.00	5,939.20	85.5%
12160 Emerson Fire Station	50,350	50,350	26,816.84	3,487.23	.00	23,533.16	53.3%
12200 Police Department	3,684,953	3,691,862	2,805,494.36	264,747.75	6,645.84	879,721.65	76.2%
12210 Police Special Detail	0	0	15,119.33	805.28	.00	-15,119.33	100.0%
12220 Emergency Services Dispatch	721,909	721,909	571,778.72	51,304.69	1,400.00	148,730.28	79.4%
12250 Police Station Building	68,730	68,730	51,220.83	5,590.28	.00	17,509.17	74.5%
12310 Streetlights	205,000	205,000	156,963.08	15,187.64	.00	48,036.92	76.6%
12320 Traffic Signals	31,600	31,600	22,365.44	773.66	.00	9,234.56	70.8%
12330 Hydrants	429,178	429,178	307,881.80	101,226.95	.00	121,296.20	71.7%
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	6,341,660.19	653,726.56	39,363.49	1,871,528.17	77.3%

FOR 2014 10

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	326,286.26	34,155.31	2,809.00	84,994.74	79.5%
13110	PW General Maintenance	1,629,304	1,629,304	1,259,550.17	103,955.36	77,177.00	292,576.83	82.0%
13130	Refuse Collection	573,143	573,143	401,851.56	9,797.60	116,047.56	55,243.88	90.4%
13140	Recycling	289,743	289,743	196,579.56	.00	112,324.28	-19,160.84	106.6%
13150	PW Central Garage	781,964	781,964	638,787.52	58,835.08	101,767.26	41,409.22	94.7%
	TOTAL Public Works	3,688,244	3,688,244	2,823,055.07	206,743.35	410,125.10	455,063.83	87.7%
<hr/>								
40	Human Services							
<hr/>								
14100	General Assistance	170,106	170,106	134,737.07	15,964.08	2,467.15	32,901.78	80.7%
14120	Health & Social Services	2,744	2,744	2,080.72	693.36	.00	663.28	75.8%
	TOTAL Human Services	172,850	172,850	136,817.79	16,657.44	2,467.15	33,565.06	80.6%
<hr/>								
45	Education							
<hr/>								
14500	School Department	35,570,775	35,570,775	24,459,460.79	2,357,085.16	.00	11,111,314.21	68.8%
	TOTAL Education	35,570,775	35,570,775	24,459,460.79	2,357,085.16	.00	11,111,314.21	68.8%
<hr/>								
50	Recreation and Culture							
<hr/>								
15000	Recreation Administration	435,014	435,014	337,036.41	32,688.17	.00	97,977.59	77.5%
15050	Rec Buildings and Grounds	657,996	662,107	442,089.84	36,987.22	15,087.60	204,929.56	69.0%
15150	Rec Federal St Building	15,840	15,840	13,952.71	492.11	.00	1,887.29	88.1%
15250	Rec Building 211	122,151	122,151	62,095.31	2,810.16	1,712.88	58,342.81	52.2%
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	1,026,166.44	99,916.67	.00	193,733.56	84.1%
	TOTAL Recreation and Culture	2,561,001	2,570,012	1,995,970.86	172,894.33	16,800.48	557,240.66	78.3%
<hr/>								
60	Intergovernmental							
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FOR 2014 10

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	129,374.86	252.68	2,018.70	23,364.44	84.9%
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	130,624.86	252.68	16,545.67	103,114.44	58.8%
<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	260,000.00	28,000.00	.00	.00	100.0%
18030	2011 GO CIP Bonds	269,450	269,450	269,450.00	31,300.00	.00	.00	100.0%
18040	Police Station Bond	394,448	394,448	387,911.94	66,687.51	.00	6,536.06	98.3%
18050	2010 Elementary School Bond	0	0	-195,397.59	35,826.58	.00	195,397.59	100.0%
	TOTAL Debt Service	923,898	923,898	721,963.85	161,814.09	.00	201,934.15	78.1%
	GRAND TOTAL	57,606,531	59,088,928	43,528,936.04	3,876,656.42	558,868.78	15,001,123.00	74.6%

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

MANAGER'S REPORT - B BACK UP MATERIALS

Nathaniel Davis Committee Meeting Minutes Wednesday, May 7, 2014

The meeting was called to order at 6:00 P.M. at Brunswick Town Hall, 85 Union Street, Room 117, by Dan Doiron, acting as temporary Chair in place of David Knight, who was unable to attend. Also present at the meeting were John Donovan, Don Kniseley, Sande Updegraph, Marilyn Dwyer and Alison Harris.

The Minutes of May 8, 2013 meeting were unanimously approved. The Committee reviewed Committee member appointments and end-of-term dates. David Knight and Marilyn Dwyer's current terms expire in 2014. Both David and Marilyn intend to renew their terms and will take the necessary steps with the Town Clerk's office to do so.

The Committee has two elected Officers: Chair (currently David Knight) and Secretary (currently Dan Doiron). David Knight has indicated, while he intends to continue serving on the Davis Fund Committee, he wishes to yield the Chair. Dan Doiron indicated his willingness to continue in the role of Secretary. After some discussion and consideration by the members of the Committee, Sande Updegraph agreed to serve as Committee Chair. The Committee elected Sande Updegraph as Chair, and Dan Doiron as Secretary.

The Committee noted the service of David Knight as Chair and expressed their unanimous appreciation for his dedicated and thoughtful service to the Committee.

The Committee next considered the evening's process of applicant interviews and deliberations. Alison Harris is involved with the Brunswick Public Art group and, accordingly, recused herself from involvement with that application. Furthermore, due to a potential conflict with the Theater Project, Alison also recused herself from involvement with that application.

Chair Updegraph informed the Committee the Davis Fund governing instrument provides "income" is to be distributed and that figure for purposes of this Committee's duties tonight is \$7,500, based on Mr. John Eldridge's (Interim Town Manager & Finance Director) interpretation of the governing instrument, the fund's investment results and the fund balance.

With these important business meeting issues put before the Committee, and being unanimously resolved, the applicant presentation portion of the meeting commenced at 6:30 PM. Following the applicant presentations, the Committee deliberated as to which applicants would be recommended to the Town Council, and the associated recommended grant amounts to be disbursed.

Chair Updegraph will deliver the Committee's recommendations to the Town Council at an upcoming meeting for Town Council's deliberation and approval. All members of the Committee are welcome to attend that meeting, the exact date of which will be communicated to the Committee when scheduled. There were twelve applicants seeking \$17,680 for the \$7,500 available.

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

Merrymeeting Rowing Association – To support the purchase of a new dock, owned and maintained by the Town of Brunswick, to be installed at the boat ramp on Water Street, allowing enhanced access to the Androscoggin River - \$500.

Music on the Mall (Brunswick Downtown Association) – To support a series of free music concerts on the Brunswick Mall scheduled for Wednesday evenings at 6 pm beginning on June 25, 2014 through August 27, 2014 - \$1,000.

Tree Lighting (Brunswick Downtown Association) – To support the 2014 event on the Brunswick Mall to be held on the Saturday after Thanksgiving - \$300.

Brunswick Public Art – To support the acquisition and installation of a seven and one-half foot outdoor sculpture to be located at the entrance to Brunswick Station - \$500.

Theater Project – To support an outdoor production of Shakespeare’s The Tempest on and around the gazebo on the Brunswick Mall on August 8, 9 and 10, 2014 - \$950.

Outdoor Arts Festival (Brunswick Downtown Association) – To support the festival to be held on the Maine St. sidewalks and on the Brunswick Mall on August 16, 2014 - \$750.

Northwest Brunswick Neighborhood Association – To support a series of three free, family film screenings in Nathaniel Davis Park planned for the summer of 2014 - \$1,000.

Memorial Day Parade – To support the annual Memorial Parade, culminating with events on the Brunswick Mall - \$1,000.

Arts Are Elementary – To support a one-week theater production culminating with a performance on August 23, 2014, for grade 1 through grade 5 students - \$750.

Longfellow Days (Brunswick Downtown Association) – To support various Longfellow Days events throughout the month of February 2015 - \$750.

Although the members of the Committee unanimously felt all applicants were very worthy organizations, the following applicants were not recommended to receive a grant. In reaching these decisions, the Committee considered the mission of the Davis Fund (to provide pleasure to the inhabitants of Brunswick), the number of inhabitants impacted by the event or project, the total amount of funds available for disbursement (\$7,500) relative to the total amount requested by the applicants (\$17,680), information obtained from the application and information obtained during the applicant’s meeting with the Committee.

- Brunswick High School Music Department & Music Boosters for a sound shell
- Coastal Youth Orchestra for string instrument introductory student instruction

There being no further business the meeting was adjourned at 9:55 PM.

Respectfully submitted - Daniel P. Doiron, Secretary

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

MANAGER'S REPORT - D BACK UP MATERIALS

Memorandum

TO: John Eldridge, Acting Town Manager
FROM: John A. Foster, Town Engineer/Dir. PWD
DATE: 14 May, 2014
SUBJECT: Update on Quiet Zone Establishment Process

As requested, I am providing you this brief update on the Quiet Zone (QZ) process in Brunswick:

1. Our department completed the necessary process as required by the "Train Horn Rule" developed by the Federal Railroad Administration (FRA) to establish a QZ in 2007 for the Maine Street and Park Row railroad grade crossings. At that time the primary train operator was Maine Eastern Railroad. Substantial safety improvements to the railroad crossings at these two intersections were completed by MaineDOT in 2006 and 2007. We were successful in establishing the QZ and Maine Eastern began voluntary compliance with the QZ on 6/1/2007.
2. In 2012 MaineDOT again funded major improvements for the start of passenger service to Brunswick by Amtrak. The rail crossings on Stanwood Street and Union Street were improved to provide gates and flashing lights. In November 2012 we initiated establishment of a QZ to include not only Maine Street and Park Row but also the Union and Stanwood Street crossings.
3. The QZ process requires an analysis of each crossing to determine the "Quiet Zone Risk Index" (QZRI) and if the index, based on the safety measures at the crossing and the volume of train and vehicular traffic is below the Nationwide Significant Risk Threshold (NSRT) then a QZ zone may be established. We need to remember, train and public safety are the primary goals in this process as train-vehicle collisions did increase in the early 1990's when QZs were allowed to be established without appropriate safety measures at each crossing.
4. As part of the QZ process we completed the QZRI for all 4 crossings and provided the data and information to FRA, MaineDOT and all train operators using these crossings. In early 2013 Pan Am Railways responded that they disagreed with our estimate of train trips at the crossings and, using the slightly higher number of train trips they believed to be representative, we were no longer below the NSRT.
5. FRA at first appeared to agree with our methodology but on November 15, 2013 sent us a letter advising us they concurred with the train trip projections by Pan Am Railways so we do not qualify to have a QZ at the Union and Stanwood Street crossings. They advised us we would need to reapply and will need to meet the NSRT criteria. This basically means we will need to provide "Supplementary Safety Measures" (SSM) to meet the NSRT. Typical supplementary safety measures are medians or channelization devices or four quadrant gate systems.
6. On May 6, 2014 I spoke with Nate Moulton, Manager of Rail Transportation for MaineDOT and asked him who has helped other communities obtain QZ establishment here in Maine. He told me that Wayne Duffett, Tec Associates has helped Freeport, Portland and South Portland and is a consultant who specializes in rail issues and improvements.
7. I spoke with Mr. Duffett last week and sent him our application information along with the Pan Am and FRA letters and he is reviewing that information and will get back to us. I did call and speak with him again yesterday and he advised he expects to review our information and get back to me the week of May 26th as he is out of the office the rest of this week and next.

We recommend hiring a consultant knowledgeable in train practices and measures to review improvement options to help us determine cost effective measures we will need to construct to qualify. Once we get a proposal for the consultant's work we will present that to you for funding and approval if you want us to proceed to consider extension of the QZ.

ITEM 58

BACK UP MATERIALS



Town Clerk's Office
85 Union 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 5/19/2014 on the following Special Amusement license applications:

Special Amusement

Byrnes Irish Pub LLC
D/B/A: Byrnes Irish Pub LLC
16 Station Ave.

Joe Byrnes

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

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

Fran Smith
Town Clerk

TOWN OF BRUNSWICK

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

APPLICATION FOR SPECIAL AMUSEMENT LICENSE

Please complete:

Type of Business: Sole Proprietor-Owner's Name: _____

Partnership-Partner's Names: _____

Corporation-Corporation Name: BYRNES IRISH PUB LLC

Incorporation Date: _____ Incorporation State: _____

New License: Opening Date _____ Renewal License

Business Name: Byrnes Irish Pub E-Mail: patzke@byrnesirishpub.com

Business Address: 16 Station Ave Ste 102 Business Phone Number: 729-4400

Name of Contact Person: PAT Byrnes Contact's Phone Number: 837-7411

Mailing Address for Correspondence: 38 Centrest Bath ME 04530

Signature of Owner, Officer, Partner or Agent:  _____

Date: 1/27/14

Corporations Please Complete:

Address of Incorporation: 128 Sabino Rd West Bath 04530 Phone #: 207-386-1452

Name of Corp Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Joe Byrnes</u>	<u>Member</u>	<u>128 Sabino Rd W. Bath</u>	<u>50%</u>
<u>Pam Byrnes</u>	<u>Member</u>	<u>"</u>	<u>50%</u>

Town Clerk Use Only

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

Required Approvals: Finance Codes/Fire Council PH Date: _____

Mailed or Issued Date: _____

Clerk Notes:

OVER

Describe in detail the kind and nature of entertainment:

1-3 Person bands
DJ
No Dancing

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

Main Dining Area

DIAGRAM

ITEM 59

BACK UP MATERIALS

TOWN OF BRUNSWICK, MAINE

Resolution Amending the 2013-14 Budget to Appropriate an Additional \$150,000 for the Purpose of the Designing, Renovating, Equipping and Occupancy of the McLellan Building for Municipal Use

WHEREAS, the Town of Brunswick (the “Town”) adopted a budget for the 2013-14 fiscal year (the “Budget”); and

WHEREAS, on May 23, 2013 the Town Council adopted a Capital Budget resolution which included \$50,000 to fund planning and designing activities related to renovations of the McLellan Building so that the building could be converted to municipal uses (the “Project”); and

WHEREAS, on November 18, 2013 the Town Council appropriated and authorized the expenditure of up to \$950,000 from available unassigned General Fund revenues for the Project; and

WHEREAS, on January 13, 2014 Bowdoin College redirected the remainder of its FY 2013-14 contribution to the Town totaling \$61,100, and contributed an additional \$20,000 for a total of \$81,100 to be used toward the purchase of a generator for the McLellan Building; and

WHEREAS, the Acting Town Manager has determined that the \$81,000 funds from Bowdoin College should be accepted and appropriated for the stated purpose; and

WHEREAS, during the renovating and equipping of the McLellan Building for municipal use, certain unanticipated costs were encountered; and

WHEREAS, the Acting Town Manager has reported that funding should also be provided for the costs of moving and setup of Town offices in the McLellan Building; and

WHEREAS, The Acting Town Manager has determined that it is necessary to appropriate an additional \$168,900 to fund costs not previously funded; and

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

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

NOW THEREFORE THE FOLLOWING RESOLUTION IS ADOPTED:

Section 1. Funding Sources and Appropriations.

- a. A sum of eighty-one thousand and one hundred dollars (\$81,100) from Bowdoin College is accepted by the Town and appropriated towards the cost of the generator for the building.

- b. A sum not to exceed one hundred and fifty thousand dollars (\$150,000) from the Town's Unassigned Fund Balance is appropriated to fund additional costs related to the Project.

Section 2. Authorization to Develop, Construct, and Equip the Project. The Town Manager is authorized to negotiate, execute, and deliver, in the name of and on behalf of the Town, such contracts, agreements, and other documents and certificates as the Town Manager may determine to be necessary or appropriate in connection with the McLellan Building Project. The aforementioned items shall be in such form and contain such terms and conditions as may be approved by the Town Manager. Such approval shall be conclusively evidenced by the Town Manager's execution thereof, provided however, that the Town Manager may delegate the authority granted hereunder as the Town Manager deems appropriate.

Section 3. Project Costs Defined. The term "cost" or "costs" as used herein and applied to the McLellan Building Project, or any portion thereof, includes:

- a. the cost of planning, architecture, engineering, legal, and other professional services related to the McLellan Building Project;
- b. the costs related to applying for and obtaining all permits, licenses, and related regulatory reviews related to the McLellan Building Project;
- c. the cost of constructing the McLellan Building Project, and all costs determined by the Town Manager to be necessary to place the McLellan Building Project in service and ready for its intended use, including but not limited to, the cost of off-site improvements, and the cost of all labor, materials, building systems, machinery and equipment;
- d. the costs of equipping the McLellan Building Project for its intended use including all furniture and fixtures, all fixed or mobile equipment;
- e. the cost of insuring the McLellan Building Project while under construction as the Town Manager determines is related to the McLellan Building Project;
- f. the cost of moving and setting up Town offices in the McLellan Building;
- g. the cost of application fees, legal, accounting, and other fees related to the McLellan Building Project;
- h. any other costs identified in the McLellan Building Project budget, and the cost of any other items or services deemed to be costs under generally accepted accounting principles ("GAAP") as determined by the Town's Finance Director.

Section 4. Other Actions Authorized. Any actions taken to date by the Town Manager in connection with the planning, renovation and putting into service phases of the McLellan Building Project, are hereby ratified, confirmed, and approved.

Section 5. Lapse of Balances. Upon a determination by the Finance Director that the McLellan Building Project is complete or abandoned, any remaining balance in the project account shall lapse to the Town's General Fund.

Proposed to Town Council: May 19, 2014
Public Hearing:
Adopted by Town Council:

**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on Monday, June 2, 2014, at 7:00 p.m. at the Council Chambers, Brunswick Town Hall, 85 Union Street, Brunswick, to consider the following budget amendment resolution:

Resolution Amending the 2013-14 Budget to Appropriate an Additional \$150,000 for the Purpose of the Designing, Renovating, Equipping and Occupancy of the McLellan Building for Municipal Use

The text of the proposed resolution is too extensive to be included with this notice. Anyone having questions about the proposed budget amendment or wishing to obtain copies of it should contact the Brunswick Town Clerk's or Town Manager's Office during regular office hours Monday through Friday from 8:30 a.m. to 4:30 p.m.

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

Frances M. Smith
Town Clerk of Brunswick, Maine

_____, 2014

ITEM 60

BACK UP MATERIALS

Town of Brunswick
Town Council
Town Boards, Commissions, and Committees Appointment Policy
Adopted by Town Council December 16, 2013
DRAFT AMENDMENT

A. Purpose:

To update and consolidate existing policies for appointments to the Town of Brunswick Boards, Commissions, and Committees. (This policy will replace those policies adopted by the Town Council on December 20, 1993; April 19, 1994; and March 16, 1998)

B. Appointments Committee formation

Each year, the Town Council will establish an Appointments Committee.

1. The Committee will consist of three (3) members of the Town Council.
2. The members will be appointed by the Council Chair for a one (1) year term. The Committee will select a Chair.
3. The Appointments Committee will meet monthly or as necessary. At its first meeting, the Committee will set the schedule for the year and provide it to the Town Clerk.
4. An appointment to the Appointments Committee may not extend more than two (2) consecutive full-terms. A full-term is considered to be a term lasting one full Council year; an appointment to the Committee in mid-year, to fill a vacancy, is not a full-term.
5. In the event a Committee member is not able to attend meetings on a temporary basis, the Committee Chair will request that the Council Chair appoint a temporary replacement. In the event a Committee member is unable to attend a single meeting, the Committee Chair may invite another Councilor to replace the member who is unable to attend.

C. Procedure for resident to be considered for appointment to a Town Board, Commission, or Committee:

1. An Application for Appointment will be prepared, including a section asking for the applicant's reason for applying for the position.
2. The Town Clerk will provide an informational packet, if requested, when an application is filed. The packet will include a summary of the board's duties, a list of current members, the name of the board's chair and his/her contact information, and a copy of the Town Boards, Commissions, and Committees Policy.
3. The Town Clerk will provide a monthly notice indicating public service opportunities in the form of upcoming vacancies on Town Boards, Commissions, and Committees. The list of vacancies will be posted on the Town web site and Cable TV 3. The Clerk may also post in other locations or publications that are deemed appropriate.

4. The Town Clerk will provide all Town Councilors a list of upcoming vacancies via email every six months.
5. All applicants, including an incumbent seeking reappointment:
 - a. Will be required to fill out the current “Application for Appointment to Boards, Commissions, and Committees” form.
 - b. May submit a cover letter and/or resume with the application. The cover letter may include information about what the applicant hopes to accomplish and/or information on the applicant’s relevant training and experience.
 - c. The applicant must attend an interview unless other arrangements are made with the Committee. A telephone interview is acceptable upon the approval of the Committee Chair.
6. The deadline for applications will be at 4:30 p.m. two business days prior to the Appointments Committee’s meeting. This deadline is for a set interview date only and does not preclude the Appointments Committee from accepting additional applications for future interviews. Once submitted, an application may be considered for any vacancies in the current calendar year.
7. The Appointments Committee, through the Town Clerk, will schedule brief interviews with each applicant to determine interest, qualifications, and to ensure no conflict of interest exists. At the request of the Committee Chair, the Town Clerk or designee will record answers to questions provided to the Appointments Committee to be used to create a Summary Report.
8. The Appointments Committee or its designee will prepare a Summary Report to be considered by the full Town Council. The Summary Report will be in writing, with the Committee’s recommendation for committee appointments. The Summary Report will be submitted to Town Council members as part of the Council meeting packet for which the appointments will be considered. Under circumstances of time or other unknown factors, the Appointments Committee may waive any or all of these procedures and report directly to the full Town Council with all recommendations.
9. The Appointments Committee will report to the full Town Council at the first regular Council meeting of the month, unless otherwise scheduled by the Town Council Chair.
10. The Appointments Committee will make recommendations for appointments in the form of nominations. The nominations are not limited to the number of vacancies on a given board, commission, or committee. The Committee may also choose not to make nominations and request, with the consent of the Town Council, the vacancies be reposted. This does not preclude another Councilor from making a nomination from the list of interviewed applicants. A nomination to a board, commission, or committee does not require a second.

11. The Town Council will vote on nominations in the order made and each Councilor will be allowed the same number of vote(s) as vacancies for each board, commission, or committee. An appointment to a board, commission, or committee must be by a vote of the majority of the Town Councilors present.
12. After Town Council action, all applicants, whether appointed or not, will receive an official notification of action, sent out by the Town Clerk, in a timely manner. Personal telephone or email notification is acceptable.
13. Exception: There will be no Appointments Committee meeting in December since there will be no appointments made in the new calendar year until a new Appointments Committee has been appointed and a meeting schedule submitted.
14. All appointments to Town boards, commissions, and committees shall be made in accordance with Maine law and the Town Charter. Appointees must be residents of the Town and may not be members of more than one of the following boards, commissions, and committees:

Zoning Board of Appeals	Village Review Board
Conservation Commission	Personnel Board
Brunswick Housing Authority	Sewer District
Parks and Recreation Commission	Water District
Assessment Review Board	Marine Resource Committee
Planning Board	

15. Position Vacancy

- a. In the event an incumbent member has not reapplied for a position and the member's term has expired, the position will be considered vacant after a period of five (5) business days.
 - i. Exception: In the event a member does not wish to reapply but wishes to remain a voting member until replaced, said member must advise the Town Clerk, who will notify the Appointments Committee Chair. The term of the member will temporarily continue until the Appointments Committee next meets. If at its next meeting the Appointments Committee so votes, the expired term of the member will be extended until a new appointment is made by the Council. Notification of appointment extension will be provided to the Town Clerk and the Town Council Chair.
- b. The exception outlined in section "a" does not apply to the following committees: Board of Assessment Review, Marine Resource Committee, Planning Board, Village Review Board, and Zoning Board of Appeals. In the event a member's term for these committees has expired, the position will be considered vacant as of the date the term expires.

16. Conflict of Interest

- a. Appointment: No relative of a Councilor shall be appointed to ~~any board, commission, or committee position~~ the Planning Board, Village Review Board, Zoning Board of Appeals, Assessment Review, or Marine Resource Committee ~~appointed by the Town Council~~ so long as that Councilor continues to serve on the Town Council. As used in this section, the term "relative" means a parent, spouse, brother, sister, child, stepchild, stepparent, adopted child, grandparent, mother-in-law, father-in-law, son-in-law or daughter-in-law. ~~This section applies only to those boards, commissions and committees listed in section 14 of this policy.~~
- b. While Serving: All appointed members of boards, commissions, and committees of the Town of Brunswick shall comply with the conflict of interest provisions as adopted by the Council in its "Rules of Order and Procedure for Brunswick Town Council."

17. Removal From Office:

Appointed members of boards, commissions, and committees of the Town of Brunswick are subject to removal from their positions by the Council in accordance with the "Policy For Removal of Officials Appointed to Boards, Commissions, and Committees," approved as part of this policy.

POLICY FOR REMOVAL OF APPOINTED MEMBERS OF BOARDS, COMMISSIONS
AND COMMITTEES

1. Purpose. The purpose of this policy is to have a process in place for the removal of appointed members of boards, commissions and committees.
2. Authority. Section 203 of the Brunswick Town Charter vests in the Town Council the performance of most duties and obligations imposed on the Town by law. Section 12-31 of the Personnel Policy makes it clear the Policy does not apply to persons appointed to boards, commissions and committees. Therefore, the Town Council exercises its authority to remove members of Boards, Commissions and Committees in accordance with Title 30-A M.R.S.A. Section 2601 which allows the removal for cause after notice and hearing.
3. Cause. All grounds constituting cause cannot be detailed. However, the following are examples of conduct which may result in removal for cause:
 - A. More than three consecutive absences or five absences within a calendar year, unexcused by the Board, Commission or Committee by majority vote. This subsection may not be used unless the records of the Board, Commission or Committee reflect the facts constituting grounds for excused absences. Nothing in this subsection shall be interpreted to prevent an official from requesting a leave of absence from the Town Council for unusual circumstances. Unusual circumstances could include, but not be limited to, illness of the official or an immediate family member, temporary relocation for employment, military duty, educational reasons, and/or increased temporary child care responsibilities. In making the decision whether or not to grant a leave of absence, the Town Council shall balance the needs of the Town and the Board, Commission or Committee with the needs of the official.
 - B. Inappropriate public conduct or conduct to other officials related to the office held. Examples include but are not limited to verbal abuse to other officials or members of the public, or obstruction of meetings of the Board, Commission or Committee.
 - C. Impairment by alcoholic beverages or drugs at Board, Commission or Committee functions.
 - D. A conviction (1) for a Class C or higher Crime, or (2) for a Class D or lower crime or a civil violation, directly or indirectly affecting the office held. Examples of Class D or lower crimes or civil violations affecting the office held would be shoplifting where the office involves the handling of money; or violations of a protected resource where the Board, Commission or Committee deals with that resource. These provisions apply even when the conduct leading to the conviction has taken place outside the Town of Brunswick or State of Maine.
 - E. Other reasons related to the good of the Committee, the Town or the office held.

4. Removal procedure.

- A. Separation of roles. While a Town Councilor sitting in a removal proceeding may be aware of the facts and circumstances leading to the proceeding, the Town Council recognizes that no individual Councilor may prejudge the proceedings. Therefore, in a proceeding to remove an appointed official, the facts and circumstances shall be investigated by the Town Manager or the Town Manager's designee (hereinafter "the Town Manager"), rather than an individual Councilor. Should allegations be brought to an individual Councilor, which the individual Councilor believes may be cause for removal, the individual Councilor shall turn the facts and circumstances over to the Town Manager, and refer further inquiries to the Town Manager. Inquiries to other Councilors shall be turned over to the Town Manager. No Councilor shall participate in any removal hearing if that Councilor has an interest, a conflict, or is disqualified, under the Rules of Order and Procedure for Brunswick Town Council.
- B. Investigation. The Town Manager shall investigate the allegations as soon as reasonably possible. If the Town Manager determines the allegations create probable grounds for removal, the Town Manager shall notify the official in writing that the Town Manager is contemplating a recommendation to the Town Council that the official be removed, outlining the Town Manager's reasons. The Town Manager shall provide the official a reasonable amount of time to provide the official's position on the allegations, before the Town Manager finalizes the recommendation to the Town Council.
- C. Hearing. If the Town Manager recommends removal, the Town Council shall schedule a hearing on the official's removal. The hearing shall be scheduled at a time which will allow the Town Manager and the official an adequate opportunity to prepare their presentations to the Town Council. At the hearing, the Town Manager shall present the Town's case with the official's case following. The presentations may include witnesses and exhibits, including documents. The Town Manager and the officials shall provide each other a list of witnesses and exhibits at least seven days before the hearing date unless another time is agreed upon. Each party shall be allowed to ask questions of the other party's witnesses. Evidence will be admissible if it is evidence which would be relied upon by persons in the conduct of serious affairs. This means, for example, that hearsay evidence will not be excluded, and that the procedure will be conducted according to the principles of fair play rather than of strict rules of evidence.
- D. Confidentiality. The hearing shall be conducted in open session unless the Council determines public discussion could reasonably be expected to cause damage to the official's reputation or the official's right to privacy would be violated. If the Council makes that determination, all related materials will be confidential until a final, non-appealable decision. Regardless of the Council's decision on public discussion, the official may request in writing that the hearing be conducted in open session, and that all related materials be public, which request shall be honored.

If the hearing is conducted in open session, it is not a public hearing. The only persons presenting testimony or evidence will be those persons presented as witnesses

by the Town Manager or official. The general public is not permitted to testify at the hearing.

- E. Decision. At the conclusion of the hearing, the Town Council shall deliberate and vote whether to remove the official. A vote to remove an appointed official shall require a majority vote of those Councilors present and voting. Within thirty (30) days of the vote, the Council shall issue a written decision. The written decision shall state the facts and conclusions upon which the Town Council relied in making its decision. If the written decision removes the official from office, the written decision shall become public as soon as it is a final, non-appealable, decision.

- 5. Resignation. If the official elects to resign at any stage of this process, the process shall terminate, and any pending investigation or hearing under this process shall cease.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
May 5, 2014
7:00 P.M. – Regular Meeting
Council Chamber
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; Anna Breinich, Director of Planning and Development; John Foster, Public Works Director; Linda Smith, Business Development Manager; Julie Henze, Deputy Finance Director; Steve Langsdorf, Town Attorney; Terry Goan, Patrol Officer; and TV video crew

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

Public Comment:

Lois Crawford, Bodwell Street, spoke about quiet zones for the train and the need to protect the public from the train's noise. Mr. Eldridge spoke regarding this item.

Tasha Connor, Memorial Day Committee, invited the Council and public to this event on May 26, 2014.

Rudi Smith, Brunswick resident, spoke regarding the speed bumps on Maine Street and his concerns with their lack of smoothness.

Kathy Wilson, 144 Pleasant Street, spoke regarding the school budget. Although she supports education, she is concerned about the increase in the proposed budget and the hardship of the increases in her taxes.

Correspondence:

Councilor Millett received correspondence on the speed bumps from someone who was strongly opposed to them and did not want an additional one on Pleasant Street. She also spoke about a citizen's parking concerns.

Town Council Minutes

May 5, 2014

Page 2

Councilor Perreault said that a taxpayer had requested the town should keep the taxes at a responsible amount. Another citizen was concerned that the building the Brunswick Housing Authority was purchasing is not safe.

Councilor Walker said a citizen spoke of a lack of controlled access to Jordan Acres School and inquired if it could be gated off.

Council Committee updates

A report was given on the Sidewalk Committee.

Adjustments to the Agenda: None

MANAGER'S REPORT:

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

Mr. Eldridge introduced this item and read the proclamation.

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

(A copy of the Proclamation, along with the Town Commons Committee's annual report, will be attached to the official minutes.)

(b) Permission to expend Highway Safety Grant (*Action Required*)

Mr. Eldridge introduced this item.

Councilor Perreault moved, Councilor Watson seconded, to allow the Police Department to expend a grant from the Bureau of Highway Safety regarding the Seat Belt Enforcement and Education Campaign in the amount of \$3,000. The motion carried with nine (9) yeas.

(A copy of a letter from the Bureau of Highway Safety will be attached to the official minutes.)

(c) ADDED) Anna Breinich inducted into College of Fellows for Planners

Mr. Eldridge recognized Anna Breinich, Director of Planning and Development, for her accomplishment in becoming a Fellow of the American Institute of Certified Planners.

PUBLIC HEARING

- 54. The Town Council will hold a public hearing 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)**

Town Council Minutes

May 5, 2014

Page 3

Chair Pols opened the public hearing.

Katherine Longley, Bowdoin College, spoke regarding this item, and responded to questions from Councilor Perreault and Chair Pols.

Matt Gitt, SolarCity project manager, made a presentation on the proposed item, and responded to questions from Councilor Favreau, Councilor Richardson, Councilor Millett, Councilor Brayman, Councilor Perreault, and Councilor Walker.

Mr. Eldridge spoke regarding this item.

Chair Pols closed the public hearing.

Chair Pols moved, Councilor Watson seconded, to approve a location permit for SolarCity to install an underground electrical line to service Bowdoin College, with the line running from Bowdoin's property on the former property of NAS Brunswick, to the College through the right-of-way down Hambleton Avenue, along Harpswell Road to Farley Field House, the constructions details to be approved to the satisfaction of the town engineer. The motion carried with nine (9) yeas.

(A copy of the permit, including plans and an aerial map of the location, will be attached to the official minutes.)

NEW BUSINESS

55. **The Town Council will consider setting a public hearing for May 29, 2014, on a CDBG grant application of Frosty's Donuts for a project at Brunswick Landing, and will take any appropriate action. (Manager)**

Mr. Eldridge introduced this item.

Councilor Perreault moved, Councilor Millett seconded, to set a public hearing for May 29, 2014, on a CDBG grant application for Frosty's Donuts for a project at Brunswick Landing. The motion carried with nine (9) yeas.

56. **The Town Council will discuss returning to detailed meeting minutes and improving search capabilities for the Town website, in particular for Council minutes and packets, and will determine if further action is needed. (Councilor Millett and Councilor Brayman)**

Councilor Brayman and Councilor Millett introduced this item.

Fran Smith spoke on this item.

Town Council Minutes

May 5, 2014

Page 4

Councilor Walker, Chair Pols, and Councilor Wilson spoke regarding this item.

The Town Clerk was directed to research the subject and come back to the Council.

CONSENT AGENDA

- a) **Approval of the minutes of April 28, 2014**
- b) **Appointment of Fran Smith as Warden and Elin Gould, Sara King, and Joe Zrioka as Deputy Wardens for the June 10, 2014 Election**
- c) **Approval of Registrar's extended hours for the June 10, 2014 Election**
- d) **Approval of Games of Chance for Knights of Columbus**

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

(A copy of the materials for CA-C and CA-D will be attached to the official minutes.)

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

The meeting adjourned at 8:19 p.m.

A workshop followed the meeting.

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

*Frances Smith
Town Clerk/Assistant to the Town Manager
May 7, 2014*

May 19, 2014
Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

MEMORANDUM

TO: John Eldridge, Town Manager
FROM: John A. Foster, Director, PWD
DATE: May 12, 2014
SUBJECT: Utility Location Permits

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

In application ULP 2014-05, Hemlock Road Maine Natural Gas seeks authorization to install a 2" gas main from the existing gas main located on south side of Juniper Rd on the east side of Hemlock Road, the proposed gas main will run outside the pavement along the east and south sides of Hemlock Rd to Mere Point Rd. Approximately 2650 feet of 2" gas main.

In application ULP 2014-06, Locust Lane 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. The new gas main will run from the proposed gas main outside the pavement south along the east side of Locust Lane to the west side of the cul-de-sac at the end of Locust Lane. Approximately 1440 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 May 6, 2014

Permit Number: ULP2014-05
(to be provided by Town)

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

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

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

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

Name of Street: Hemlock Road
Starting Point: Existing Main at Juniper on Hemlock End Point: Mere Point Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will connect to the existing main located at Juniper and Hemlock and end at Mere Point Road heading south. The gas main will be located outside edge of pavement on the east and south 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 May 6, 2014

Permit Number: ULP2014-06
(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: Locust Lane
Starting Point: New Main on Beech Drive End Point: Dead End at Locust

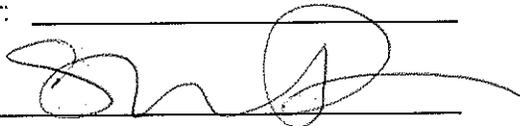
Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension will connect to the proposed main located on Beech Drive and go to the dead end on Locust Lane heading south. The gas main will be located outside edge of pavement on the east and south 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".

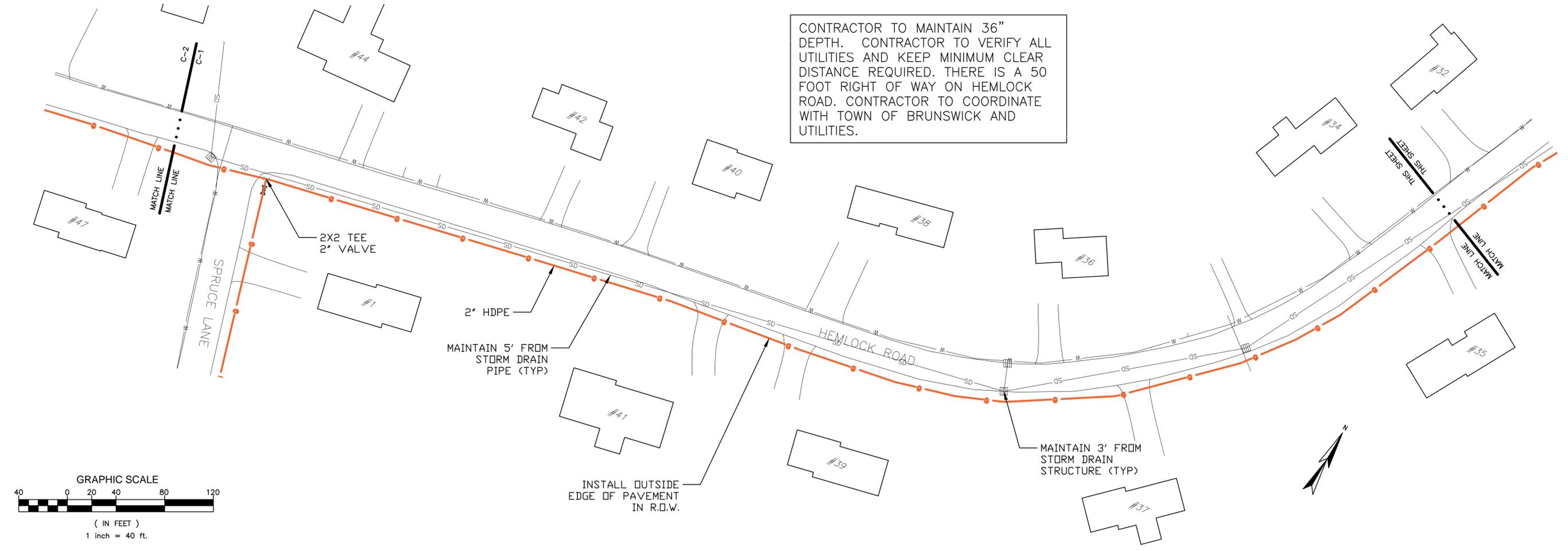
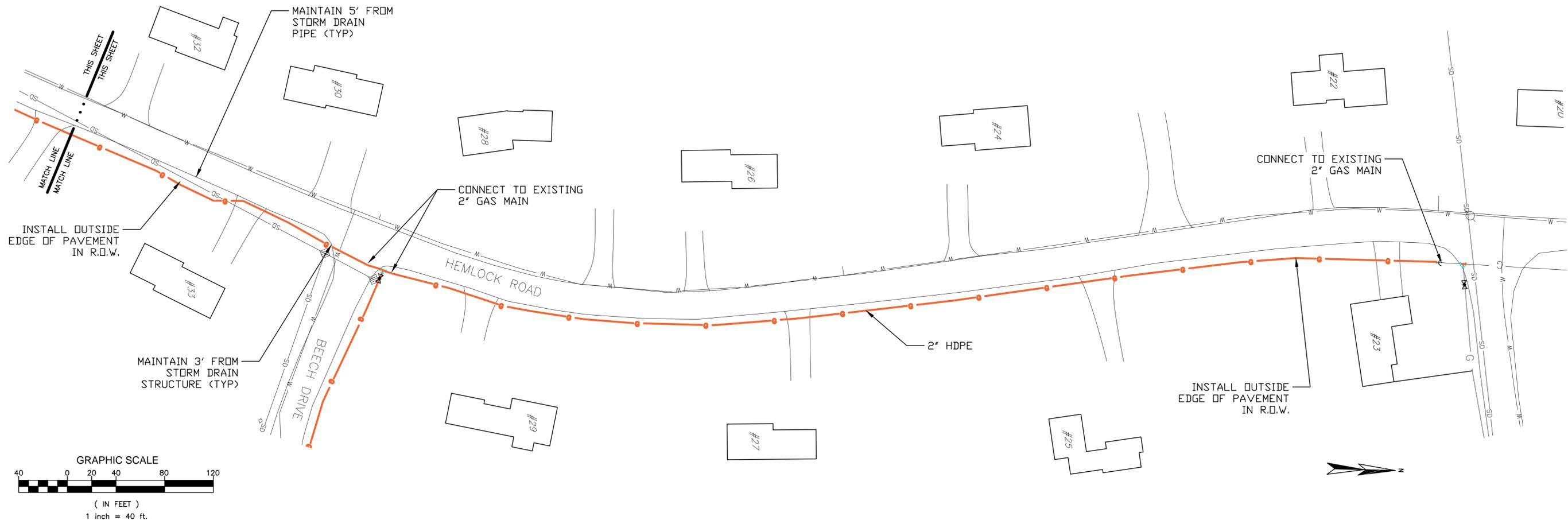
The text of this application will will not be published*: Publish Date: _____

Name of Newspaper: _____

Signature of Utility: 

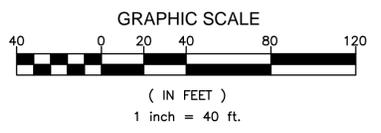
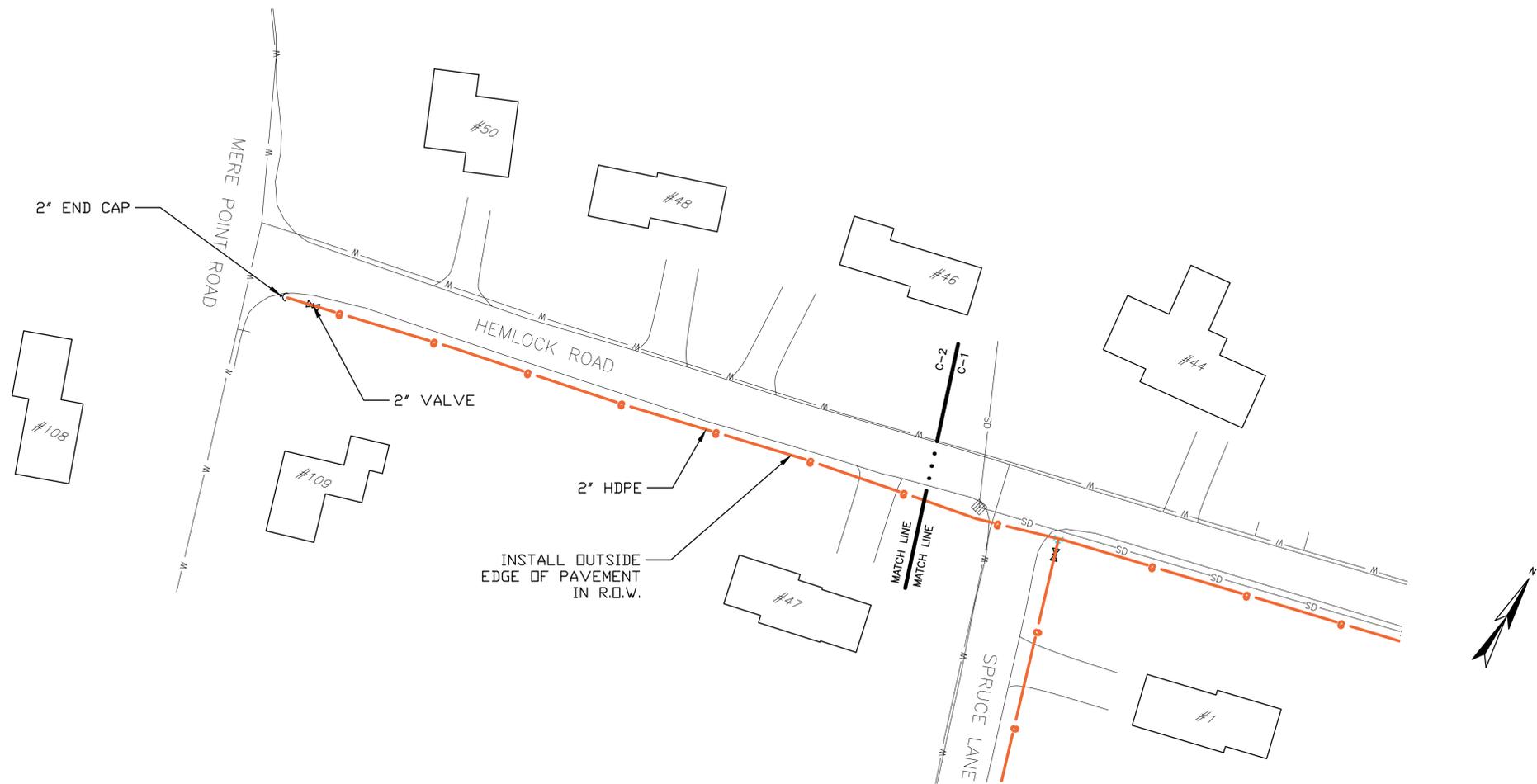
Print Name and Title: Sheena Bitetti - Gas Engineer

*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.



NO. SUBMISSIONS/REVISIONS	APP'D	DATE
UTILITY LOC. PERMIT		5/6/14
DATE	05/06/2014	
APPROVED BY		
DATE		
BOOK NO.		
PROJECT NO.	7R.13064	
SCALE	1" = 40'	
PLOTTED 5/6/2014		
MAINE NATURAL GAS GAS MAIN EXPANSION BRUNSWICK, MAINE		
HEMLOCK ROAD		
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 HEMLOCK ROAD. CONTRACTOR TO COORDINATE WITH TOWN OF BRUNSWICK AND UTILITIES.



MAINE NATURAL GAS
GAS MAIN EXPANSION
BRUNSWICK, MAINE

HEMLOCK ROAD

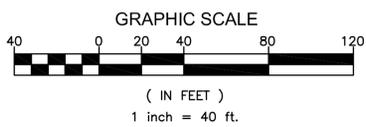
DRAWING
C-2

NO. SUBMISSIONS/PERSONS	APP'D. DATE
UTILITY LOC. PERMIT	5/6/14
DATE 05/06/2014	
APPROVED BY	
DATE	
BOOK NO.	
PROJECT NO. 7R.13064	
SCALE 1" = 40'	

9 Industrial Parkway, Brunswick, Maine 04011

PLOTTED 5/6/2014

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 LOCUST LANE. CONTRACTOR TO COORDINATE WITH TOWN OF BRUNSWICK AND UTILITIES.



NO. SUBMISSIONS/REVISIONS	APPD. DATE
UTILITY LOC. PERMIT	5/6/14

DRAWN BY: SMB	CHECKED BY:
DATE: 05/06/2014	DATE:
APPROVED BY:	DATE:
BOOK NO. 7R.13054	PROJECT NO. 7R.13054
SCALE 1" = 40'	



MAINE NATURAL GAS
GAS MAIN EXPANSION
BRUNSWICK, MAINE
LOCUST LANE

CONSENT AGENDA - C BACK UP MATERIALS



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY GAMING & WEAPONS SECTION
 164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
 (207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

The Gaming & Weapons Unit must receive this application at least eight days before Beano or a Game of Chance may begin

1. For what license are you applying (please check one): **BEANO** **OR** **GAMES OF CHANCE**

IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: Knights of Columbus Council 1194 Name of Game: _____
 Organization Number: 5608 Number of Games: _____
 Federal Tax ID # (EIN): 01-0267400 Open to Public? Yes No
 Business Address: 2 Columbus Dr. Brunswick, Me. 04011
 Mailing Address: 2 Columbus Dr. Brunswick, Me. 04011 Phone: 729-6552

3. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>Rick Lewis (Grand Knight)</u>	<u>15 Amos Way</u>	<u>Brunswick 04011</u>	<u>841-1076</u>	<u>July 2014</u>
<u>Bill Sultzberger (Capt, GK)</u>	<u>22 PEARLY DR</u>	<u>Brunswick 04011</u>	<u>729-8121</u>	<u>July 2014</u>
<u>Bill O'Connell (Treasurer)</u>	<u>17 Randall Road</u>	<u>Harpersville</u>	<u>833-6048</u>	<u>July 2014</u>
<u>Paul Jefferys (Advocate)</u>	<u>43 Main Street</u>	<u>Topsham 04086</u>	<u>785-8294</u>	<u>July 2014</u>

4. Location where Beano/Bingo or Game of Chance is to be conducted:
Knights of Columbus Hall 2 Columbus Dr. Brunswick, Me. 04011
 BUILDING ADDRESS CITY/ZIP

5. Person responsible for operation of Beano or Games of Chance:
Eric Thibodeau 729-6552 / 443-4689
 NAME DAYTIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: 2 Columbus Dr. Brunswick, Me. 04011

E-Mail Address: kcbans@kcc1947.comcastbiz.net

6. Circle the days of the week you expect to operate: Mon **Tue** Wed Thu Fri Sat Sun

What are the hours of operation? 5-10pm

7. For Tournaments and Beano Only:

What time do the doors open? 5pm What time does the game start? 6:30pm

8. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to 6 months of licenses for Beano and 12 months for Games of Chance. See back of this form for rates.

July 2014 August 2014 September 2014
October 2014 November 2014 December 2014
January 2015 February 2015 March 2015
April 2015 May 2015 June 2015

FOR OFFICE USE ONLY	
Check # _____	Amount \$ _____

9. Does the organization own all the equipment used in operating this amusement? Yes No

If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

11. If the Applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

-----APPLICANT SIGNATURE-----

12. The applicant agrees to obey the laws of the State of Maine and the United States and the rules and regulations governing Beano or Game of Chance promulgated by the Chief of the State Police. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: *Rick Lewis* Age 18 or older: Yes No

Name: Rick Lewis Title: Grand Knight Date: 5/7/2014
(Please print - must be duly authorized officer of this organization - title is required)

-----BLANKET LETTER-----

13. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo or Game of Chance will take place unless a separate "Blanket Letter of Approval" is filed with the Chief of the State Police.

- Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid
- Check here if you have attached a "Blanket Letter of Approval".

-----CONSENT-----

The undersigned being municipal officers of the City/Town of _____ hereby certify that we consent to this application for a license to operate Beano/Bingo or a Game of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 13-A (Beano) or Chapter 62 (Games of Chance) and in accordance with the Rules and Regulations promulgated by the Chief of the State Police governing the operating of Beano/Bingo or Games of Chance.

Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____

-----FEES-----

Beano: \$5.00/one game; \$12.00/Week; \$36.00/Month; \$400.00/Year Game of Chance: \$15.00/Week; \$60.00/Month; \$700/Year
Video Poker: \$15.00/Week or \$60.00/Month Card / Cribbage: \$30.00 Per Calendar Year
Tournament Game (up to 100 players): \$150.00/Per Tournament or \$250.00/Month (Two Tournaments)

Make check payable to Treasurer, State of Maine

Return your signed and completed application to: Department of Public Safety
Gaming and Weapons Section
164 State House Station
Augusta, ME 04333-0164

CONSENT AGENDA - D BACK UP MATERIALS



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Paul R. LePage
GOVERNOR

David Bernhardt
COMMISSIONER

Frances Smith, Clerk
Town of Brunswick
28 Federal Street
Brunswick, ME 04011-1583

Subject: Free Black Bridge
Project No: 020470.00
Town of Brunswick

Dear Ms. Smith:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area". A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, which requires signature by the municipal officers, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that "*the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers*". In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 624-3410.

Sincerely,


George M.A. Macdougall
Contracts & Specifications Engineer
Bureau of Project Development

Return this AGREEMENT, when completed, to:

Maine Department of Transportation
ATTN.: George Macdougall, Contracts & Specifications Engineer
#16 State House Station, Child Street
Augusta, Maine 04333-0016

Project: 020470.00
Location: Free Black Bridge over
Androscoggin River

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the **Town of Brunswick** agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to haul non-divisible overlimit loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The Maine DOT will assist in determining the amount of the bond if requested. A suggested format for a general construction overlimit bond is attached. A suggested format for a construction overlimit permit is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

TOWN OF BRUNSWICK
By the Municipal Officials

SPECIAL PROVISION 105
CONSTRUCTION AREA

A Construction Area located in the **Town of Brunswick** has been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

- (a) The section of highway under construction in the town of Brunswick, Cumberland County on Mill Street/ US Route 1 preceding bridge over the Androscoggin River.
- (b) (Mill Street/ US Route 1) approximately 60 feet preceding Free Black Bridge approach area and beyond approximately 60 feet.

Per 29-A § 2382 (7) MRSA, the MDOT may “*issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:*

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.”

The Municipal Officers for the **Town of Brunswick** agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area”.

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

GENERAL GUIDANCE

CONSTRUCTION OVERLIMIT PERMIT AND BONDING

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

However, in this case we're dealing with *Construction Permits* involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit "*for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation*". According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.

Frequently Asked Questions:

A. Why sign the document in advance of the actual construction contract?

Response: There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

B. Different roads may require different levels of scrutiny. How is a posted road handled?

Response: Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

SPECIAL PROVISION 105
OVERLIMIT PERMITS

Title 29-A § 2382 MRSA Overlimit Movement Permits.

1. Overlimit movement permits issued by State. The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation

2. Permit fee. The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.

3. County and municipal permits. A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality

4. Permits for weight. A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.

5. Special mobile equipment. The Secretary of State may grant a permit, for no more than one year, to move pneumatic-tire equipment under its own power, including Class A and Class B special mobile equipment, over ways and bridges maintained by the Department of Transportation. The fee for that permit is \$15 for each 30-day period.

6. Scope of permit. A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.

7. Construction permits. A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:

A. Must be procured from the municipal officers for a construction area within that municipality;

B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:

(1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.

8. Gross vehicle weight permits. The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;

B. Municipal officers, for all other ways and bridges within that city and compact village limits; and

C. The county commissioners, for county roads and bridges located in unorganized territory.

9. Pilot vehicles. The following restrictions apply to pilot vehicles.

A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.

B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

9-A. Police escort. A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.

B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.

C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

10. Taxes paid. A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

11. Violation. A person who moves an object over the public way in violation of this section commits a traffic infraction.

Section History:

PL 1993, Ch. 683, §A2 (NEW).

PL 1993, Ch. 683, §B5 (AFF).

PL 1997, Ch. 144, §1,2 (AMD).

PL 1999, Ch. 117, §2 (AMD).

PL 1999, Ch. 125, §1 (AMD).

PL 1999, Ch. 580, §13 (AMD).

PL 2001, Ch. 671, §30 (AMD).

PL 2003, Ch. 166, §13 (AMD).

PL 2003, Ch. 452, §Q73,74 (AMD).

PL 2003, Ch. 452, §X2 (AFF).

MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: _____

Phone: 207-_____; fax: 207-_____

APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF _____ for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit will automatically expire at the physical completion of the above construction project. The original permit will be held on file at the municipality.

Signed:

Municipal Official

MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: _____

Phone: 207- _____; fax: 207- _____

APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

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PHONE:

FAX:

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Signed by:

(name & title)

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit will automatically expire at the physical completion of the above construction project. The original permit will be held on file at the municipality.

Signed:

Municipal Official

BOND # _____

Date:

MUNICIPAL CONSTRUCTION BOND

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) _____
 _____ and the Municipality of _____, as
 principal, and _____
 _____, a corporation duly organized under the laws of the State of _____ and having a
 usual place of business _____,
 as Surety, are held and firmly bound unto the Treasurer of the Municipality of _____
 _____ in the sum of _____
 _____ and 00/100 Dollars (\$ _____)
 to be paid said Treasurer of the Municipality of _____ or
 her/his successors in office, for which payment well and truly to be made, Principal and
 Surety bind themselves, their heirs, executors and administrators, successors and assigns,
 jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in
 the Contract to construct Project Number _____ in the Municipality of _____
 _____ promptly and faithfully performs the Contract,
 without damage to the municipal ways, other than normal wear and tear; then this
 obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way
 beyond normal wear and tear, in the construction of the above project through the use of
 legal weight, legal dimension trucks or equipment; or overweight or over-dimension
 equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond
 may be used to guarantee that the contractor either repairs or pays for the damage caused
 by the use of its equipment or trucks. The degree of damage beyond normal wear and
 tear will be determined by municipal officials with the assistance of the Maine
 Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this day of, 20..... .

WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly

Print Name Legibly

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly

Print Name Legibly

NAME OF LOCAL AGENCY:

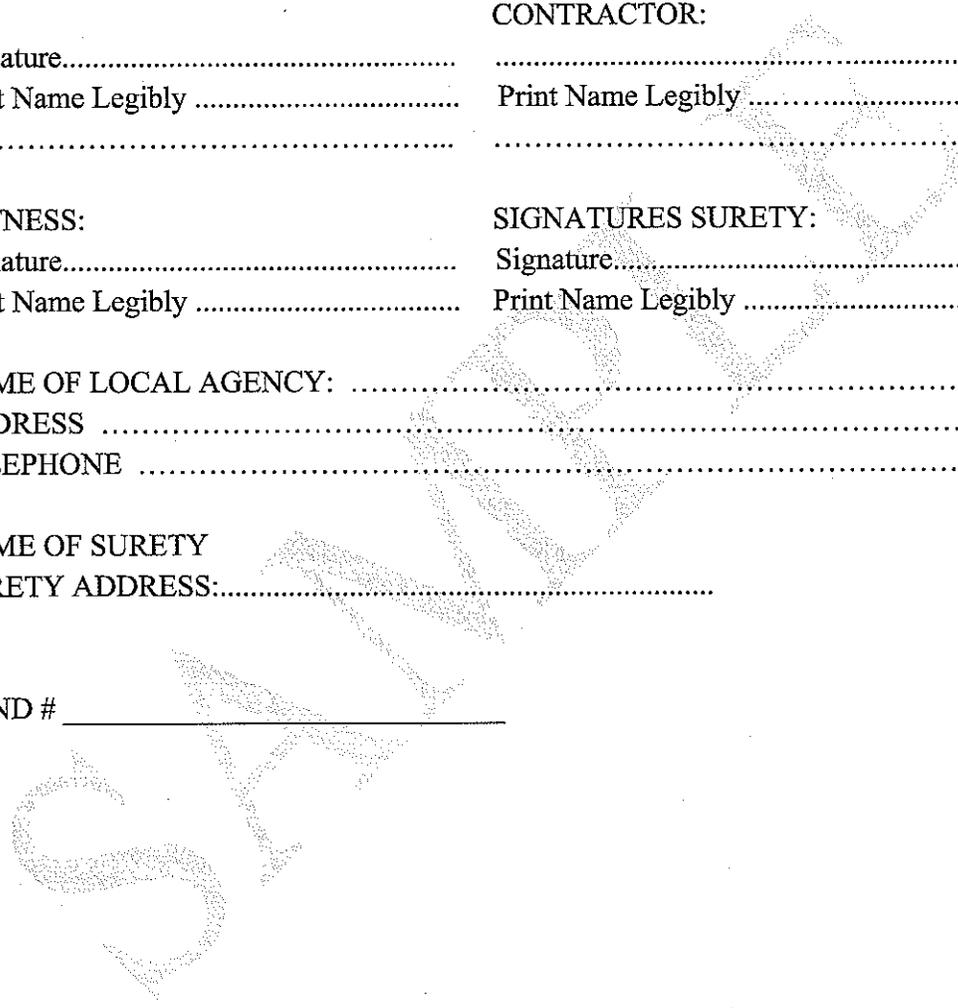
ADDRESS

TELEPHONE

NAME OF SURETY

SURETY ADDRESS:.....

BOND # _____



BOND # _____

Date:

MUNICIPAL CONSTRUCTION BOND

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) _____
 _____ and the Municipality of _____, as
 principal, and.....
 , a corporation duly organized under the laws of the State of and having a
 usual place of business
 as Surety, are held and firmly bound unto the Treasurer of the Municipality of
 _____ in the sum of
 _____ and 00/100 Dollars (\$ _____)
 to be paid said Treasurer of the Municipality of _____ or
 her/his successors in office, for which payment well and truly to be made, Principal and
 Surety bind themselves, their heirs, executors and administrators, successors and assigns,
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 beyond normal wear and tear, in the construction of the above project through the use of
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SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly

Print Name Legibly

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly

Print Name Legibly

NAME OF LOCAL AGENCY:

ADDRESS

TELEPHONE

NAME OF SURETY

SURETY ADDRESS:.....

BOND # _____

CONSENT AGENDA - E BACK UP MATERIALS

RECEIVED

MAY 01 2014

MSP/SIU



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE STATE POLICE
SPECIAL INVESTIGATIONS UNIT
164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
(207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin

1. For what license are you applying (please check one): BEANO [] OR GAME OF CHANCE []
IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: ST JOHN THE BAPTIST CHURCH Name of Game: HORSE RACE

Organization Number: 3160

Number of Games: ONE

Federal Tax ID # (EIN): 90-0492291

Open to Public? Yes [x] No []

Business Address: 39 PLEASANT ST BRUNSWICK, ME 04011

Mailing Address: 132 MCKEEN ST BRUNSWICK, ME 04011 Phone: 725-2624

3. Current Officers:

BISHOP ROBERT P. DEELEY 510 OCEAN AVE PORTLAND, ME 04101 773-6471
NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

4. Location where Beano/Bingo or Game of Chance is to be conducted:

ST JOHN'S CHURCH GROUNDS 39 PLEASANT ST BRUNSWICK, ME 04011
BUILDING ADDRESS CITY/ZIP

5. Person responsible for operation of Beano or Games of Chance:

PATRICIA BERTHAUME, AMY PELLETIER, MARIE MADERAL 725-5507
NAME DAYTIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: ALL SAINTS PARISH 132 MCKEEN ST BRUNSWICK ME 04011

E-Mail Address: VICTOR.PIZZUTO@PORTLANDDIOCESE.ORG

6. Circle the days of the week you expect to operate: Mon Tue Wed Thu (Fri) (Sat) (Sun)

What are the hours of operation? FRIDAY 5-10 PM SATURDAY 11AM-10 PM SUNDAY 12-5 PM

7. For Tournaments and Beano Only:

What time do the doors open? What time does the game start?

8. Dates to be licensed - Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to 6 months of licenses for Beano and 12 months for Games of Chance. See back of this form for rates.

FRIDAY JUNE 13, 2014
SATURDAY JUNE 14, 2014
SUNDAY JUNE 15, 2015

FOR OFFICE USE ONLY
Check #
Amount \$

9. Does the organization own all the equipment used in operating this amusement? Yes No

If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

11. If the Applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

-----APPLICANT SIGNATURE-----

12. The applicant agrees to obey the laws of the State of Maine and the United States and the rules and regulations governing Beano or Game of Chance promulgated by the Chief of the State Police. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: Victor Pizzuto Age 18 or older: Yes No

Name: VICTOR PIZZUTO Title: BUSINESS MANAGER Date: 4-29-2014
(Please print - must be duly authorized officer of this organization - title is required)

-----BLANKET LETTER-----

13. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo or Game of Chance will take place unless a separate "Blanket Letter of Approval" is filed with the Chief of the State Police.

- Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid
- Check here if you have attached a "Blanket Letter of Approval".

-----CONSENT-----

The undersigned being municipal officers of the City/Town of _____ hereby certify that we consent to this application for a license to operate Beano/Bingo or a Game of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 13-A (Beano) or Chapter 62 (Games of Chance) and in accordance with the Rules and Regulations promulgated by the Chief of the State Police governing the operating of Beano/Bingo or Games of Chance.

Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____

-----FEES-----

Beano/Bingo: \$5.00/Special Per Game License; \$12/Week; \$36/Month; \$400/Year

Game of Chance: \$15/Week; \$60/Month; \$700/Year **Video Poker:** \$15/Week or \$60/Month **Card / Cribbage:** \$30 Per Calendar Year

Tournament Game (up to 100 players): \$75.00/Per Tournament; \$200.00/Month (Two Tournaments per Month); \$1,500/Year (Two Tournaments per Month)

Make check payable to Treasurer, State of Maine

Return the signed and completed application to: Department of Public Safety
Maine State Police
Special Investigations Unit
164 State House Station
Augusta, ME 04333-0164



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE STATE POLICE
SPECIAL INVESTIGATIONS UNIT

164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
(207) 624-7210

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The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin

1. For what license are you applying (please check one): BEANO [] OR GAME OF CHANCE [X]
IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: ST JOHN THE BAPTIST CHURCH Name of Game: BEAT THE HOUSE

Organization Number: 3160 Number of Games: ONE

Federal Tax ID # (EIN): 90-0492291 Open to Public? Yes [X] No []

Business Address: 39 PLEASANT ST BRUNSWICK ME 04011

Mailing Address: 132 MCKEEN ST BRUNSWICK, ME 04011 Phone: 725-2624

3. Current Officers:

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BUILDING ADDRESS CITY/ZIP

5. Person responsible for operation of Beano or Games of Chance:

PATRICIA BERTHAUME, AMY PELLETIER, MARIE MADERAL 725-5507
NAME DAYTIME PHONE & EVENING PHONE

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What time do the doors open? What time does the game start?

8. Dates to be licensed - Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to 6 months of licenses for Beano and 12 months for Games of Chance. See back of this form for rates.

FRIDAY JUNE 13, 2014
SATURDAY JUNE 14, 2014
SUNDAY JUNE 15, 2014

FOR OFFICE USE ONLY
Check #
Amount \$

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If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes No
If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

11. If the Applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

-----APPLICANT SIGNATURE-----

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(Please print - must be duly authorized officer of this organization - title is required)

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Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____

-----FEES-----

Beano/Bingo: \$5.00/Special Per Game License; \$12/Week; \$36/Month; \$400/Year
Game of Chance: \$15/Week; \$60/Month; \$700/Year **Video Poker:** \$15/Week or \$60/Month **Card / Cribbage:** \$30 Per Calendar Year
Tournament Game (up to 100 players): \$75.00/Per Tournament; \$200.00/Month (Two Tournaments per Month); \$1,500/Year (Two Tournaments per Month)

Make check payable to Treasurer, State of Maine

Return the signed and completed application to: Department of Public Safety
Maine State Police
Special Investigations Unit
164 State House Station
Augusta, ME 04333-0164

RECEIVED

MAY 01 2014

MSP/SIU



STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE STATE POLICE
SPECIAL INVESTIGATIONS UNIT

164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164
(207) 624-7210

Application for a License to Operate Beano/Bingo or a Game of Chance

The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin

1. For what license are you applying (please check one): BEANO [] OR GAME OF CHANCE [X]
IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: ST JOHN THE BAPTIST CHURCH Name of Game: PAN GAME

Organization Number: 3160 Number of Games: ONE

Federal Tax ID # (EIN): 90-0492291 Open to Public? Yes [X] No []

Business Address: 39 PLEASANT ST BRUNSWICK ME 04011

Mailing Address: 132 MCKEEN ST BRUNSWICK, ME 04011 Phone: 725-2624

3. Current Officers:

BISHOP ROBERT P. DEELEY 510 OCEAN AVE PORTLAND, ME 04101 773-6471
NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

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NAME & TITLE ADDRESS CITY/ZIP PHONE DATE TERM EXPIRES

4. Location where Beano/Bingo or Game of Chance is to be conducted:

ST JOHNS CHURCH GROUNDS 39 PLEASANT ST BRUNSWICK ME 04011
BUILDING ADDRESS CITY/ZIP

5. Person responsible for operation of Beano or Games of Chance:

PATRICIA BERTHIAUME, AMY PELLETIER, MARIE MADERAL 725-5507
NAME DAYTIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: ALL SAINTS PARISH 132 MCKEEN ST BRUNSWICK, ME 04011

E-Mail Address: VICTOR.PIZZUTO@PORTLANDDIOCESE.ORG

6. Circle the days of the week you expect to operate: Mon Tue Wed Thu (Fri) (Sat) (Sun)

What are the hours of operation? FRIDAY 5-10 PM SATURDAY 11AM-10PM SUNDAY 12-5 PM

7. For Tournaments and Beano Only:

What time do the doors open? _____ What time does the game start? _____

8. Dates to be licensed - Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to 6 months of licenses for Beano and 12 months for Games of Chance. See back of this form for rates.

FRIDAY JUNE 13, 2014

SATURDAY JUNE 14, 2014

SUNDAY JUNE 15, 2014

FOR OFFICE USE ONLY
Check # _____
Amount \$ _____

9. Does the organization own all the equipment used in operating this amusement? Yes No

If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

11. If the Applicant is a Fair Association, attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

-----APPLICANT SIGNATURE-----

12. The applicant agrees to obey the laws of the State of Maine and the United States and the rules and regulations governing Beano or Game of Chance promulgated by the Chief of the State Police. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: [Signature] Age 18 or older: Yes No

Name: VICTOR PIZZUTO Title: BUSINESS MANAGER Date: 4-29-2014
(Please print - must be duly authorized officer of this organization - title is required)

-----BLANKET LETTER-----

13. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo or Game of Chance will take place unless a separate "Blanket Letter of Approval" is filed with the Chief of the State Police.

- Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid
- Check here if you have attached a "Blanket Letter of Approval".

-----CONSENT-----

The undersigned being municipal officers of the City/Town of _____ hereby certify that we consent to this application for a license to operate Beano/Bingo or a Game of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 13-A (Beano) or Chapter 62 (Games of Chance) and in accordance with the Rules and Regulations promulgated by the Chief of the State Police governing the operating of Beano/Bingo or Games of Chance.

Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____
Name: _____ Date: _____

-----FEES-----

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Organization Number: 3160

Number of Games: ONE

Federal Tax ID # (EIN): 90-0492291

Open to Public? Yes [X] No []

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