

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**July 21, 2014**

**6:45 P.M. – Executive Session**

**7:00 P.M.**

**Council Chambers**

**Town Hall**

**85 Union Street**

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

Pledge of Allegiance

Roll Call

Public Comment

Correspondence

Council Committee Updates

Adjustments to the Agenda

**MANAGER’S REPORT:**

- (a) Financial Update
- (b) Nomination Papers availability
- (c) MMA Annual Election of Vice President and Executive Board (*Action Required*)
- (d) Approval of ballot for MMA’s Legislative Policy Committee (*Action Required*) (*Comes back from July 7<sup>th</sup> meeting*)
- (e) Update on ZORC schedule
- (f) Update on quiet zones and train idling
- (g) Update on the CDBG grant for the Greater Brunswick Housing Corporation

**PUBLIC HEARING**

- 94. The Town Council will hold a public hearing on applications for a special amusement licenses, and will take any appropriate action. (Manager)

Special Amusement  
Hung Alan Hoang  
D/B/A: Lemongrass LLC  
212 E Maine Street

Hung Alan Hoang

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

Raven Wing, Ronald Wing Sr. & II

**HEARING/ACTION**

95. The Town Council will hear public comments on amendments to the Zoning Ordinance to consider the rezoning of the MU1 (Rural Mixed Use 1 - Lower Bath Road) District within the Town's Growth Area to CC (Cooks Corner Center) District and remaining lands outside the Growth Area rezoned to CR2 (Country Residential 2) thereby eliminating the MU1 District in total, and will take any appropriate action. (Manager)

**HEARING/ACTION**

96. The Town Council will hear public comments on amendments to Chapter 15 ("Traffic and Vehicles – Article IV - Stopping, Standing, Parking") regarding making a section of upper Park Row from South Street to College Street two hour parking only, and will take any appropriate action. (Manager)

**HEARING/ACTION**

97. The Town Council will hear public comments on amendments to the General Assistance Maximums, and will take any appropriate action. (Manager)

**HEARING/ACTION**

**NEW BUSINESS**

98. The Town Council will consider creating a Finance Committee, and will take any appropriate action. (Councilor Brayman)

**ACTION**

**CONSENT AGENDA**

- a) Approval of the Minutes of July 1, 2014
- b) Approval of the Minutes of July 7, 2014
- c) Approval of quitclaim deeds for the following: mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 051; a mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 110; a mobile home on land depicted as Map 025 Lot 016 Sub 000 Typ 012; a mobile home on land depicted as Map 025 Lot 016 Sub 000 Typ 031; a mobile home on land depicted as Map 022 Lot 054 Sub 000 Typ 070; a mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 051; a parcel of land with any buildings depicted as Map G01 Lot 002 Sub 000 Typ 000; and a parcel of land with any buildings depicted as Map U11 Lot 033 Sub 000 Typ 000.
- d) Approval of gas utility location permit application for a section of Spring Street

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

**Brunswick Town Council  
Agenda  
July 21, 2014  
Council Notes and Suggested Motions**

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

*Suggested Motion:*

Motion to go into executive session for a consultations with legal counsel regarding pending or contemplated litigation [1 M.R.S.A. §405(6)(E)]

**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) Nomination Papers availability: Nomination papers for Town Council and School Board will be available starting Friday, July 25<sup>th</sup>, and need to be returned no later than Friday, September 5<sup>th</sup>. Districts 5, 7 and one of the At Large seats for both the Town Council and School Board will be up for election in November.

- (c) MMA Annual Election of Vice President and Executive Committee members (*Action Required*) The Council will vote for the MMA Vice-President and Executive Committee Members. There are no contested races. A copy of the information from MMA is included in your packet.

*Suggested Motion:*

Motion to approve the slate of nominations for the MMA Vice President and Executive Committee Members as presented on the attached ballot.

- (d) Approval of ballot for MMA's Legislative Policy Committee (*Action Required*) (*Comes back from July 7<sup>th</sup> meeting*): This item asks the Council to vote for the 2014-2016 Legislative Policy Committee member for our area and discuss a selection for the Brunswick representative. For the multiple community spot, there are two nominations, Peter Joseph of Freeport and Elinor Multer of Harpswell. The ballot for this choice has to be into MMA by August 6. The Brunswick only appointment does not have a deadline per se. The timing is

up to the Council - except the sooner you appoint, the sooner the person can be involved. Copies of the ballot, candidate profiles, MMA memos, and the LPC handbook are included in your packet.

Suggested Motion:

Motion to support \_\_\_\_\_ for the MMA 2014-2016 Legislative Policy Committee.

Motion to appoint \_\_\_\_\_ as the Brunswick representative for the MMA 2014-2016 Legislative Policy Committee.

- (e) Update on ZORC schedule: This item provides a schedule of upcoming meetings of the Zoning Ordinance Rewrite Committee. Anna Breinich will be at the meeting to answer any questions. A copy of the schedule is included in your packet.

Suggested Motion: No motion required.

- (f) Update on quiet zones and train idling: This item will update the Council on two issues surrounding train service. The first is an update on research being done on quiet zone requests. The second is an update on the train idling, with staff having attended a meeting on the 18<sup>th</sup> for further information to report to the Council. There will also be a meeting of the NNEPRA Advisory Committee on July 24<sup>th</sup> in the Council Chambers. A copy of a memo from John Foster will be included in your packet.

Suggested Motion: No motion required.

- (g) Update on the CDBG grant for the Greater Brunswick Housing Corporation: This item is an update on the status of this grant, which has been awarded. The Housing Authority will be purchasing the 27 Spring Street property as discussed earlier. Either John Hodge and/or Marty Szydlowski from the GBHC will be attending the meeting to answer any questions. A copy of the draft sub grant agreement will be included in your packet.

Suggested Motion: No motion required.

## **PUBLIC HEARING**

94. This item is the required public hearing on two special amusement licenses. Lemongrass is requesting a new license in order to have folk grass trios for private functions only from 6 p.m. to 9 p.m. Raven's Roost is a renewal for bands and DJs as outlined in their application. Copies of the public hearing notice and applications are included in your packets.

Suggested Motion:

Motion to approve applications for special amusement licenses for Lemongrass, located at 212 E Maine Street, and Raven's Roost, located at 103 Pleasant Street.

95. This item is the required public hearing for amendments to the Zoning Ordinance to consider the rezoning of the MU1 (Rural Mixed Use 1 - Lower Bath Road) District within the Town's Growth Area to CC (Cooks Corner Center) District and remaining lands outside the Growth Area rezoned to CR2 (Country Residential 2) thereby eliminating the MU1 District in total. At the request of abutting property owners comprising the entire MU1 (Rural Mixed Use1 – Lower Bath Road) zoning district, the Planning Board considered the rezoning of the MU1 lands southeast of Old Bath Road to CC (Cooks Corner Center) zoning district, leaving a very small area remaining as MU1 to the west of Old Bath Road. The primary landowner representing all property owners has a potential development proposal and requested the zoning change prior to the completion of the comprehensive zoning ordinance rewrite later this year. Staff further recommended to rezone those remaining MU1 lands to the west of Old Bath Road to CR2 (Country Residential 2- Old Bath Road) thereby consolidating a very small zoning district with two larger districts anticipated to remain as part of the rewrite. The Planning Board held a public hearing on June 3<sup>rd</sup> to consider the proposed zoning amendment, at which time the Board unanimously recommended the rezoning request be considered by the Town Council for adoption. Copies of a memo and other supporting materials including maps are included in your packet.

Suggested Motion:

Motion to adopt amendments to the Zoning Ordinance to consider the rezoning of the MU1 (Rural Mixed Use 1 - Lower Bath Road) District within the Town's Growth Area to CC (Cooks Corner Center) District and remaining lands outside the Growth Area rezoned to CR2 (Country Residential 2,) thereby eliminating the MU1 District in total.

96. This item is the required public hearing on amendments to Chapter 15 (“Traffic and Vehicles – Article IV - Stopping, Standing, Parking) regarding making a section of upper Park Row from South Street to College Street two hour parking only. This request from Bowdoin College eliminates all day parking, which will free up spots for visitors and other members of the public. Traditionally, the spots have been filled by either students or staff who park for extended times. Representatives from the College will be at the meeting to answer questions. Copies of the draft language and a photo of the area are included in your packet.

Suggested Motion:

Motion to adopt amendments to Chapter 15 (“Traffic and Vehicles – Article IV - Stopping, Standing, Parking”) regarding making a section of upper Park Row from South Street to College Street two hour parking only.

97. This item is the required public hearing to change the current General Assistance maximums. This is the annual adoption of the limits, with changes only to GA overall maximums. Copies of a memo and supporting materials, including an explanation of Overall Maximum levels, are included in your packet.

Suggested Motion:

Motion to adopt amendments to the General Assistance Maximums for increases to GA overall maximums.

### **NEW BUSINESS**

98. This item, sponsored by Councilor Brayman, asks the Council to consider creating a Finance Committee. A copy of the draft charge will be included in your packet.

*Suggested Motion:*

Motion to approve creating the Finance Committee as attached.

### **CONSENT AGENDA**

- a) Approval of the Minutes of July 1, 2014: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of July 7, 2014: A copy of the minutes is included in your packet.
- a) Approval of quitclaim deeds for the following: mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 051; a mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 110; a mobile home on land depicted as Map 025 Lot 016 Sub 000 Typ 012; a mobile home on land depicted as Map 025 Lot 016 Sub 000 Typ 031; a mobile home on land depicted as Map 022 Lot 054 Sub 000 Typ 070; a mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 051; a parcel of land with any buildings depicted as Map G01 Lot 002 Sub 000 Typ 000 and a parcel of land with any buildings depicted as Map U11 Lot 033 Sub 000 Typ 000. This item deeds back properties to their owners, who have paid all back taxes. Copies of the deeds are included in your packet.
- c) Approval of gas utility location permit application for a section of Spring Street: Below is information on this application:

In application ULP 2014-16, Spring Street Maine Natural Gas seeks authorization to install a 2" gas main along two portions of Spring Street, one portion of the proposed gas main will run in the sidewalk from the existing gas main located east of Spring Street on the north side of Weymouth Street, southerly, across Weymouth Street to the north side of Page St. Approximately 340 feet of 2" gas main.

The other proposed gas main will run in the sidewalk along the east side of Spring Street from the south side of Boody Street across Belmont Street to the north side of Columbia Avenue. Approximately 725 feet of 2" gas main.

*Suggested Motion:*

Motion to approve the Consent Agenda.

*Suggested Motion:*

Motion to adjourn the meeting.

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

FOR 2014 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>10 Taxes</b>						
<a href="#">111190 41101 Property Taxes</a>	35,022,679	35,022,679	34,962,624.56	7,969.29	60,054.44	99.8%*
<a href="#">111190 41102 Prev Years Supplement</a>	0	0	.00	.00	.00	.0%
<a href="#">111190 41103 Deferred Property Tax</a>	-200,000	-200,000	.00	.00	-200,000.00	.0%
<a href="#">111190 41104 Tax Abatements</a>	-75,000	-75,000	-142,931.19	-16,021.22	67,931.19	190.6%*
<a href="#">111190 41105 Interest on Taxes</a>	75,000	75,000	64,691.56	13,015.58	10,308.44	86.3%*
<a href="#">111190 41106 Tax Lien Costs Revenu</a>	14,000	14,000	13,902.00	126.00	98.00	99.3%*
<a href="#">111190 41107 Tax Lien Interest Rev</a>	0	0	12,899.15	.00	-12,899.15	100.0%*
<a href="#">111190 41109 Payment in Lieu of Ta</a>	235,000	235,000	137,684.76	.00	97,315.24	58.6%*
<a href="#">111190 41197 BETE reimbursement</a>	185,780	185,780	147,526.00	.00	38,254.00	79.4%*
<a href="#">111190 41198 Homestead exemption r</a>	411,673	411,673	312,820.00	.00	98,853.00	76.0%*
<a href="#">111190 41199 Miscellaneous tax adj</a>	3,320	3,320	.00	.00	3,320.00	.0%*
<a href="#">111191 41110 Excise Tax - Auto</a>	2,700,000	2,700,000	2,920,775.97	285,823.07	-220,775.97	108.2%*
<a href="#">111191 41111 Excise Tax Boat/ATV/S</a>	24,000	24,000	26,251.70	5,753.50	-2,251.70	109.4%*
<a href="#">111191 41112 Excise Tax - Airplane</a>	0	0	4,029.30	.00	-4,029.30	100.0%*
TOTAL Taxes	38,396,452	38,396,452	38,460,273.81	296,666.22	-63,821.81	100.2%
TOTAL REVENUES	38,396,452	38,396,452	38,460,273.81	296,666.22	-63,821.81	
<b>20 Licenses &amp; Fees</b>						
<a href="#">121111 42207 Passport Fees</a>	8,000	8,000	9,350.00	1,000.00	-1,350.00	116.9%*
<a href="#">121111 42208 Postage Fees</a>	0	0	59.80	.00	-59.80	100.0%*
<a href="#">121111 42209 Passport Picture Reve</a>	1,500	1,500	2,940.00	312.00	-1,440.00	196.0%*
<a href="#">121411 42100 Building Permits</a>	110,000	110,000	191,560.80	25,751.52	-81,560.80	174.1%*
<a href="#">121411 42101 Electrical Permits</a>	31,000	31,000	32,786.00	2,219.88	-1,786.00	105.8%*
<a href="#">121411 42102 Plumbing Permits</a>	13,500	13,500	24,173.33	2,115.00	-10,673.33	179.1%*
<a href="#">121411 42103 Zoning Board Fees</a>	0	0	.00	.00	.00	.0%
<a href="#">121411 42104 CEO Reinspections</a>	0	0	.00	.00	.00	.0%
<a href="#">121411 42105 Mobile Home Permits</a>	0	0	.00	.00	.00	.0%
<a href="#">121411 42106 Institutional Permits</a>	0	0	.00	.00	.00	.0%
<a href="#">121411 42107 Alts/Addds Permits</a>	0	0	.00	.00	.00	.0%
<a href="#">121411 42108 Comm/Indus Permits</a>	0	0	.00	.00	.00	.0%
<a href="#">121411 42109 Multiple Dwellings</a>	0	0	.00	.00	.00	.0%
<a href="#">121411 42110 Accessory Structures</a>	0	0	.00	.00	.00	.0%
<a href="#">121611 42200 Hunting &amp; Fishing Lic</a>	1,350	1,350	1,179.10	167.50	170.90	87.3%*
<a href="#">121611 42201 Dog License Fee</a>	2,302	2,302	2,691.00	29.00	-389.00	116.9%*
<a href="#">121611 42202 Vital Statistics</a>	42,000	42,000	51,159.40	4,307.00	-9,159.40	121.8%*
<a href="#">121611 42203 General Licenses</a>	24,500	24,500	23,188.00	2,633.00	1,312.00	94.6%*

FOR 2014 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<a href="#">121611 42204 Victulars/Innkeepers</a>	21,650	21,650	20,950.00	2,775.00	700.00	96.8%*
<a href="#">121611 42205 Shellfish Licenses</a>	20,700	20,700	17,000.00	175.00	3,700.00	82.1%*
<a href="#">121611 42206 Neutered/Spayed Dog L</a>	4,210	4,210	4,882.00	40.00	-672.00	116.0%*
<a href="#">121611 42207 Passport Fees</a>	0	0	.00	.00	.00	.0%
<a href="#">121611 42208 Postage Fees</a>	0	0	345.03	59.97	-345.03	100.0%*
<a href="#">121611 42209 Passport Picture Reve</a>	0	0	.00	.00	.00	.0%
<a href="#">121911 42300 Planning Board Appl F</a>	20,000	20,000	13,382.60	350.00	6,617.40	66.9%*
<a href="#">122121 42400 Fire Permits</a>	700	700	520.00	90.00	180.00	74.3%*
<a href="#">122221 42500 Conc Weapons Permits</a>	600	600	1,160.00	105.00	-560.00	193.3%*
<a href="#">123131 42600 Public Works Opening</a>	500	500	2,048.00	800.00	-1,548.00	409.6%*
TOTAL Licenses & Fees	302,512	302,512	399,375.06	42,929.87	-96,863.06	132.0%
TOTAL REVENUES	302,512	302,512	399,375.06	42,929.87	-96,863.06	
30 Intergovernmental						
<a href="#">131122 43505 FD EMPG grant</a>	15,000	15,000	16,245.06	.00	-1,245.06	108.3%*
<a href="#">131122 43506 FD SAFER grant</a>	20,000	20,000	3,255.00	.00	16,745.00	16.3%*
<a href="#">131132 43103 Highway Grant Fund</a>	208,000	208,000	214,392.00	.00	-6,392.00	103.1%*
<a href="#">131142 43104 State General Assista</a>	27,000	27,000	22,388.32	7,351.92	4,611.68	82.9%*
<a href="#">131190 43102 State Tax Exemption R</a>	26,000	26,000	8,241.45	.00	17,758.55	31.7%*
<a href="#">131192 43101 State Revenue Sharing</a>	1,059,000	1,059,000	1,069,676.58	137,128.78	-10,676.58	101.0%*
<a href="#">131192 43105 Emergency Management</a>	0	0	.00	.00	.00	.0%
<a href="#">131192 43106 Snowmobile Receipts</a>	1,264	1,264	1,588.80	.00	-324.80	125.7%*
<a href="#">131192 43107 Property Tax Relief</a>	0	0	.00	.00	.00	.0%
<a href="#">134546 43120 State Education Subsi</a>	10,840,108	10,840,108	10,477,216.56	684,701.28	362,891.44	96.7%*
<a href="#">134546 43121 State Adult Educ. Sub</a>	31,000	31,000	.00	.00	31,000.00	.0%*
<a href="#">134546 43122 St Fiscal Stabilizati</a>	0	0	.00	.00	.00	.0%
<a href="#">134546 43125 Education Tax Relief</a>	0	0	.00	.00	.00	.0%
<a href="#">134546 43150 Federal Education Sub</a>	0	0	.00	.00	.00	.0%
TOTAL Intergovernmental	12,227,372	12,227,372	11,813,003.77	829,181.98	414,368.23	96.6%
TOTAL REVENUES	12,227,372	12,227,372	11,813,003.77	829,181.98	414,368.23	
40 Charges for services						
<a href="#">141111 44110 Agent Fee Auto Reg</a>	50,000	50,000	52,974.00	5,101.00	-2,974.00	105.9%*
<a href="#">141111 44111 Agent Fee Boat/ATV/Sn</a>	1,500	1,500	1,572.00	352.00	-72.00	104.8%*
<a href="#">141111 44121 Rental of Property</a>	0	0	.00	.00	.00	.0%
<a href="#">141111 44140 Housing Services Fees</a>	0	0	.00	.00	.00	.0%

FOR 2014 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>141211 44121 Rental of Property</u>	0	0	600.00	100.00	-600.00	100.0%*
<u>141611 44131 Advertising Fees</u>	0	0	1,521.23	153.07	-1,521.23	100.0%*
<u>142121 44155 Ambulance Service Fee</u>	875,000	875,000	944,456.89	20,526.56	-69,456.89	107.9%*
<u>142121 44166 Special Detail - Fire</u>	1,000	1,000	3,302.64	428.56	-2,302.64	330.3%*
<u>142221 44161 Witness Fees</u>	3,000	3,000	3,924.00	.00	-924.00	130.8%*
<u>142221 44162 Police Reports</u>	3,600	3,600	3,036.50	238.00	563.50	84.3%*
<u>142221 44163 School Resource Offic</u>	80,000	80,000	80,000.00	.00	.00	100.0%*
<u>142221 44164 Youth Aid Officer Rei</u>	0	0	.00	.00	.00	.0%
<u>142221 44165 Special Detail - Poli</u>	1,000	1,000	27,035.50	6,288.00	-26,035.50	2703.6%*
<u>142221 44167 Dispatch Services fee</u>	139,268	139,268	139,405.14	10,831.79	-137.14	100.1%*
<u>143131 44174 PW Labor &amp; Materials</u>	0	0	.00	.00	.00	.0%
<u>143431 44175 Recycling Revenue</u>	25,000	25,000	23,149.40	2,322.50	1,850.60	92.6%*
<u>144545 44100 School Tuition, etc</u>	166,411	166,411	232,367.05	132,277.58	-65,956.05	139.6%*
<u>145051 44185 Parks</u>	0	0	.00	.00	.00	.0%
<u>145051 44187 Coffin Pond</u>	0	0	.00	.00	.00	.0%
<u>145051 44189 Recreation Outside Se</u>	0	0	.00	.00	.00	.0%
TOTAL Charges for services	1,345,779	1,345,779	1,513,344.35	178,619.06	-167,565.35	112.5%
TOTAL REVENUES	1,345,779	1,345,779	1,513,344.35	178,619.06	-167,565.35	
<u>50 Fines &amp; Penalties</u>						
<u>151621 45103 Unlicensed Dog Fines</u>	5,000	5,000	6,475.00	125.00	-1,475.00	129.5%*
<u>152121 45104 False Alarm Fire</u>	2,000	2,000	2,450.00	.00	-450.00	122.5%*
<u>152121 45107 Fire Code Violation F</u>	0	0	300.00	.00	-300.00	100.0%*
<u>152221 45100 Ordinance Fines</u>	600	600	1,057.00	25.00	-457.00	176.2%*
<u>152221 45101 Parking Tickets</u>	20,000	20,000	27,944.00	3,840.00	-7,944.00	139.7%*
<u>152221 45102 Leash Law Fines</u>	600	600	225.00	50.00	375.00	37.5%*
<u>152221 45105 False Alarm Police</u>	300	300	20.00	5.00	280.00	6.7%*
<u>152221 45106 Restitution</u>	0	0	1,039.71	33.33	-1,039.71	100.0%*
TOTAL Fines & Penalties	28,500	28,500	39,510.71	4,078.33	-11,010.71	138.6%
TOTAL REVENUES	28,500	28,500	39,510.71	4,078.33	-11,010.71	
<u>60 Interest earned</u>						
<u>161193 46100 Interest Earned</u>	50,000	50,000	12,839.89	2,597.39	37,160.11	25.7%*
TOTAL Interest earned	50,000	50,000	12,839.89	2,597.39	37,160.11	25.7%
TOTAL REVENUES	50,000	50,000	12,839.89	2,597.39	37,160.11	
<u>70 Donations</u>						

FOR 2014 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>171952 47000 BDC Contrib to Econ D</u>	75,000	75,000	75,000.00	.00	.00	100.0%*
<u>171952 47001 MRRA - Eco Dev positi</u>	25,000	25,000	20,833.30	4,166.66	4,166.70	83.3%*
<u>171952 47002 MRRA - MCOG DUES</u>	15,000	15,000	15,000.00	.00	.00	100.0%*
TOTAL Donations	115,000	115,000	110,833.30	4,166.66	4,166.70	96.4%
TOTAL REVENUES	115,000	115,000	110,833.30	4,166.66	4,166.70	
80 Use of fund balance						
<u>181100 48000 Unapprop General Fund</u>	1,000,000	2,565,000	.00	.00	2,565,000.00	.0%*
<u>181100 48001 Bal of State Revenue</u>	20,000	20,000	.00	.00	20,000.00	.0%*
<u>181100 48002 Highway Grant Fund Ba</u>	0	0	.00	.00	.00	.0%
<u>181100 48003 Property Tax Relief B</u>	0	0	.00	.00	.00	.0%
<u>184500 48003 Allocation for School</u>	0	0	.00	.00	.00	.0%
<u>184500 48004 School Balance Forwar</u>	2,800,000	2,800,000	.00	.00	2,800,000.00	.0%*
<u>184500 48005 Restricted-Sch Bond P</u>	0	0	.00	.00	.00	.0%
TOTAL Use of fund balance	3,820,000	5,385,000	.00	.00	5,385,000.00	.0%
TOTAL REVENUES	3,820,000	5,385,000	.00	.00	5,385,000.00	
90 Other						
<u>191011 49000 Administration Miscel</u>	0	0	260.26	.00	-260.26	100.0%*
<u>191111 46200 A/R Late Fees</u>	0	0	.00	.00	.00	.0%
<u>191111 49000 Finance Miscellaneous</u>	1,000	1,000	230,896.30	225,210.59	-229,896.30	*****%*
<u>191111 49101 Workers Comp Dividend</u>	0	0	.00	.00	.00	.0%
<u>191111 49102 Energy Rebate</u>	0	0	.00	.00	.00	.0%
<u>191111 49104 Property &amp; Casualty D</u>	0	0	9,283.00	.00	-9,283.00	100.0%*
<u>191111 49105 Postage &amp; Handling</u>	0	0	3,055.00	306.00	-3,055.00	100.0%*
<u>191111 49106 W/C Proceeds</u>	0	0	11,342.19	1,865.91	-11,342.19	100.0%*
<u>191111 49210 Insurance Proceeds</u>	0	0	9,665.13	.00	-9,665.13	100.0%*
<u>191111 49211 Incident Recovery</u>	0	0	.00	.00	.00	.0%
<u>191192 49100 Cable Television</u>	210,000	210,000	174,363.70	.00	35,636.30	83.0%*
<u>191194 49150 Gen Govt Asset Sales</u>	290,066	290,066	76,765.27	.00	213,300.73	26.5%*
<u>191311 49000 Assessing Miscellaneo</u>	0	0	.00	.00	.00	.0%
<u>191411 49000 Codes Miscellaneous</u>	0	0	10.25	.00	-10.25	100.0%*
<u>191611 49000 Town Clerk Miscellane</u>	1,200	1,200	1,548.50	186.50	-348.50	129.0%*
<u>191911 49000 Planning Miscellaneou</u>	150	150	181.85	.00	-31.85	121.2%*
<u>191941 49000 Natural Resources Mis</u>	0	0	.00	.00	.00	.0%

FOR 2014 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>192121 49000 Fire Miscellaneous</u>	0	0	774.73	.00	-774.73	100.0%*
<u>192194 49151 Fire Vehicle Sales</u>	0	0	1,500.00	.00	-1,500.00	100.0%*
<u>192221 49000 Police Miscellaneous</u>	10,000	10,000	61,298.45	.00	-51,298.45	613.0%*
<u>192294 49153 Police Vehicle Sales</u>	13,500	13,500	12,374.75	6,610.00	1,125.25	91.7%*
<u>193131 49000 Public Works Miscella</u>	0	0	24.74	.00	-24.74	100.0%*
<u>193131 49155 PW Fuel Sales - Gasol</u>	0	0	.00	.00	.00	.0%
<u>193131 49156 PW Fuel Sales - Diese</u>	0	0	.00	.00	.00	.0%
<u>193194 49154 Public Works Vehicle</u>	0	0	4,000.00	.00	-4,000.00	100.0%*
<u>194141 49000 Human Services Misc</u>	0	0	.00	.00	.00	.0%
<u>194141 49103 General Assistance Re</u>	0	0	.00	.00	.00	.0%
<u>194545 49000 School Miscellaneous</u>	120,000	120,000	140,109.33	18,786.23	-20,109.33	116.8%*
<u>195051 49000 Recreation Miscellane</u>	0	0	1,640.33	.00	-1,640.33	100.0%*
<u>199980 48100 General Fund Transfer</u>	675,000	675,000	683,144.59	386,993.63	-8,144.59	101.2%*
TOTAL Other	1,320,916	1,320,916	1,422,238.37	639,958.86	-101,322.37	107.7%
TOTAL REVENUES	1,320,916	1,320,916	1,422,238.37	639,958.86	-101,322.37	
GRAND TOTAL	57,606,531	59,171,531	53,771,419.26	1,998,198.37	5,400,111.74	90.9%

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

FOR 2014 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
00 Fill							
19000 General Fund Transfers Out	1,435,975	3,013,011	3,013,011.06	156,536.06	.00	.00	100.0%
TOTAL Fill	1,435,975	3,013,011	3,013,011.06	156,536.06	.00	.00	100.0%
<hr/>							
10 General Government							
11000 Administration	487,927	587,927	522,048.28	14,838.18	1,200.00	64,678.72	89.0%
11100 Finance Department	680,948	680,948	671,334.01	51,074.62	.00	9,613.99	98.6%
11150 Technology Services Dept	328,531	328,531	351,328.45	20,181.40	9,599.00	-32,396.45	109.9%
11200 Municipal Officers	126,615	106,615	86,826.29	14,929.61	.00	19,788.71	81.4%
11210 Munic Bldg - 85 Union	0	90,000	68,445.56	12,819.82	821.86	20,732.58	77.0%
11220 Munic Bldg - 28 Federal	166,850	126,850	110,582.37	507.27	.00	16,267.63	87.2%
11230 Risk Management	414,750	454,750	433,713.33	-9.16	.00	21,036.67	95.4%
11240 Employee benefits	0	0	-126,902.73	-4,380.02	.00	126,902.73	100.0%
11250 Cable TV	37,360	47,360	37,207.46	3,250.31	.00	10,152.54	78.6%
11300 Assessing	297,218	303,368	255,834.99	18,637.85	1,785.91	45,747.10	84.9%
11600 Town Clerk & Elections	356,478	356,478	331,124.04	32,183.95	4,235.00	21,118.96	94.1%
11900 Planning Department	541,059	546,959	511,302.52	57,744.33	21,619.21	14,037.27	97.4%
11950 Economic Development Dept	104,564	104,564	83,325.93	7,326.77	.00	21,238.07	79.7%
TOTAL General Government	3,542,300	3,734,350	3,336,170.50	229,104.93	39,260.98	358,918.52	90.4%
<hr/>							
20 Public Safety							
12100 Fire Department	2,985,969	3,010,869	2,885,577.90	236,789.43	13,073.53	112,217.57	96.3%
12150 Central Fire Station	41,054	41,054	37,804.30	921.35	4,000.00	-750.30	101.8%
12160 Emerson Fire Station	50,350	50,350	47,734.77	15,505.91	.00	2,615.23	94.8%
12200 Police Department	3,684,953	3,591,862	3,483,051.64	271,876.86	260.80	108,549.41	97.0%
12210 Police Special Detail	0	0	23,097.92	3,753.93	.00	-23,097.92	100.0%
12220 Emergency Services Dispatch	721,909	726,909	700,694.03	52,445.48	.00	26,214.97	96.4%
12250 Police Station Building	68,730	78,730	64,443.74	5,384.39	412.38	13,873.88	82.4%
12310 Streetlights	205,000	205,000	186,628.74	14,698.03	.00	18,371.26	91.0%
12320 Traffic Signals	31,600	31,600	28,424.57	5,218.28	.00	3,175.43	90.0%
12330 Hydrants	429,178	409,178	307,881.80	.00	.00	101,296.20	75.2%
12340 Civil Emergency Preparedness	2,000	2,000	800.00	.00	.00	1,200.00	40.0%
TOTAL Public Safety	8,220,743	8,147,552	7,766,139.41	606,593.66	17,746.71	363,665.73	95.5%

FOR 2014 12

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	419,090	405,039.22	32,970.81	190.00	13,860.78	96.7%
13110	PW General Maintenance	1,629,304	1,629,304	1,514,160.10	122,726.00	7,227.49	107,916.41	93.4%
13130	Refuse Collection	573,143	573,143	545,040.15	50,821.53	29,011.77	-908.92	100.2%
13140	Recycling	289,743	289,743	267,278.33	22,485.59	41,253.51	-18,788.84	106.5%
13150	PW Central Garage	781,964	781,964	778,950.53	63,367.08	68,520.25	-65,506.78	108.4%
	TOTAL Public Works	3,688,244	3,693,244	3,510,468.33	292,371.01	146,203.02	36,572.65	99.0%
<hr/>								
40	Human Services							
<hr/>								
14100	General Assistance	170,106	170,106	161,127.39	8,158.54	2,768.56	6,210.05	96.3%
14120	Health & Social Services	2,744	2,744	2,080.72	.00	.00	663.28	75.8%
	TOTAL Human Services	172,850	172,850	163,208.11	8,158.54	2,768.56	6,873.33	96.0%
<hr/>								
45	Education							
<hr/>								
14500	School Department	35,570,775	35,570,775	30,653,595.00	3,057,914.64	.00	4,917,180.00	86.2%
	TOTAL Education	35,570,775	35,570,775	30,653,595.00	3,057,914.64	.00	4,917,180.00	86.2%
<hr/>								
50	Recreation and Culture							
<hr/>								
15000	Recreation Administration	435,014	445,014	418,924.27	35,154.03	10,885.02	15,204.71	96.6%
15050	Rec Buildings and Grounds	657,996	662,107	581,792.22	63,402.41	22,346.69	57,968.09	91.2%
15150	Rec Federal St Building	15,840	15,840	15,011.50	216.53	.00	828.50	94.8%
15250	Rec Building 211	122,151	97,151	71,888.30	3,813.52	.00	25,262.70	74.0%
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	1,225,999.78	99,916.67	.00	-6,099.78	100.5%
	TOTAL Recreation and Culture	2,561,001	2,555,012	2,428,246.22	202,503.16	33,231.71	93,534.07	96.3%
<hr/>								
60	Intergovernmental							
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FOR 2014 12

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	149,398.50	12.16	.00	5,359.50	96.5%
17010	Additional School Assistance	10,000	10,000	10,000.00	.00	.00	.00	100.0%
17020	Cemetery Care	3,000	3,000	2,000.00	250.00	.00	1,000.00	66.7%
17030	Wage Adjustment Account	68,000	3,000	.00	.00	.00	3,000.00	.0%
17052	School Master Plan	0	14,527	.00	.00	14,526.97	.00	100.0%
	TOTAL Unclassified	241,258	185,285	161,398.50	262.16	14,526.97	9,359.50	94.9%
<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	.00	.00	.00	100.0%
18030	2011 GO CIP Bonds	269,450	269,450	269,450.00	.00	.00	.00	100.0%
18040	Police Station Bond	394,448	387,912	387,911.94	.00	.00	.00	100.0%
18050	2010 Elementary School Bond	0	0	18,490.56	213,888.15	.00	-18,490.56	100.0%
	TOTAL Debt Service	923,898	917,362	935,852.00	213,888.15	.00	-18,490.06	102.0%
	GRAND TOTAL	57,606,531	59,238,928	53,217,576.13	4,767,332.31	253,737.95	5,767,613.74	90.3%

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

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

# MANAGER'S REPORT - C BACK UP MATERIALS



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Chris Lockwood, MMA Executive Director

DATE: July 8, 2014

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

**Deadline: Friday, August 15, 2014 by 12:00 noon**

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**Nomination Process** – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2015 to member municipalities.

**Petition Process** – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was July 7. There were no municipal officials nominated by petition.

***It is now time for each member municipality to cast its official vote.***

**Election Process** – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 15. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Peter Nielsen.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at [www.memun.org](http://www.memun.org) on Friday, August 15, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 1, at 1:45 p.m., at the Augusta Civic Center**. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon and Annual Business Meeting and officially take office on January 1, 2015.

If you have any questions on the Election Process, please contact Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at [tchavarie@memun.org](mailto:tchavarie@memun.org). Thank you.

**MAINE MUNICIPAL ASSOCIATION**  
**VOTING BALLOT**

**Election of Vice President and Executive Committee Members**  
*Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 15, 2014*

**VICE-PRESIDENT - 1 YEAR TERM**

Vote for One

Proposed by MMA Nominating Committee:

Stephan Bunker, Selectman, Town of Farmington

**DIRECTORS - 3 YEAR TERM**

Vote for Three

Proposed by MMA Nominating Committee:

Cynthia Mehnert, Councilor, Town of Orono

Laurie Smith, Town Manager, Town of Kennebunkport

Patricia Sutherland, Chair of Selectboard, Town of Chapman

*Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.*

*The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.*

Date: \_\_\_\_\_

Municipality: \_\_\_\_\_

**Signed by a Municipal Official designated by a majority of Municipal Officers:**

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

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

**OR Signed by a Majority of Municipal Officers**

**Current # of Municipal Officers:** \_\_\_\_\_

Print Names:

Signatures:

\_\_\_\_\_  
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**Return To:**

*MMA Annual Election  
Maine Municipal Association  
60 Community Drive  
Augusta, Maine 04330  
FAX: (207) 626-3358 or 626-5947  
Email: [tchavarie@memun.org](mailto:tchavarie@memun.org)*

**MAINE MUNICIPAL ASSOCIATION  
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF  
PROPOSED SLATE OF NOMINEES FOR 2015**

**MMA VICE PRESIDENT (1-Year Term)**

**STEPHAN BUNKER**

- 45 +years in public sector @ federal/military, state, county, municipal & school district levels
- Retired, State Service, Maine Dept. of Public Safety & E911 Bureau (25 years)
- Selectman, Town of Farmington, (20 + yrs); Chair (2009-March 2013); re-elected March 2014)
- Maine Municipal Association Executive Committee, Member (2007 – March 2013);  
MMA Vice President 2012; MMA President (January – March 2013)
- Maine Municipal Association Strategic & Finance Committee (2008 – March 2013)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2007 – March 2013)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2007 – March 2013)
- Member, Franklin County Elected Officials Association
- Past Member, Franklin County Budget Committee (8 + years)
- Past Member, Citizen's Budget Committee, (10 yrs) 5 as Chairman
- Past Member, SAD#9/SAD#58 School Consolidation Planning Committee
- Current member, Farmington Fire & Rescue Department (35 + years)
- Past President, Franklin County Firefighters Association
- Governor Appointee, Maine Fire Protection Services Commission (6 + yrs)
- At Large Appointee, DOL Commission for the Deaf, Late Deafened & Hard of Hearing(6+ years)
- Municipal Government Rep., Maine E911 Advisory Council (first year)
- Governor Appointee, Maine Fire Protection Services Commission (6+ years)
- Adjunct Instructor – Maine Fire Training & Education, SMCC (25 yrs)
- Active duty, US Army Military Police Specialist, K-9s (3 yrs)
- US Coast Guard Reserves, Environmental protection & maritime casualty investigations, retired as Lt. Commander (23 yrs)
- Former Emergency Medical Technician-Basic (10 years)
- Police Officer, Town of Farmington PD (1972-74) full time
- Staff, Maine Criminal Justice Academy – Waterville (4 years)
- Juvenile Crisis Counselor, SAD # 9 Farmington (2 years)
- Emergency Dispatch/Corrections Supervisor, Franklin County (3 years)
- Executive Director, Maine Sheriffs Association, (3 years)
- Masters in Adult Education, University of Maine, Orono (1977)
- Bachelors of Science in Criminal Justice, minor in Sociology, University of Maine, Orono (1974)
- Associate Degree, Law Enforcement Technology, Southern Maine Technical College (1972)

**MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)**

**CYNTHIA MEHNERT**

- Council Member, Town of Orono (2008 – Present) (Council Chair, April 2014)
- Chair of Community Development Committee (2009 – present)
- Town Liaison, Orono Village Association (2009 – present)
- Chair, Finance Committee (2008 – 2009)

## **CYNTHIA MEHNERT (continued)**

- Special Appointment to Intergovernmental Committee for coordinating Local Government/University operational relations;
- Special Appointment to redevelopment committee for Katahdin property located in downtown Orono
- Interviewed, evaluated and selected new Town Manager
- Budget review and implementation
- Ordinance review and adoption
- Strategic planning for Town's future
- Managing Partner, Hawkes & Mehnert, LLA, Bangor (1991 – 2001; 2005 – Present)
- Hadlock Law Office, Framingham, MA (2002 – 2005)
- Linda Gifford Law Office, Augusta, ME (1990 – 1991)
- Sanborn, Moreshead, Schade & Gifford, Augusta, ME (1989 – 1990)
- Rosen, Crosson, McGlynn & Resnek, Boston, MA (1985 – 1989)
- Board of Bar Overseers Grievance Committee (2012-2015)
- Chief of Staff for US Senatorial Campaign
- Chairperson, Board of the Maine Women's Lobby
- Special Counsel to the Legal Services for the Elderly
- Candidate for State Representative – District 19
- Katahdin Counsel Recognition Award, 2012, 2013
- Recognition Award, Volunteer Lawyers Project of the Maine State Bar Association for Pro Bono Legal Service
- Very high rating for legal and ethical standards by peer evaluation for Martindale & Hubbell
- Bar Admission - Federal District Court for the District of Maine
- Bar Admission - Federal District Court for the District of Massachusetts
- Suffolk Law School, Boston MA (1983 – 1986)
- BA Major in Government, Colby College, Waterville ME (1979 – 1983); Captain, Women's Varsity Soccer Team; Team member, Women's Varsity Ice Hockey Team

## **LAURIE SMITH**

- Town Manager, Town of Kennebunkport (2014 – present)
- Maine Municipal Association Executive Committee, Member (2012 – present)
- Maine Municipal Association Strategic & Finance Committee (2012 – present); Chair (2014)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2012 – present)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2012 – present)
- Town Manager, Town of Wiscasset (2010 – 2014)
- Assistant Manager/Community Relations/Finance Director, City of Auburn (2005– 2010)
- Interim City Manager, City of Auburn (2007 –2008)
- Acting Finance Director, City of Auburn (2004 – 2005)
- Town Manager, Town of Boothbay Harbor (1994-1999)
- Town Manager, Town of Oxford (1991-1994)
- Town Manager, Town of Boothbay (1988-1989)
- Maine Town & City Management Association, Member (1989-present); Board member (2000-2005); President (2003-2004)
- Paralegal, various law firms in Portland, Maine (1986 – 1988)
- University of Maine, Orono, Public Administration, B.A. (1986)
- Continuing education and professional development through University of Maine, Maine Municipal Association, Maine Town & City Management Association, Maine Local Roads Center and International City Management Association (1988 – 2008)

## **PATRICIA SUTHERLAND**

- Member, Chapman Selectboard, re-elected in 2014 for fourth 3-year term. Currently serving third year as board chair.
- Former member, Chapman planning board, for 20 years. Served as chair.
- Former member, Maine School Administrative District #1 Board of Directors, 1976 -1983; elected chair.
- Elected as member of Maine House of Representatives, Maine State Legislature, 123rd and 124th Legislature. Served on education committee first term and selected as House chair on education committee for second term.
- Senior administrator at Northern Maine Community College; retired after 20 years as director of development & college relations. Member of national board of community college development professionals, chaired the New England region. Served as presenter at numerous regional and national conferences.
- Former high school English teacher
- Member of Executive Board, Northern Maine Development Commission, since 1990. Served as chair in 1995-1997. Chaired the Northern Maine Empowerment Council.
- Member, Local Workforce Investment Board for Aroostook and Washington counties.
- Member, Board of Directors, United Way of Aroostook
- Member, Presque Isle Kiwanis Club
- Member, Leaders Encouraging Aroostook Development (LEAD) since inception in 1986. Served as coordinator/secretary to the board from 1986-2004.
- Native, Town of Chapman
- Graduate of Saint Joseph's College, Standish; Bachelor of Arts in English

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# MANAGER'S REPORT - D BACK UP MATERIALS



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

## Memorandum

**To:** Key Municipal Officials of MMA's Member Municipalities  
**From:** Peter Nielsen, President, Maine Municipal Association  
**Date:** June 23, 2014  
**Re:** Ballots for Election to MMA'S Legislative Policy Committee



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MMA's member municipalities have made their nominations for the 2014-2016 Legislative Policy Committee (LPC). It is now time to elect your representatives to serve on the Committee. The election ballot is enclosed. The ballot must be completed by the Board of Selectmen or Town or City Council of your municipality.

### Number of votes

Most municipalities are asked to vote for two candidates, because there are two elected LPC members for most districts. Some municipalities only vote for one candidate, because the other LPC member in that district is appointed. *You are instructed on the ballot (above the list of candidates) whether to vote for two candidates or just one.*

### Candidate profiles

If you are not familiar with any of the candidates, please review the Candidate Profiles on the back of the ballot. Feel free, also, to contact the candidates directly.

### Write-in candidates

In addition to the candidates listed on the ballot, you may vote for a candidate whose name you write in. The write-in candidate need not be from your municipality, but must be an elected or appointed official from a municipality in your Senate/LPC district. *Check to be sure the write-in candidate is willing to serve if elected!* Write-in candidates should be communicating their interest in serving among the municipal officers within their district.

If you are instructed to vote for two candidates and only one candidate is on the ballot, please use the "write-in" line for your second vote if you know of someone who is willing to serve.

### Deadline for returning ballot

Return ballot by 5:00 p.m. on August 6, 2014 to:

State and Federal Relations Dept.  
Maine Municipal Association  
60 Community Drive, Augusta, ME 04330  
FAX: 624-0129

**Your participation is important - Thank You!**

# OFFICIAL BALLOT – District 24

Maine Municipal Association's Legislative Policy Committee  
July 1, 2014 – June 30, 2016

**VOTE FOR ONE** (*Brunswick appoints 1 LPC Member*):

Elinor Multer, Selectman, Town of Harpswell

Peter Joseph, Manager, Town of Freeport

\_\_\_\_\_ (name) \_\_\_\_\_ (position) \_\_\_\_\_ (municipality)  write in)

**Candidate Profiles Are On Reverse Side**

MUNICIPALITY: \_\_\_\_\_ DATE: \_\_\_\_\_

 BY SELECTMEN/COUNCILORS:

\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

**Return by 5:00 p.m., August 6, 2014 to:**

Laura Ellis, Maine Municipal Association  
60 Community Drive, Augusta, ME 04330  
Fax: 624-0129

(over)

**LPC Senate District 24** *(Brunswick appoints 1 LPC Member)*

Brunswick  
Freeport

Harpswell  
North Yarmouth

Pownal

**Candidate Profile:**

Elinor Multer has served the Town of Harpswell for a number of years on several committees, including the Building and Finance Committees, the School Board and most recently serving as selectman for more than five years. Elinor has served on the LPC since 2010 and would like to continue her service because she wants to work on stabilizing revenue sharing, all aspects of education and stopping the unfunded mandates being forced on municipalities.

Peter Joseph has served as Manager of the Town of Freeport for two years. Prior municipal experience includes Town Manager in Lincoln, New Hampshire (2008-2012) and Assistant Town Administrator in Peterborough, New Hampshire (2006-2008). He would like to serve on the LPC to work on state-municipal relations, revenue sharing and coastal-marine issues.



# Maine Municipal Association

60 COMMUNITY DRIVE  
AUGUSTA, MAINE 04330-9486  
(207) 623-8428  
www.memun.org

June 26, 2014

John Eldridge, III  
Interim Town Manager - Town of Brunswick  
85 Union St.  
Brunswick, ME 04011

Dear John,

Ballots have been mailed to MMA's member municipalities for the 2014-2016 term of the Legislative Policy Committee (LPC). Based on its proportionate size within its Senate/District (which is also its LPC District), the Town is allowed to appoint one representative to the LPC. (The other LPC representative in your district is elected.) The appointee must be an elected or appointed municipal official who is currently serving in office. For more information about the LPC, a copy of the current *LPC Handbook* is enclosed.

When making this appointment, it is important for the Council to consider the level of commitment necessary to represent your municipality on the LPC. During each legislative session, the LPC meets once a month in Augusta, and LPC members are called upon to actively participate in advocacy efforts, perhaps by contacting their legislators about a pressing bill, writing a letter to the editor or even attending a particularly important public hearing in Augusta. Outside of the legislative session, the LPC meets at least once or twice a year in the fall or early winter for the purpose of developing the Association's legislative agenda.

To that end, a process will begin shortly after the election of the new LPC for the purpose of brainstorming and ultimately developing MMA's legislative agenda for the 2015-2016 biennium. With input from your community's LPC member, any number of emerging (or perhaps long-neglected) issues could rise to top priority positions in the Association's legislative platform. For example, past Legislative Policy Committees have developed legislative agendas that focused on protecting municipal revenue sharing, eliminating or mitigating unwelcome state mandates, addressing taxation policy inequities and overbroad tax exemptions, and enhancing property tax relief programs. In addition to potentially significant or sweeping public policy proposals, it is often the case that the LPC agenda includes technical bills correcting or updating current state law to assist municipal officials in the work they do. Whatever the upcoming municipal priorities may be, it is very important that the interests of your community are well represented.

Please notify us in writing as soon as possible when the Town has made its appointment, providing us with the appointee's contact information. If you would like to designate an alternate at this time, please provide the contact information for that person. If you have any questions, please call MMA's State and Federal Relations staff at 623-8428.

Sincerely,

Peter Nielsen  
President, MMA

# THE LPC HANDBOOK

## MMA's Legislative Policy Committee

The Legislative Policy Committee (LPC) is a representative body made up of 70 members plus MMA's Vice President who serves as the Chair. The primary role of the Chair is to call and facilitate all LPC meetings, moderate LPC discussions, and ensure the proper application of all the procedures established in this *Handbook*. The Chair is not a voting member of the LPC, except to break a tie. As described in detail below, all members of the LPC are elected or appointed municipal officials who, with the exception of the Chair, are elected to the position of LPC Representative by the municipal officers within their district.

**Role of the LPC.** MMA's 12-member Executive Committee is the Board of Directors of the Association and responsible for its control and management. In the 1970's, the Executive Committee created the Legislative Policy Committee (LPC). The LPC serves a critical function as the advocacy arm of the Maine Municipal Association. The purpose of the LPC is to define municipal interests and to maximize those interests through effective participation in the legislative process. Specifically, in consultation with the Executive Committee, the LPC is responsible for:

- Developing and coordinating MMA's legislative policy process;
- Identifying MMA's advocacy priorities and developing a legislative program;
- Providing direction on legislative strategy to achieve these objectives; and
- Taking positions on legislative proposals affecting municipalities.

In addition, LPC Representatives are expected to assist MMA staff by acting as municipal advocates at the local level. LPC members are expected to:

- Establish ongoing communication with legislators in their Senate districts and inform those legislators about LPC positions;
- Act as liaisons with municipal officials in their districts; and
- Keep MMA staff informed of issues of concern.

**Districts.** Representation on the LPC is based on the State Senate districts. Two members are elected from each of the 35 State Senate Districts.

In districts where a municipality represents more than half of the district's population, the municipal officers of that municipality are allowed to appoint one member to the LPC, and the remaining LPC Representative shall be elected by all the municipalities in the district. In Senate districts located entirely within one municipality, the municipal officers of that municipality appoint its two LPC Representatives.

**Nominations.** A new LPC is elected every two years. Elections are held the same year as legislative elections (even-numbered years), although months earlier than the statewide election in November. Shortly after the conclusion of the second session of

the Legislature (in April or May of the even-numbered years) an announcement is sent to the Key Municipal Official in all municipalities informing them of the LPC election and asking for nominations of a candidate from their municipality or any other municipality within their district.

**Elections.** Once nominations are received, ballots containing the names of all nominees received by the specified deadline are mailed to all municipalities. The ballot also contains a space for write-in candidates. The boards of selectmen or councils of each municipality within the Senate district make their preference known on the ballot and return it to the Maine Municipal Association by a date certain. The nominees or write-in candidates receiving the most votes are elected to the Legislative Policy Committee and so-notified.

In the case of a tie vote, the Chair shall contact the winning candidates and attempt to obtain a negotiated resolution. The negotiated resolution could involve establishing: (1) a run-off election; (2) an agreement among the winning candidates to share the position by serving as each other's alternate for the duration of the term, or (3) some other mutually agreeable solution. In the event a negotiated resolution to the tie vote cannot be obtained, the MMA President is authorized to resolve a tie vote by appointment.

**Terms.** The LPC members serve for a two-year term running from July 1st of each even-numbered year to the June 30th of the next subsequent even-numbered year.

**Alternates.** Each LPC member may designate one or more alternates who can serve in the place of that LPC member at any meeting of the LPC. The designation must be submitted in writing to the Executive Director for filing at the MMA offices. An alternate may participate as a member at any LPC meeting only in the absence of the elected LPC member.

**Vacancies.** Vacancies occur when an LPC member resigns, is no longer qualified to serve because he or she is no longer a local official in his or her district, or when the member (or the member's designee) fails to attend three consecutive meetings.

If a member or the member's designee does not attend the LPC for three consecutive meetings, the Executive Director must contact the member to find out if he or she wants to continue to serve on the LPC. If the member resigns or fails to attend the next LPC meeting, the Executive Director then notifies the President that a vacancy exists.

In the case of any vacancy which occurs in a district falling entirely within a single municipality (see *Districts*, above), the President or the President's designee shall notify the Key Municipal Official of that municipality and the municipal officers of that municipality may appoint a new LPC Representative. In the case of any vacancy that occurs in a multi-municipal LPC district, the President is authorized to appoint a replacement, with consideration given to the criteria provided herein.

**Criteria for Appointment.** In the event of a vacancy with respect to which the President is authorized to appoint a replacement, the President shall consider the following equally-weighted criteria before making the appointment:

- The level of interest in the position that might be held by those municipal officials on that district's ballot at the immediately previous LPC election;
- In the case of vacancies created because the former LPC member is no longer qualified to serve in that district, the level of interest in the position that might be held by the municipal official immediately filling the office formerly held by the LPC member;
- The demographic and geographic representational needs of the district created by the vacancy; and
- Any recommendations or nominations offered by municipal officers or the remaining LPC member within the district.

Without exception the replacement must be from the district. Upon making the appointment and so-notifying the appointee, the President or the President's designee shall notify the Chair of the LPC.

### Meetings

**Calling a meeting.** LPC meetings are called by the Chair on an as-needed basis. During the summer and fall of the even-numbered years, the LPC shall convene for the purpose of developing, in consultation with the Executive Committee, the Association's legislative strategy for the first legislative session. During the legislative session, the LPC meets an average of once a month.

**Quorum.** At least one-third of the full membership must be present in order to conduct any formal business of the LPC.

**Subcommittees.** For any reason deemed necessary, the Chair may appoint, or the LPC may direct the Chair to appoint, one or more subcommittees. Each subcommittee shall carry out the charge provided to it by the Chair or the LPC, as the case may be, and report the results of its efforts back to the full LPC in the form of a recommendation. Every subcommittee shall serve only for the duration necessary to fulfill the charge given to it by the Chair or LPC. Each subcommittee shall be dissolved upon transmitting its final report or recommendation to the LPC.

**Participation.** LPC meetings are open to all municipal officials and others who may be interested in observing the LPC's deliberative process. The several Presidents of MMA's affiliate groups (assessors, tax collectors, clerks, welfare directors, etc.) are provided notice of all LPC meetings.

That being said, the LPC is a deliberative body and its meetings are organized and conducted so that the LPC members may discuss the various issues affecting municipal government among themselves and act upon them accordingly. In order to maintain the

integrity of the LPC's deliberative process, the Chair will take whatever actions are necessary to ensure that all persons attending a meeting who are not LPC members (or alternates authorized to act as members) are distinguished from the voting members and prohibited from voting, and otherwise informed that their right to attend the LPC meeting is not an entitlement to participate.

Subject to any direction provided by the LPC pursuant to its rules of procedure, the Chair may take any action to reasonably restrict or control the active participation of non-members during LPC meetings.

**Agenda and Minutes.** The Chair shall call each LPC meeting by issuing the notice and agenda of that meeting at least a week before its scheduled date. The Chair shall endeavor to prepare the agenda so that the issues placed before the LPC for consideration are matters: (1) that are of a legislative or regulatory nature and timely or immediate in that regard; (2) possessing a direct and significant relationship to the operation of municipal government; (3) of statewide concern or, there being no objection in writing in advance or at the meeting, of significant regional concern; and (4) positioned on the agenda insofar as possible according to a priority of LPC action. Each agenda shall provide as an initial order of business an opportunity for the full LPC to make such deletions, additions, or adjustments to the agenda as it feels necessary. Each agenda shall also enclose the minutes of the previous meeting, as recorded by MMA staff, so that the LPC will have a record of its previous actions.

**Rules of Procedure.** With regard to any issue that comes before it, the LPC may act by consensus and forego a formal vote when no formal motion or voting process appears necessary. The Chair or any designee of the Chair will articulate the proposed consensus position and the full LPC will be provided an opportunity for debate. During the period of discussion with respect to the proposed consensus position, any LPC Representative may move an alternative position. If no such alternative position is moved, and absent any objection by any member, the Chair will declare the position to have been taken by the LPC "by consensus." Any motion made by any member of the LPC shall be addressed according to the rules of procedure adopted by the LPC.

With regard to all procedural matters not specifically addressed in the *Handbook*, the LPC shall operate according to the rules of procedure established by MMA's Maine Moderator's Manual.

**Amendments to the Handbook.** The LPC, by majority vote, may make any amendments to this *Handbook* as it believes are warranted, except that no vote on an amendment to the *Handbook* may be taken unless the actual proposed amendment has been given proper notice by being included as an agenda item and distributed at least a week before the scheduled LPC meeting. Each newly constituted LPC shall review the Handbook at its initial convention and adopt it with or without amendments, as that LPC feels necessary.

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# MANAGER'S REPORT - E BACK UP MATERIALS

**Draft**  
**Zoning Ordinance Rewrite Roll-Out**  
**Tentative Public Engagement Meeting Schedule**  
**July - September 2014**

**7/21/14**

7:00pm

Announce Roll-Out Schedule at Town Council Meeting (TH-CC)

**7/31/14**

6:00 pm

“Soft Opening” of the Public Draft Zoning Ordinance/Clarion staff presents highlights of draft zoning ordinance (TH-CC)

**8/1/14**

First TV3 Public Announcement program on Zoning Ordinance Public Draft/Schedule (to be recorded on 7/31)

**8/5/14**

6:00pm – 8:00pm

Public Draft Zoning Ordinance introduction/input session w/Planning Board, Village Review Board and Zoning Board of Appeals (TH)

**8/11/14**

6:00pm – 8:00pm

Public Draft Zoning Ordinance introduction/input session w/Master Plan Implementation Committee and Bike/Pedestrian Advisory Committee (TH)

**8/12/14**

6:00pm – 8:00pm

Public Draft Zoning Ordinance introduction/input session w/Conservation Commission, Marine Resources, Rivers and Coastal Waterways Commission, Recreation Commission (TH)

**8/15/14**

9:00am – 12:00pm

ZORC Work Session

**To schedule for weeks of 8/11 and 8/18**

- Input session with Bowdoin College/MRRA/Water and Sewer Districts/Brunswick-Topsham Land Trust (late afternoon session)
- Developers/design professionals (early morning or late afternoon session)
- Other sessions as requested
- Radio spot (may be done earlier in month)

**9/17/14**

6:00pm – 8:00pm

ZORC 1<sup>st</sup> Public Forum (Location TBD)

**9/24/12**

6:00pm – 8:00pm

ZORC 2<sup>nd</sup> Public Forum (Location TBD)

**During September to schedule**

- BDA Breakfast input session
- Follow-up sessions with Town Boards/Commissions/Committees
- Other sessions as requested

# MANAGER'S REPORT – F BACK UP MATERIALS

# Memorandum

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TO: John Eldridge, Interim Town Manager  
FROM: John A. Foster, Town Engineer/Dir. PWD  
DATE: 16 July, 2014  
SUBJECT: Update on Quiet Zone Establishment Process

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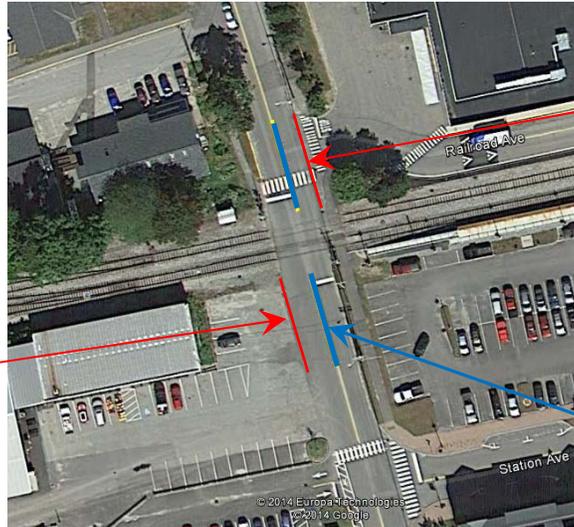
As requested, I am providing you with this update to the Quiet Zone (QZ) process since I last sent you a status memo on May 14, 2014. I have the following to report:

1. Wayne Duffet, TEC Associates reviewed our previous application that was denied and re-input the information and concluded we do not meet the Nationwide Significant Risk Threshold (NSRT) for a QZ to be established at all four crossings (Park Row, Maine Street, Union Street and Stanwood Street) based on the current site conditions and train traffic. We have an established QZ for Park Row and Maine Street but when we add in the other two crossings to extend the QZ our QZ Risk Index exceeds the NSRT.
2. If we want to pursue extending the QZ for the Union Street and Stanwood Street crossings we will have to first construct Supplementary Safety Measures (SSM) at each crossing.
  - a. The SSM's would basically be installation of a 60 foot long center median/barrier (non traversable curb island) on each side of the rail crossing starting from the tip of the crossing gate. In addition to the center median there can not be any public road or commercial driveway within the 60 foot zone.
  - b. Another SSM would be to provide quad gates at each crossing. Quad gates would add two more gate arm installations to fully block off the street approach on both sides of the crossing. I have only done a couple of preliminary inquiries on the cost to upgrade to quad gates but the numbers I have heard so far range from \$100,000 to \$300,000 per crossing so this does not appear to be financially possible. Nate Moulton, MaineDOT advised me to his knowledge there are no quad gates in the state.
3. Wayne provided two aerial photos marked up to indicate the island length at each crossing as well as the additional curbing/closing of driveways we would need to provide. I have attached a PDF of these markups for your reference. The cost of the curb islands and roadside curbing would be approximately \$40,000, however, as you can see from the attachment, the impact on the abutting properties is quite negative. At this point construction of such a full SSM does not appear feasible.
4. We have asked Wayne to prepare a report for us summarizing the above and further reviewing and commenting to us on alternative options we could consider in order to extend the QZ. We hope to receive his report within the next few weeks.

# Supplementary Safety Measures (SSM) as Needed to Allow Establishment of a Quiet Zone at Stanwood and Union Streets

Prepared by Wayne Duffet, TEC Associates and John Foster, Town Engineer June 20, 2014

Required curb along uncurbed frontage of Brooks Feed



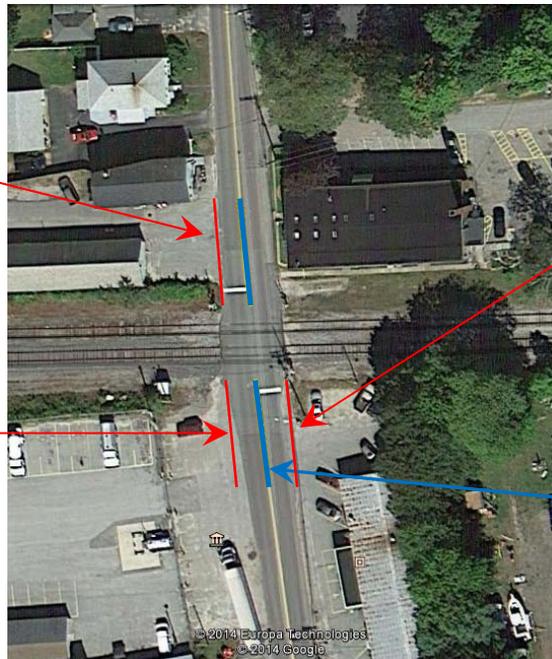
Required curb would block the existing driveway from Hannaford's. Driveway would have to be closed (could be relocated just to the north).

Raised center curb island, 60 feet in length.

## Union Street Crossing SSMs

Required curb along uncurbed frontage of commercial lot that would basically eliminate their driveway access.

Required curb along propane fill yard that would restrict the commercial gate access for large trucks that go to this site.



Required curb would block the existing driveway to Jen's Place restaurant (could be relocated just to the south but that would probably reduce on-site parking).

Raised center curb island, 60 feet in length (typical).

## Stanwood Street SSMs

# MANAGER'S REPORT - G BACK UP MATERIALS

Grant Agreement  
Between the  
Town of Brunswick, Maine  
and the  
Greater Brunswick Housing Corporation

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THIS AGREEMENT made this [INSERT DAY & DATE] by and between the Town of Brunswick, Maine hereinafter called “Grantor” and the Greater Brunswick Housing Corporation hereinafter called “Grantee”.

WHEREAS, in April 2014, The Town of Brunswick made an application for a Housing Assistance grant from the State of Maine, Department of Economic and Community Development (DECD), hereinafter called the “DECD Grant”; and

WHEREAS, DECD awarded a Housing Assistance grant to the Town of Brunswick to assist the Greater Brunswick Housing Corporation in acquiring a six unit apartment and one unit garage located at 27 Spring Street; and,

WHEREAS, the requested assistance will be provided to Greater Brunswick Housing Corporation to substantially renovate the house, which currently retains five units and convert it to a four unit facility as well as to demolish the garage with one apartment unit above and replace it with a two unit apartment, as described in the Town of Brunswick’s April 2014 grant application;

NOW THEREFORE, the Grantor agrees to grant \$450,000 to the Grantee for the period from [INSERT START and END DATES] to rehabilitate the 27 Spring Street facility, as described in the Town of Brunswick’s April 2014 application to DECD, subject to the terms of this agreement, including Riders A and B. Either party may terminate this agreement by providing sixty (60) days written notice to the other party. This agreement is subject to availability of grant funds and shall be immediately terminated should grant funds not be available.

Grantor:  
Town of Brunswick

By: \_\_\_\_\_ Date: \_\_\_\_\_  
John Eldridge, Interim Town Manager

Grantee:  
Greater Brunswick Housing Corporation

By: \_\_\_\_\_ Date: \_\_\_\_\_  
John Hodge, Executive Director

## RIDER A

**AGREEMENT ADMINISTRATOR.** All progress reports, programmatic correspondence, and related submissions from the Grantee, as well as all invoices, contracts, and related financial submissions from the Grantee shall be directed to:

Linda Smith, Business Development Manager  
Town of Brunswick  
85 Union Street  
Brunswick, Maine 04011

**PROJECT DESCRIPTION.** The Grantee warrants that all activities described in this agreement will be adhered to as specified. Any changes and/or amendments of this agreement will only be effective with prior written approval of the Grantor.

**SCOPE OF WORK.** The Grantee will accomplish the following scope of work:

All work as described in the Town of Brunswick's Housing assistance grant application dated [INSERT DATE]. A copy of that application is attached as Exhibit A.

The Grantee shall furnish all qualified personnel, facilities, materials and services necessary to accomplish this scope of work.

**LIMITATION ON THE USE OF GRANT FUNDS.** Grant funds may be used solely for the costs set forth in the scope of work above, and as may be further detailed in any budgets submitted as a component of the Grantee's request for financial assistance. Any grant funds expended outside the scope of work without the prior written approval of the Grantor are subject to reimbursement to the Grantor. The Grantee shall provide notice of intent to purchase, or contract for the purchase, of items and services. Purchases shall be made in accordance with the policies and procedures established by the Grantor. Any grant funds not expended in accordance with the policies and procedures established by the Grantor are subject to reimbursement to the Grantor. In the event that a determination is made that CDBG grant funds were mismanaged or misappropriated by the Grantee, or should the Town of Brunswick be found not to be in compliance with its grant from DECD, the Grantee will reimburse the Town of Brunswick all funds the Town is required to reimburse DECD.

**REIMBURSEMENT.** Funds shall be provided to the Grantor on a reimbursement basis. The Grantee shall submit monthly requests for reimbursement in the form required by the Grantor. All expenditures shall be itemized by invoice and a copy of each invoice paid by the Grantee shall be provided with the reimbursement. The Executive Director and Treasurer of the Grantee shall certify, in writing on each reimbursement request, that all expenditures have been made in accordance with the terms of this grant. The Grantee agrees that the Grantor has the right to inspect the financial records of the Grantee to determine compliance with these requirements and if necessary to audit the financial records relating to this grant. Any costs associated with an audit of the Grantees financial records shall be borne by the Grantee.

**REPORTING.** The Grantee shall report to the grantor as follows:

1. By [INSERT DATE], a report on grant activities, including:

- A final accounting of grant fund expenditures;
- A description of the grantee's accomplishment of the grant scope of work;

Upon the request of the Grantee, the Grantor may modify any or all reporting requirements if it determines that such modification are appropriate due to the specific nature of the grant, and that the public accountability requirements of 5 MRSA 13063-D have been met.

RIDER B

Payment and Other Provisions

1. GRANT AGREEMENT PRICE: The Town will reimburse the Grantee for satisfactory performance of its duties as hereunder specified a sum not to exceed: \$450,000.00.
2. INVOICES AND PAYMENTS: Payment will be made by the Town within 15 days after receipt of an approved itemized invoice submitted by the Grantee upon his usual billing forms or business letterhead.
3. BENEFITS AND DEDUCTIONS: If the Grantee is an individual, the Grantee understands and agrees that he is a Grantee for whom no Federal or State Income Tax will be deducted by the Town, and for whom no retirement benefits, survivor benefit insurance, group life insurance, vacation and sick leave, and similar benefits available to Town employees will accrue. The Grantee further understands that annual information returns as required by the Internal Revenue Code or State of Maine Income Tax Law will be filed by the Town Treasurer with the Internal Revenue Service and the State of Maine Bureau of Taxation, copies of which will be furnished to the Grantee for Income Tax records.
4. INDEPENDENT CAPACITY: The parties hereto agree that the Grantee, and agents and employees of the Grantee, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the Town.
5. GRANT ADMINISTRATOR: All invoices, progress reports, correspondence and related submissions from the Grantee shall be directed to:

NAME: Linda Smith  
TITLE: Business Development Manager  
ADDRESS: 85 Union Street  
Brunswick, Maine 04011

who is designated as the Grant Administrator on behalf of the Town for this grant.

6. TOWN'S REPRESENTATIVE: The Grant Administrator will be the Town's representative during the period of this agreement. She has authority to stop the work if necessary to insure its proper execution. She will certify to the Town when payments under the grant are due and the amounts to be paid. She will make decisions on all claims of the Grantee, subject to the approval of the Town Manager.
7. CHANGES IN THE WORK: The Town may order changes in the work, the grant sum being adjusted accordingly. All such orders and adjustments will be in writing and signed by the Grant Administrator before executing the work involved.

8. PERIOD OF PERFORMANCE: The Grantee will (check one as applicable):
- A. Work when called by the Town
- B. Use due diligence to complete the work within a reasonable time
- C. Complete the work no later than [INSERT DATE]
- D. If the work is not completed by \_\_\_\_\_,  
 Grantee shall pay Department as follows:  
 \_\_\_\_\_
9. SUBCONTRACTS: Unless provided for in this Grant, no contract will be made by the Grantee with any other party for furnishing any of the work or services herein contracted for without the consent, guidance and approval of the Grant Administrator. Any subcontract hereunder entered into subsequent to the execution of the grant must be annotated "approved" by the Grant Administrator before it is reimbursable hereunder. This provision will not be taken as requiring the approval of contracts of employment between the Grantee and his employees assigned for services hereunder.
10. SUBLETTING, ASSIGNMENT OR TRANSFER: The Grantee will not sublet, sell, transfer, assign, or otherwise dispose of this agreement or any portion thereof, or of his right, title or interest therein, without written consent of the Grant Administrator, except to a bank. No subcontracts or transfer of agreement will in any case release the Grantee of his liability under this agreement.
11. EQUAL EMPLOYMENT OPPORTUNITY: During the performance of this grant, the Grantee agrees as follows:
- a. The Grantee will not discriminate against any employee or applicant for employment relating to this agreement because of race, color, religious creed, sex, national origin, ancestry, age or physical handicap, unless related to a bona fide occupational qualification. The Grantee will take affirmative action to insure that applicants are employed and employees are treated during employment without regard to their race, color, religion, sex, age or national origin. Such action will include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Grantee agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.
  - b. The Grantee will, in all solicitations or advertising for employees placed by or on behalf of the Grantee relating to this agreement, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age or physical handicap.

- c. The Grantee will send to each labor union or representative of the workers with which he has a collective bargaining agreement, or other contract or understanding, whereby he is furnished with labor for the performance of this grant, a notice, to be provided by the contracting department or agency, advising the said labor union or workers' representative of the Grantee's commitment under this section and shall post copies of the notice in conspicuous places available to employees and to applicants for employment.
  - d. The Grantee will cause the foregoing provisions to be inserted in any subcontracts for any work covered by this agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials. The Grantee, or any subcontractor holding a contract directly under the Grantee, shall, to the maximum feasible, list all suitable employment openings with the Maine Employment Security Commission. This provision shall not apply to employment openings which the Grantee proposes to fill from within its own organization. Listing of such openings with the Employment Service Division of the Maine Employment Security Commission shall involve only the normal obligations which attach to such listings.
12. EMPLOYMENT AND PERSONNEL: The Grantee will not engage on a full-time or other basis during the period of this agreement, any professional or technical personnel who are or have been at any time during the period of this agreement in the employ of the State of Maine or Town of Brunswick, except regularly retired employees, without the written consent of the public employer of such person. Further, the Grantee will not engage on this project on a full-time, part-time or other basis during the period of this agreement any retired employees of the State or Maine or Town of Brunswick who has not been retired for at least one year without the written consent of the Grantor.
13. STATE AND TOWN EMPLOYEES NOT TO BENEFIT: No individual employed by the State of Maine or Town of Brunswick at the time this grant is executed or any time thereafter shall be admitted to any share or part of this grant or to any benefit that may arise therefrom directly or indirectly due to his employment by or financial interest in the Grantee or of any affiliate of the Grantee. This provision will not be construed to extend to this grant if made with a corporation for its general benefit.
14. WARRANTY: The Grantee warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Grantee to solicit or secure this agreement, and that it has not paid, or agreed to pay any company or person, other than a bona fide employee working solely for the Grantee any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this agreement. For breach or violation of this warranty, the Department shall have the right to annul this agreement without liability or, in its discretion, to deduct from the grant price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

15. ACCESS TO RECORDS: The Grantee will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to cost incurred under this agreement and to make such materials available to their offices at all reasonable times during the period of this agreement and to make such materials available to their offices at all reasonable times during the period of this agreement and for three years from the date of expiration of this agreement, for inspection by the Town of Brunswick or any authorized representative of the State of Maine and copies thereof shall be furnished, if requested.
16. TERMINATION: The performance of work under grant may be terminated by the Town in whole, or, from time to time, in part whenever for any reason the Grant Administrator will determine that such termination is in the best interest of the Town. Any such termination will be effected by delivery to the Grantee of a Notice of Termination specifying the extent to which performance of the work under the grant is terminated and the date on which such termination becomes effective. The Grant will be equitable adjusted to compensate for such termination and the grant modified accordingly. In any event, this grant will terminate on [INSERT DATE].
17. GOVERNMENTAL REQUIREMENTS: The Grantee warrants and represents that all governmental ordinances, laws and regulations shall be complied with.
18. INTERPRETATION AND PERFORMANCE: This agreement will be governed by the laws of the State of Maine as to interpretation and performance.
19. OWNERSHIP: All notebooks, plans, working papers, or other work produced in the performance of this grant are the property of the Town and upon request shall be turned over to the Town.
20. TOWN AND STATE HELD HARMLESS: The Grantee agrees to indemnify, defend and save harmless the Town and the State, their officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this grant against any liability, including costs and expenses for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use of disposition or any data furnished under this grant or based on any libelous or other unlawful matter contained in such data.
21. APPROVAL: This grant is subject to the approval of the Town Attorney before it can be considered as a valid, executable document.
22. ENTIRE AGREEMENT: This grant contains the entire agreement of the parties, and neither party shall be bound by any statement or representation not contained herein.

23. LIMITATIONS: This grant is made subject to available budgetary appropriations and shall not create any obligation on behalf of the Town in excess of such appropriations. In the event that the amount of funds appropriated is such that the Town must restrict or terminate its administrative program, this grant shall be terminated ninety (90) days after written notification from the Town to the Grantee to the extent that such notice is feasible given legislative appropriation.

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ITEM 94

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 7/21/2014 on the following Special Amusement license applications:

### Special Amusement

Hung Alan Hoang

D/B/A: Lemongrass LLC

212 E Maine St

Hung Alan Hoang

Ravens' Roost (The)

D/B/A: Ravens' Roost (The)

103 Pleasant Street

Raven Wing/ Ronald Wing Sr. & II

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**

85 Union 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: ALAN HOANG  
 Partnership-Partner's Names: \_\_\_\_\_  
 Corporation-Corporation Name: \_\_\_\_\_  
Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

New License: Opening Date JUNE  Renewal License

Business Name: LEMONGRASS VIETNAMESE REST. E-Mail: HOANG-ALAN@HOTMAIL.COM

Business Address: 212 SWICK MAIN ST Business Phone Number: 207-837-3250

Name of Contact Person: ALAN HOANG Contact's Phone Number: 207-837-3250

Mailing Address for Correspondence: 58 MAIN ST., TOPSHAM, ME 04086

Signature of Owner, Officer, Partner or Agent: 

Date: 5/08/14

**Corporations Please Complete:**

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

Table with 4 columns: Name of Corp., Title, Address, % of Stock or ownership. Contains three empty rows for data entry.

**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:**

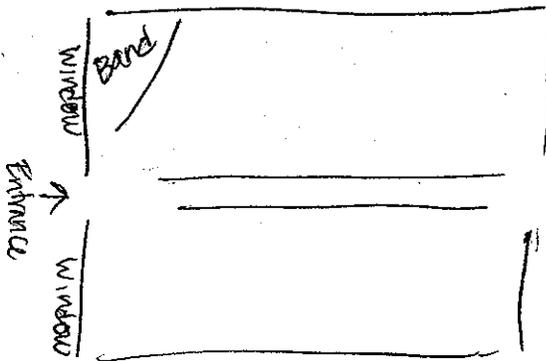
String Tide - Folk Grass Trio

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

Dining room only for private function  
6 to 9 pm.

**DIAGRAM**

---



**TOWN OF BRUNSWICK**

85 Union 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: The Ravens Roost

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

New License: Opening Date \_\_\_\_\_  Renewal License

Business Name: Ravens Roost E-Mail: raven.obrien@yahoo.com

Business Address: 103 Pleasant St Business Phone Number: 406-2359

Name of Contact Person: Raven Wing Contact's Phone Number: 449-9828

Mailing Address for Correspondence: 368 Old Bath Rd

Signature of Owner, Officer, Partner or Agent: Raven Wing  
Date: \_\_\_\_\_

**Corporations Please Complete:**

Address of Incorporation: 368 Old Bath Rd Phone #: 449-9828

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Raven Wing</u>	<u>Treasurer</u>	<u>368 Old Bath Rd</u>	<u>50%</u>
		<u>Brunswick Me</u>	
<u>Ronald Wing II</u>	<u>Pres</u>	<u>"</u>	<u>50%</u>

**Town Clerk Use Only**

License Fee \$100.00  Paid 100 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: Bands, Djs.

Tuesday none

Wednesday: in the summer we have acoustic people come in to  
6-9 raise money for charities.

Thursday 9-12 AM Karaoke

Friday 8-12 DJ

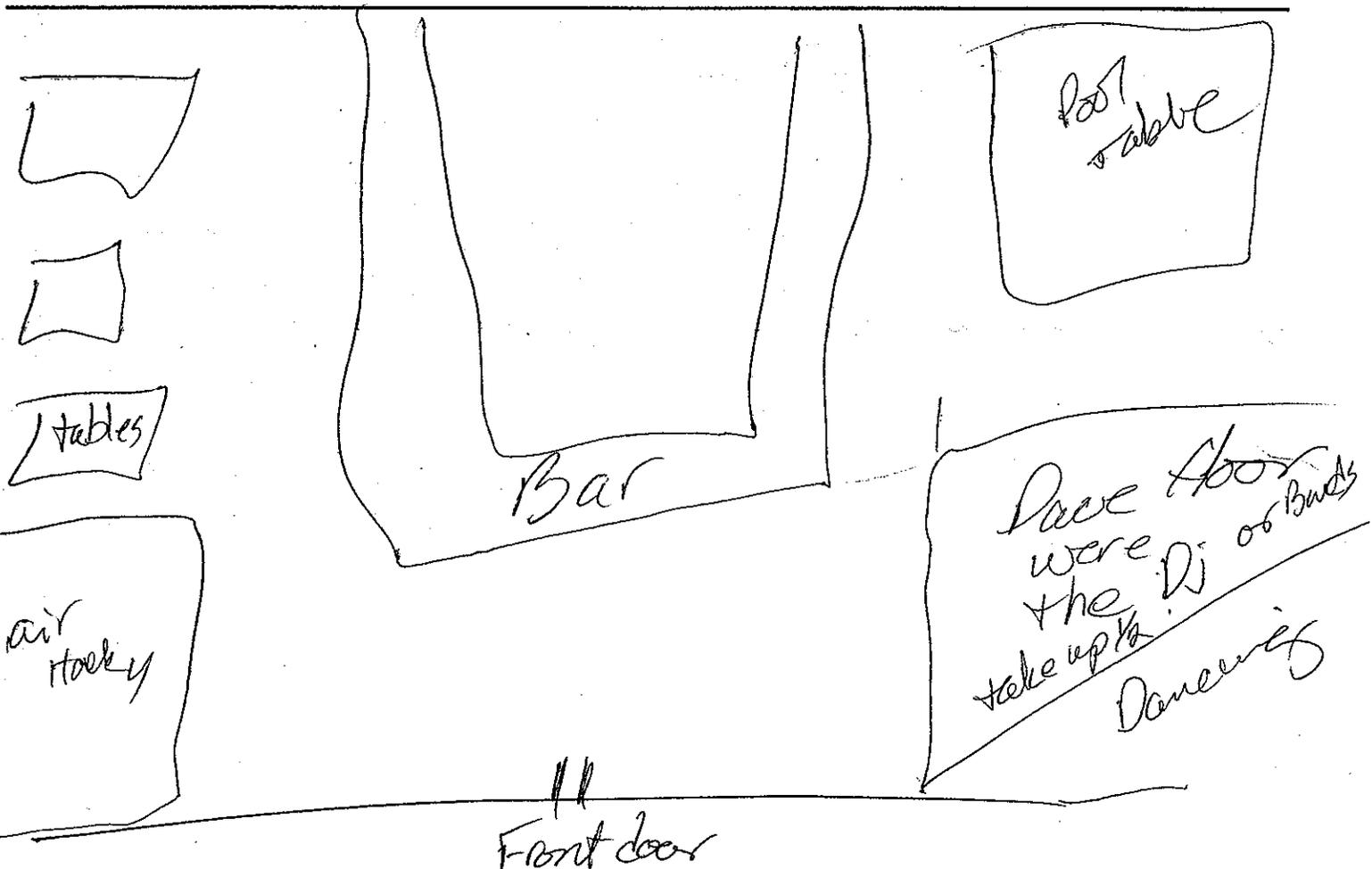
Saturday 8-12 Band

Sunday open mic. Just for  
people to dance

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

We do fund raisers for charity and have contest for  
best singers and people like to listen to live music  
and dance.

### DIAGRAM



Deck

ITEM 95

BACK UP MATERIALS



## TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT  
85 UNION STREET, ROOM 216  
BRUNSWICK, ME 04011

ANNA M. BREINICH, FAICP  
DIRECTOR OF PLANNING & DEVELOPMENT

PHONE: 207-725-6660  
FAX: 207-725-6663

June 25, 2014

**To:** Brunswick Town Council  
John Eldridge, CPFO, Interim Town Manager

**From:** Anna Breinich, FAICP

**Subject:** Request for Public Hearing: Zoning Amendment to Rezone MU1 (Rural Mixed Use 1 - Lower Bath Road) District within the Growth Area to CC (Cooks Corner Center) District; remaining lands outside the Growth Area rezoned to CR2 (Country Residential 2)

As background, the attached zoning amendment request, was submitted by Mr. Theodore Crooker and adjacent property owners for the rezoning of all MU1 (Rural Mixed Use 1 - Lower Bath Road) District lands located within the Town's designated Growth Area, east of Old Bath Road, to the abutting CC (Cooks Corner Center) District, for consideration and recommendation by the Planning Board to Town Council. The landowner has a potential development proposal which would require a higher percentage of impervious coverage as is present in the Cooks Corner Center District standards. During first consideration of the request by Planning Board on May 13, 2014, it was further recommended by staff that the remaining MU1 lands located outside the Growth Area, west of Old Bath Road, be added to the abutting CR2 (Country Residential 2 - Old Bath Road) District. By doing so, the MU1 District would be eliminated, consistent with what is being contemplated as part of the Comprehensive Zoning Ordinance Rewrite.

Planning Board then voted to set a public hearing on June 3, 2014 for consideration of the submitted zoning amendment request combined with the staff recommendation to rezone the remaining MU1 lands outside the Growth Area, map attached. The public hearing was held on June 3<sup>rd</sup> at which time Planning Board unanimously recommended the rezoning request be considered by Town Council for adoption.

As part of the Town's Comprehensive Zoning Ordinance Rewrite and further contained in the "Annotated Outline for a New Zoning Ordinance for the Town of Brunswick," prepared by the Town's zoning ordinance consultant, Clarion Associates (January 2014), many smaller separate zoning districts are being contemplated for consolidation, MU1 being one of those districts. It would be appropriate and consistent with the 2008 Comprehensive Plan Land Use Map to extend the Cooks Corner Center District northward per this request as well as include the remainder of the MU1 outside the Growth Area in the Country Residential 2 District.

Staff respectfully requests Council's consideration to schedule a public hearing for review and action of the proposed Zoning Ordinance amendment. I will be available for questions at your meeting.





# Town of Brunswick, Maine

INCORPORATED 1739  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
28 FEDERAL STREET  
BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-725-6660  
FAX 207-725-6663

## TOWN OF BRUNSWICK ZONING AMENDMENT REQUEST

A request to amend the Zoning Ordinance may be made to the Department of Planning and Development. Once the application is received and the fee is paid, staff shall include the request on a Planning Board agenda for a workshop. The Planning Board may schedule a public hearing on the zoning amendment request. After a public hearing, the Planning Board may choose to forward a recommendation to the Town Council for consideration. The Town Council is the decision making authority with rezoning requests.

The application and any supporting documentation shall be submitted to the Department of Planning and Development and the fee paid at least two (2) weeks prior to it being scheduled on a Planning Board agenda.

### Application Fee

A \$200.00 application fees shall be paid for requests to amend the Zoning Ordinance.

#### 1. Applicant

Name: Theodore D. Crooker (45-1A), (45-2F)  
Address: 44 Storer Road,  
Brunswick Maine,  
Phone Number: (207) 720-0576

#### 2. Authorized Representative

Name: Chuck & Rachel Lomder, (45-2A) 84 old Beth Pond  
Address: Pong Son Korhonen (45-2) 94 " " "  
Time Davis (45-2E) PO, Box 503 / Brunswick  
maine old!

3. Physical location of applicant's property being affected: 45-1A, 45-2F, 45-2A, 45-2, 45-2E

4. Lot Size: total for all spaces of Property = 15.± AC.

5. Zoning District: MU1 / change to CC Zone

6. Assessor's Tax Map 45 Lot Number same #3 quarter of subject property.

#### 7. Summarize the reason for the zoning amendment request:

Looking to Develop Property for High End Storage  
units. Need to increase to impervious soil to 80% as  
found in the CC Zone.

Owner Signature:



Handwritten signature of Stephen L. Prodan in cursive script, written over a horizontal line.

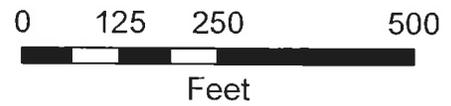
Applicant Signature (if different):

---

# Brunswick Maine



Legend  
Selected Parcels  
Parcels  
Town Boundary



*This map was generated by the Town of Brunswick's online GIS. This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.*

Map generated on: 4/16/2014

205 GROWTH DISTRICTS/COMMERCIAL DISTRICTS

<b>District Name</b>	<b>Geographic Reference</b>
CC	Cook's Corner Center
HC1	Outer Pleasant Street
HC2	Inner Bath Road

Table 205.1 USE TABLE

Use/District	CC	HC1	HC2
Bank	P	P	P
Bed and Breakfast	P	P	P (Amended 5/20/02 R)
Boarding House	-	-	-
Business Office	P	P	P
Car Wash	-	P	P (Amended 5/20/02 R)
Congregate/Assisted Living	-	-	- (Amended 9/4/01 R)
Convenience Store	-	P	P (Amended 7/5/05 R)
Club or Lodge	-	-	-
Community Center	P	-	P
Contractor's Space	X	-	X
Drive Through	P	P	P (Amended 5/20/02 R)
Dwelling, Single and Two Family	P	P	P (Amended 5/20/02 R)
Dwelling, More Than Three Units	P	P	P
Dwelling as Part of a Mixed Use Building or Project	P	-	- (Amended 5/20/02 R)
Gasoline Service Station	-	P	P (Amended 5/20/02 R)
Golf Course	-	X	X
Greenhouse or Florist	P	P	P
Educational Facility	P	P	P
Farm	X	X	X
Hotel	P	P	P
Industry Class I	-	-	X
Industry Class II	-	X	X
Kennel	X	-	-
Library or Museum	P	-	P (Amended 5/20/02 R)
Media Studio	P	P	P
Motor Vehicle Sales	P	P	P (Amended 5/20/02 R)
Motor Vehicle Repair/Service	-	P	P
Parking Facility	P	P	-
Photographers/Artists Studio	P	P	P
Professional Office	P	P	P
Recreation Facility	P	P	P
Religious Institution	P	-	- (Amended 5/20/02 R)
Restaurant	P	P	P
Retail Class I	P	P	P
Retail Class II	P	P	P
Service Business Class I	P	P	P
Service Business Class II	P	P	P
Veterinary Office	P	P	P
Warehousing and Storage	-	-	-
Theater	P	P	P

Key: P="permitted use"; X="prohibited use"; "-"=Special Permit required, see Section 701.

See Section 306, Supplementary Use Regulations

<u>District Name</u>	<u>Geographic Reference</u> – (Amended 5/21/01)
FF1	Durham - Hacker Road Area
FF3	New Meadows River Area
CR1	Northwest Brunswick
CR2	Old Bath Road Area
MU1	Lower Old Bath Road Area
MU5	Portland Road Area

Table 208.1 USE TABLE

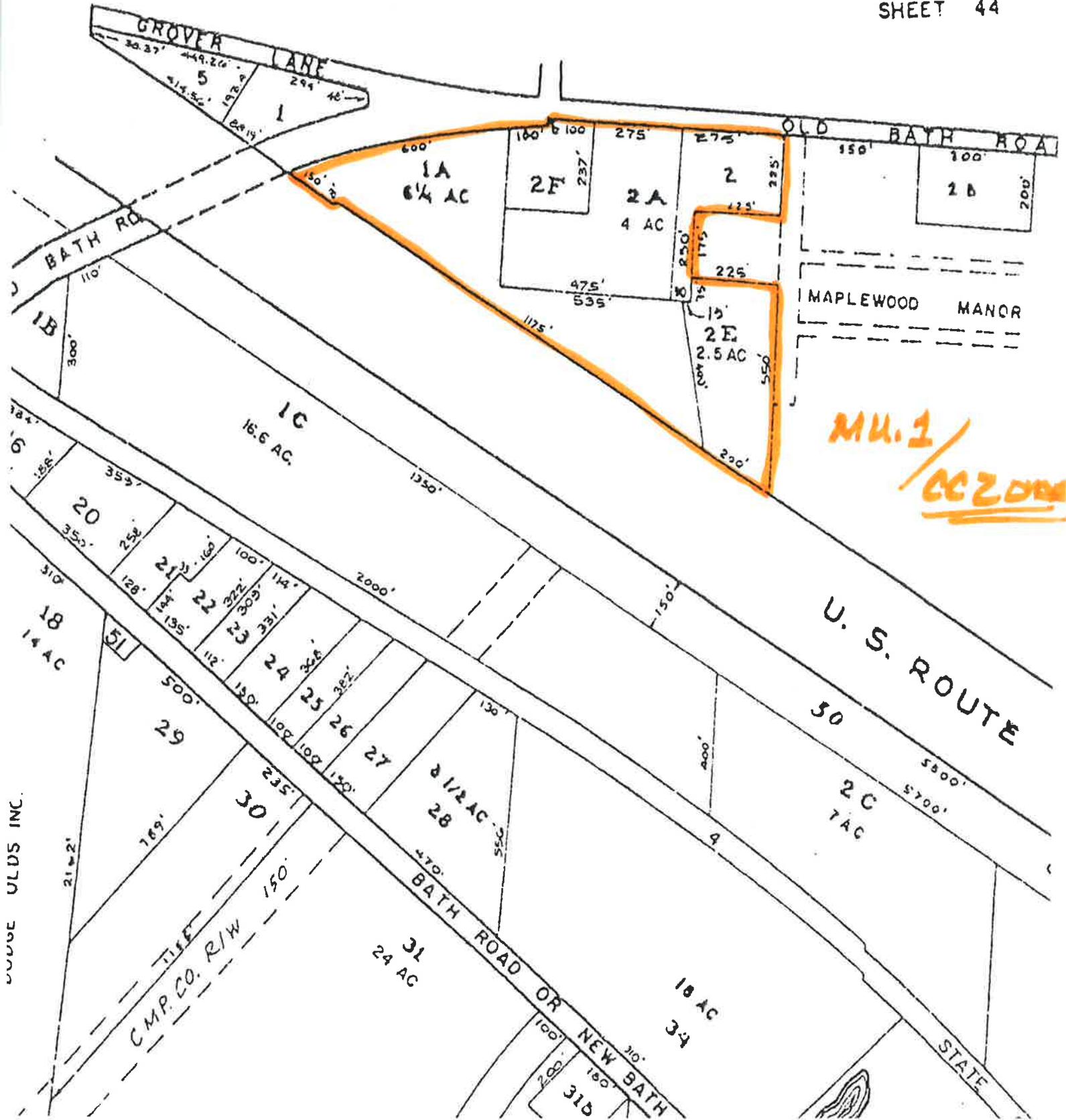
Use/District	FF1	FF3	CR1	CR2	MU1	MU5
Bank	X	X	X	X	-	-
Bed and Breakfast	P	P	P	P	P	P
Boarding House	-	-	-	-	P	-
Business Office	-	P	-	-	P	P
Car Wash	X	X	X	X	X	P
Congregate/Assisted Living	-	-	-	-	-	- (Amended 9/4/01 R)
Convenience Store	X	X	X	X	X	X (Amended 7/5/05 R)
Club or Lodge	-	-	-	X	P	P
Community Center	-	-	-	-	P	P
Contractor's Space	-	-	-	-	-	P
Drive-Through	X	X	X	X	X	X (Amended 5/20/02 R)
Dwelling, Single and Two Family	P	P	P	P	P	P
Dwelling, 3 or More Units	P	P	P	P	P	P
Gasoline Sales	X	X	X	X	X	X
Golf Course	-	-	-	-	X	-
Greenhouse or Florist	P	P	P	P	P	P
Educational Facility	P	P	P	P	P	P
Farm	P	P	P	P	P	P
Hotel	X	X	X	X	-	-
Industry Class I	X	X	X	X	-	P
Industry Class II	X	X	X	X	-	-
Kennel	-	-	-	-	-	P
Library or Museum	P	-	-	P	P	P
Media Studio	-	X	X	X	-	P
Motor Vehicle Sales	X	X	X	X	X	X
Motor Vehicle Service/Repair	X	X	X	X	-	-
Parking Facility	X	-	X	X	X	-
Photographers/Artists Studio	P	P	P	P	P	P
Professional Office	-	P	X	X	P	P
Recreation Facility	-	-	X	X	P	P
Religious Institution	-	-	-	-	P	P
Restaurant	-	X	X	X	-	P
Retail Class I	X	X	X	P	P	P
Retail Class II	X	X	X	X	X	X
Service Business Class I	P	-	-	X	P	P
Service Business Class II	-	-	-	X	P	P
Veterinary Office	P	P	P	P	P	P
Warehousing and Storage	-	X	X	X	-	-
Theater	-	X	-	X	-	X

Key: P="permitted use"; X="prohibited use"; "-"=Special Permit required, see Section 701.  
See Section 306, Supplementary Use Regulations

6 1/4 Ac  
 1 AC  
 4 AC  
 1.5 AC  
 2 AC

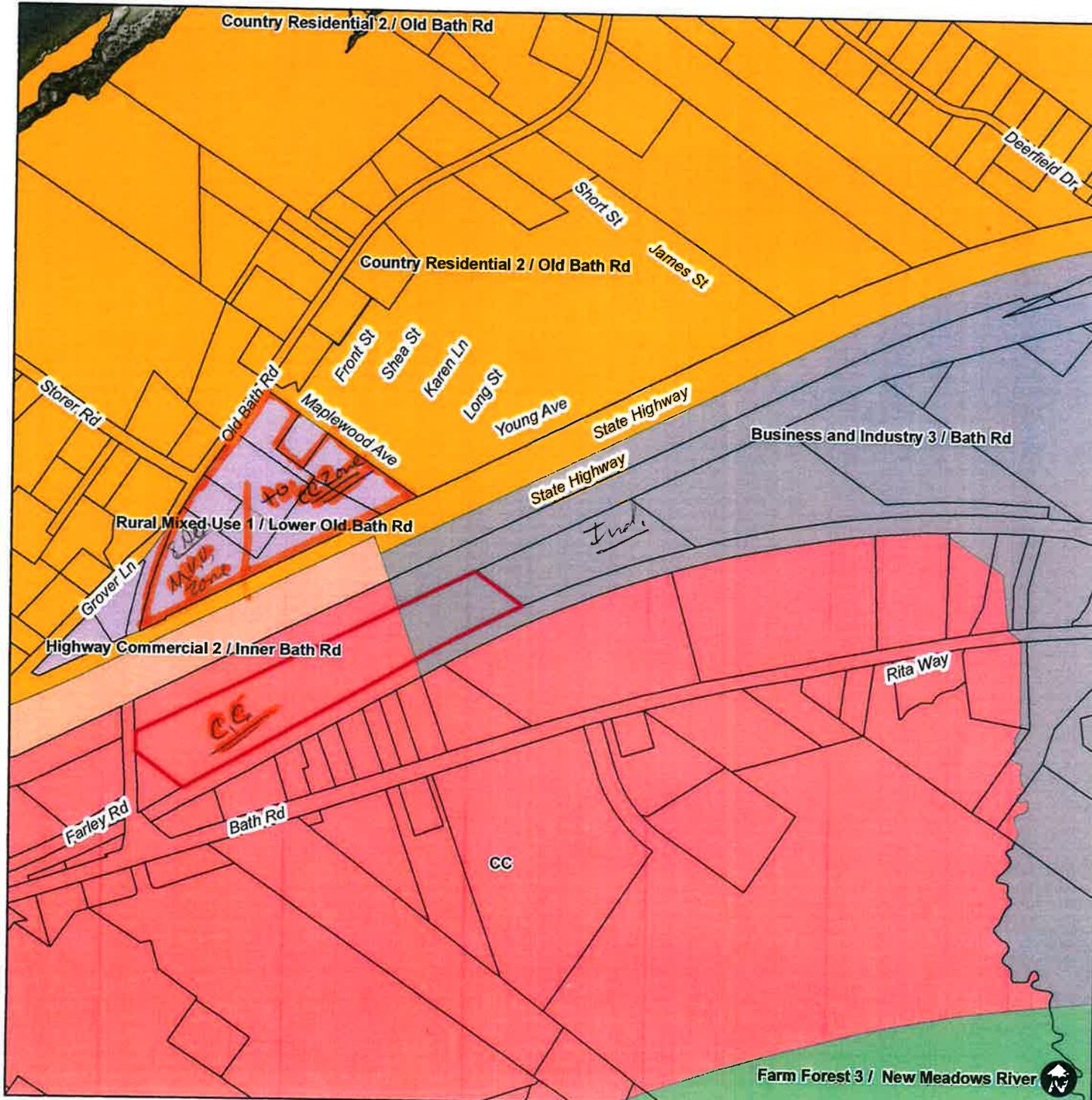
Total, 15.25 AC.

SHEET 44



WALSH & WALSH INC.

# Brunswick Maine



- Legend**
- Selected Parcels
  - Parcel
  - Town Boundary
  - Town Center 1 / Maine Street
  - BNAS Conservation District
  - Town Center 2 / Fort Andrews
  - Town Center 3 / Lower Park River
  - Town Residential 1 / Inner Pleasant St
  - Town Residential 2 / Federal St
  - Town Residential 3 / Water St
  - Town Residential 4 / Jordan Acres
  - Town Residential 5 / Columbia Ave - Spring St
  - Residential 1 / Longfellow St
  - Residential 2 / Meadowbrook - Parkview
  - Residential 3 / Maquet Rd
  - Residential 4 / Meredith Dr - West McKean St
  - Residential 5 / River Rd
  - Residential 6 / Cook's Corner
  - Residential 7 / McLean-Carrara St
  - Residential 8 / College Park
  - College Use/Town Conservation District
  - College Use 1 / Campus Center
  - College Use 2 / Pickard Field
  - College Use 3 / College St
  - College Use 4 / Bowdoin Pines
  - College Use 5 / Brunswick Apartments
  - College Use 6 / Cleveland St - Bath Rd
  - College Use 7 / Longfellow Ave - South St
  - Commercial / Cook's Corner
  - Highway Commercial 1 / Outer Pleasant
  - Highway Commercial 2 / Inner Bath Rd
  - Mixed Use 2 / Intown Railroad Corridor
  - Mixed Use 3 / Upper Harpswell Rd
  - Mixed Use 4 / Fox Run
  - Mixed Use 5 / Lower Harpswell Rd
  - BNAS Reuse District
  - Business and Industry 1 / Industry Rd
  - Business and Industry 2 / Church Rd
  - Business and Industry 3 / Bath Rd
  - Business and Industry 4 / Exd 22
  - Farm Forest 1 / Duhan-Hickel Road Area
  - Farm Forest 3 / New Meadows River Area
  - Country Residential 1 / Northwest Brunswick
  - Country Residential 2 / Old Bath Rd
  - Rural Mixed Use 1 / Lower Old Bath Rd
  - Rural Mixed Use 5 / Pittford Road Area
  - Coastal Protection 1
  - Coastal Protection 2



*This map was generated by the Town of Brunswick's online GIS. This information has been compiled from various public and private sources. While every attempt has been made to provide accurate information, neither the municipality nor the service host guarantee the accuracy of information provided herein.*

ITEM 96

BACK UP MATERIALS

**Proposed Ordinance Amendments  
to Add Overnight and 2 Hour Limit Parking Restrictions  
to a Section of Upper Park Row between  
College ST and 135 ft North of South ST**

**Drafted – 06/30/2014  
Public Hearing – / /2014/  
Adopted – / /2014  
Effective – / /2014**

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 15, Articles III, the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language as follows:

**Chapter 15  
TRAFFIC AND VEHICLES  
Article IV.  
Stopping, Standing, Parking**

**Sec. 15-73. Overnight parking restricted.**

...

(i) A person shall not park a vehicle on Park Row, east side, commencing at Longfellow and extending northerly to a point one hundred thirty-five (135) feet north of South Street to College Street between the hours of 1:00 a.m. and 6:00 a.m.

**Sec. 15-76. Restricted on-street parking areas.**

(a) A person shall not park a vehicle for more than two (2) consecutive hours in any parking space adjacent to a curb, nor in any other parking space adjacent to a curb on the same block, between the hours of 8:00 a.m. and 6:00 p.m. on any day except Sunday, and a public holiday-in the following areas:

....

Park Row, east side, commencing at a point one hundred thirty-five (135) feet north of South Street and continuing north to College Street.

Adopted by the Brunswick Town Council at their Regular Meeting held on \_\_\_\_\_, 2014. It will become effective thirty days after adoption.

Attest: \_\_\_\_\_  
Town Clerk

Area of Park Row to Change  
from No Restriction to  
No Overnight & 2 Hr limit



Current  
Sign  
150 Ft  
from  
South  
ST

Area Subject  
to New  
Restrictions

Intentionally left blank

ITEM 97

BACK UP MATERIALS

Date: June 26, 2014

To: John Eldridge, Finance Director  
Fran Smith, Town Clerk

From: Judy Hardy-Goddard, GA Administrator

Re: Adoption of GA Maximums  
Appendix A

The enclosed Appendix A has been revised for your municipality's General Assistance Ordinance. These new Appendices, once adopted, should replace the existing Appendix A dated July 1, 2013–June 30, 2014. Even if you have already adopted MMA's model General Assistance Ordinance, the municipal officers must approve/adopt the new Appendices yearly. The various maximum levels of General Assistance set forth in Appendix A is the aggregate maximum level of assistance for fiscal year 2014-15 is the amount that is the greater of:

(1) Ninety percent of 110% of the United States Department of Housing and Urban Development fair market rent for federal fiscal year 2014; or

(2) The amount achieved by increasing the maximum level of assistance for fiscal year 2013-14 by 90% of the increase in the federal poverty level from 2013 to 2014. (22 M.R.S.A. § 4305 3-D)

### The Adoption Process

The municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices after notice and hearing. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

**Filing of GA Ordinance and/or Appendices**

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums. This signed form may be scanned and emailed to [generalassistance.DHHS@maine.gov](mailto:generalassistance.DHHS@maine.gov); faxed to Robin Reed at 287-3455; or sent by US mail to: DHHS/General Assistance, 19 Union Street, 11 State House Station, Augusta, ME 04333.

**Old Maximums**

**Persons in Household**

	1	2	3	4	5
Cumberland County	623	731	941	1244	1483

**New Maximums**

**Persons in Household**

	1	2	3	4	5
Cumberland County	633	742	954	1260	1501



Section 6.8—Basic Necessities; Maximum Levels of Assistance



Overall Maximum Levels of Assistance. Notwithstanding any of the maximum levels of assistance for specific basic necessities listed in Appendices B-H of this ordinance, an applicant's eligibility for general assistance will be first determined by subtracting his or her income from the overall maximum level of assistance designated in Appendix A for the applicable household size (22 M.R.S.A. § 4305 (3-B)). The difference yielded by this calculation shall be the applicant's deficit.

Applicants will be eligible for general assistance up to the calculated deficit to the extent the applicant is unable to otherwise provide the basic necessities essential to maintain themselves or their families. Applicants with no deficit shall be found ineligible for general assistance unless they are in an emergency, in which case eligibility for emergency general assistance will be determined according to section 4.9 of this ordinance.

Maximum Levels of Assistance for Specific Basic Necessities. The municipality will grant assistance to eligible applicants for basic necessities according to the maximum levels for specific types of assistance set forth below. The administrator, in consultation with the applicant, may apply the amount of the applicant's deficit toward assistance

ITEM 98

BACK UP MATERIALS

**Town of Brunswick, Maine**  
**Finance Committee**

*Purpose.* The purpose of this policy is to establish the composition and responsibilities of the Town's Finance Committee.

*Members.* The Finance Committee shall be a standing committee of the Town Council. The Committee shall be comprised of three members of the Town Council appointed by the Council Chair. Finance Committee members shall be appointed as soon as possible after the annual election of the Council Chair. Committee Members shall serve terms of one year each and until their successors are appointed. At its first meeting, the Committee shall select its chair and vice chair.

*Meetings.* The Committee shall meet at least once per month. The meeting dates shall be established at the Committee's first meeting. The Committee chair shall call additional meetings as the chair deems necessary, as voted by a majority of the Committee's members, or as directed by the Town Council. The Committee shall give public notice of its meetings in accordance with Maine's Freedom of Access Act (FOAA) and rules established by the Town Council. A majority of the members appointed to the Committee shall constitute a quorum. A majority of concurring votes shall be necessary to constitute an action on any matter.

*Responsibilities.* The Finance Committee shall perform the following tasks and functions:

1. Encourage and participate in long-range financial planning.
2. Review the annual budget as recommended by the Town Manager and provide commentary to the Town Council.
3. Review monthly budget to actual statements as prepared by the Finance Department.
4. Review ordinances, official statements and other documents connected with the issuance of debt.
5. Review the Town's risk management activities and insurance coverage.
6. Review, as requested, bid specifications and request for proposals for the purchase of goods or services.
7. In consultation the Town's administration, assist or prepare policies and/or procedures relating to the financial affairs of the Town.
8. The Finance Committee shall assume the duties of the Capital Improvement Plan Committee.
9. The Finance Committee shall assume the duties of the Audit Committee.
10. Review and report on the Town's investments.
11. Receive and review the reports and recommendations of the Town's Trust Fund Advisory Committee.
12. Perform such other tasks and functions as may be delegated to it by the Town Council from time to time.

The Finance Committee may adopt rules of procedure, consistent with this policy, to enable it to perform its functions.

*Conflict of Interest.* Members of the Finance Committee shall adhere to the conflict of interest policy was established by the Town Council in its Rules and Procedures.

*Administration.* The Finance Director shall be responsible to provide for the administration of the affairs of the Finance Committee, including preparing agendas and minutes, posting public hearings, handling correspondence, and maintaining all official records.

Proposed to Town Council: July 21, 2014

DRAFT

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# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Special Meeting Agenda**  
**July 1, 2014**  
**3:00 P.M.**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

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

**Councilors Absent:** John M. Perreault

Suzan Wilson joined the executive session via conference call, along with **Joy Prescott**, who is on the Town Manager Search Committee.

Chair Pols called the meeting to order, called the roll, and acknowledged that the meeting was properly noticed.

**Executive session – Personnel matter regarding the Town Manager search process and reviewing applications per 1 M.R.S.A. §405(6)(A)**

**Chair Pols moved, Councilor Favreau seconded, to go into executive session to discuss a personnel matter regarding the Town Manager search process and reviewing applications per 1 M.R.S.A. §405(6)(A). The motion carried with six (6) yeas. (Councilor Watson arrived after the vote at 3:13 p.m.)**

**Councilor Richardson moved, Councilor Favreau seconded, to adjourn the meeting. The motion carried with seven (7) yeas.**

The meeting adjourned at 3:54 p.m.

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

*Frances Smith*  
*Town Clerk/Assistant to the Town Manager*  
*June 21, 2014*

July 21, 2014  
*Date of Approval*

\_\_\_\_\_  
Council Chair

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# CONSENT AGENDA - B BACK UP MATERIALS

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

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

**Councilors Absent:** Sarah Brayman

**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; James Oikle, Business Manager for School Department; Paul Caron, Facilities Manager for the School Department; Steve Langsdorf, Town Attorney; and TV video crew.

Chair Pols called the meeting to order and called the roll.

**Executive session – Personnel matter regarding the Town Manager search process and review of applications per 1 M.R.S.A. §405(6)(A)**

**Councilor Watson moved, Councilor Perreault seconded, to go into executive session to discuss a personnel matter regarding the Town Manager search process and the review of applications per 1 M.R.S.A. §405(6)(A). The motion carried with seven (7) yeas. Councilor Walker arrived after the vote. (Joy Prescott, School Board member, and David Barrett, consultant, also attended the executive session.)**

**Councilor Watson moved, Councilor Wilson seconded, to come out of executive session. The motion carried with eight (8) yeas.**

**MEETING RESUMES**

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

**Public Comment**     *(Time item discussion began was 7:08 p.m.)*

**Amanda Bunker**, Conservation Commission Chair, spoke regarding their Open Space Inventory Study. Councilor Watson, Councilor Wilson, and Councilor Walker spoke regarding the comments.

**Town Council Minutes**

**July 7, 2014**

**Page 2**

**Correspondence**      *(Time item discussion began was 7:14 p.m.)*

Councilor Richardson spoke regarding continuing to move forward with Revision Energy and MRRA on creating a solar project on the recreation building, possibly with a fall start date.

**Council Committee Updates** *(Time item discussion began was 7:16 p.m.)* None

**Adjustments to the Agenda** None

**MANAGER'S REPORT:**

**a) Nomination Papers availability** *(Time item discussion began was 7:16 p.m.)*

Fran Smith, Town Clerk, spoke regarding this item.

**b) Approval of ballot for MMA's Legislative Policy Committee** *(Time item discussion began was 7:18 p.m.)*

Mr. Eldridge spoke regarding this item.

*This item will come back at the next Council meeting.*

**c) (ADDED) Report on alternatives for idling trains** *(Time item discussion began was 7:19 p.m.)*

Mr. Eldridge spoke regarding this item, and answered questions from Councilor Perreault.

Councilor Millett and Councilor Favreau spoke regarding this item.

**d) (ADDED) Delays in Maine Natural Gas deliveries due to pavement and coordination of facilities** *(Time item discussion began was 7:26 p.m.)*

Mr. Eldridge spoke regarding this item.

**PUBLIC HEARING**

**85. The Town Council will hold a public hearing on an application for a special amusement license, and will take any appropriate action. (Manager)** *(Time item discussion began was 7:28 p.m.)*

**Special Amusement  
165 Park Row, Inc.  
D/B/A: Brunswick Inn  
165 Park Row**

**Eileen Horner**

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

**Councilor Perreault moved, Councilor Millett seconded, to approve the application for a special amusement license for the Brunswick Inn, located at 165 Park Row. The motion carried with eight (8) yeas.**

**86. The Town Council will hear public comments for “An Ordinance Authorizing the Acquisition and Installation of Heating, Ventilation, Cooling, and Related Equipment at the Junior High School, with Total Project Costs Not to Exceed \$454,080 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$454,080 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder,” and will take any appropriate action. (Manager) (Time item discussion began was 7:29 p.m.)**

Mr. Eldridge spoke regarding this item.

Chair Pols opened the public hearing.

Jim Oikle, Business Manager for the School Department, and Paul Caron, Facilities Manager for the School Department, spoke regarding this item.

Mr. Caron responded to questions from Councilor Perreault and Councilor Millett.

Chair Pols spoke regarding this item.

**Mike O’Brien**, representing Siemens, spoke regarding this item and responded to questions from Councilor Favreau and Councilor Millett (reading Pem Schaffer’s question)

Chair Pols closed the public hearing.

Councilor Perreault, Councilor Favreau, and Councilor Watson, along with Mr. Eldridge, spoke regarding this item.

**Councilor Perreault moved, Councilor Millett seconded, to adopt “An Ordinance Authorizing the Acquisition and Installation of Heating, Ventilation, Cooling, and Related Equipment at the Junior High School, with Total Project Costs Not to Exceed \$454,080 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$454,080 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder.” The motion carried with eight (8) yeas.**

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

Town Council Minutes

July 7, 2014

Page 4

87. The Town Council will hear public comments on the Zoning Ordinance amendments relative to eliminating the restriction for pre-election and post-election removal of political signs, and will take any appropriate action. (Chair Pols) (*Time item discussion began was 7:53 p.m.*)

Chair Pols spoke regarding this item and then opened the public hearing. Hearing no comments, he closed the public hearing.

Councilor Richardson asked questions, to which Mr. Langsdorf responded.

Chair Pols commented on an email from Jonathan Crimmins.

Councilor Millett, Councilor Wilson, and Councilor Watson spoke regarding this item.

**Chair Pols moved, Councilor Watson seconded, to adopt Zoning Ordinance amendments relative to eliminating the restriction for pre-election and post-election removal of political signs. The motion carried with eight (8) yeas.**

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

**NEW BUSINESS**

88. The Town Council will consider setting a public hearing for July 21, 2014, for amendments to the Zoning Ordinance to consider the rezoning of the MU1 (Rural Mixed Use 1 - Lower Bath Road) District within the Town's Growth Area to CC (Cooks Corner Center) District and remaining lands outside the Growth Area rezoned to CR2 (Country Residential 2) thereby eliminating the MU1 District in total, and will take any appropriate action. (Manager) (*Time item discussion began was 8:00 p.m.*)

Anna Briench spoke regarding this item, and responded to questions from Chair Pols, Councilor Perreault, Councilor Walker, and Councilor Millett.

**Councilor Watson moved, Councilor Favreau seconded, to schedule a public hearing on July 21, 2014, to consider the rezoning of the MU1 (Rural Mixed Use 1 - Lower Bath Road) District within the Town's Growth Area to CC (Cooks Corner Center) District and remaining lands outside the Growth Area rezoned to CR2 (Country Residential 2), thereby eliminating the MU1 District in total. The motion carried with seven (7) yeas. Councilor Millett was opposed.**

89. The Town Council will consider engaging Strategic Talent Management to provide assessment services to the Town of Brunswick in connection with the search and recruitment of a new Town Manager, and will take any appropriate action. (Councilor Favreau) (*Time item discussion began was 8:14 p.m.*)

Town Council Minutes

July 7, 2014

Page 5

Councilor Favreau spoke regarding this item.

Councilor Millett, Chair Pols, Councilor Perreault, Councilor Walker, Councilor Watson, and Councilor Richardson spoke regarding this item.

**MOTION:**

**Councilor Favreau moved, Councilor Watson seconded, to authorize the Town of Brunswick to engage the services of Strategic Talent Management to provide assessment services to the Town of Brunswick in connection with its search and recruitment of a new Town Manager. These assessment services shall be limited to the final three candidates at a cost of \$650.00 per candidate or a maximum cost of \$1,950.00.**

*No vote occurred since a tabling motion was put forth.*

**TABLING MOTION:**

**Councilor Richardson moved, Councilor Walker seconded, to table this item. The motion carried with eight (8) yeas.**

90. The Town Council will consider setting a public hearing for July 21, 2014, on amendments to the General Assistance Maximums, and will take any appropriate action. (Manager) *(Time item discussion began was 8:22 p.m.)*

Mr. Eldridge spoke regarding this item.

**Councilor Watson moved, Councilor Walker seconded, to set a public hearing for July 21, 2014, on amendments to the General Assistance Maximums for increases to GA overall maximums. The motion carried with eight (8) yeas.**

91. The Town Council will consider setting a public hearing for July 21, 2014, on amendments to Chapter 15 (“Traffic and Vehicles – Article IV - Stopping, Standing, Parking) regarding making a section of upper Park Row from South Street to College Street two hour parking only, and will take any appropriate action. (Manager) *(Time item discussion began was 8:23 p.m.)*

Chair Pols spoke regarding this item.

**Councilor Favreau moved, Councilor Watson seconded, to set a public hearing for July 21, 2014, on amendments to Chapter 15 (“Traffic and Vehicles – Article IV - Stopping, Standing, Parking) regarding making a section of upper Park Row from South Street to College Street two hour parking only. The motion carried with eight (8) yeas.**

92. The Town Council will consider adopting a charge for the Solid Waste Task Force Committee, and will take any appropriate action. (Manager) *(Time item discussion began was 8:24 p.m.)*

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

Councilor Richardson and Councilor Wilson spoke regarding this item.

**Councilor Perreault moved, Councilor Watson seconded, to adopt a charge for the Solid Waste Task Force Committee. The motion carried with eight (8) yeas.**

**Chair Pols appointed Councilor Wilson, Councilor Walker, and Councilor Perreault, as Council representatives, and Pamela “Punny” Edgerton and Mike Wilson as Recycling and Sustainability Committee members.**

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

- 93. The Town Council will consider appointments to the Town’s Boards and Committees, and will take any appropriate action. (Appointments Committee)**  
*(Time item discussion began was 8:34 p.m.)*

Councilor Favreau made the following nominations:

Gail Michael to serve on the Housing Authority

Anthony Yuodsnukis to serve on the Marine Resources Committee

The Council appointed the nominees with eight (8) yeas.

**CONSENT AGENDA** *(Time item discussion began was 8:33 p.m.)*

- a) **Approval of the Minutes of May 29, 2014**
- b) **Approval of the Minutes of June 2, 2014**
- c) **Approval of the Minutes of June 16, 2014**
- d) **Approval of the Minutes of June 23, 2014**
- e) **Approval of quitclaim deeds for the following: mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 323; a mobile home on land depicted as Map 022 Lot 054 Sub 000 Typ 198; a mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 405; and a parcel of land with any buildings depicted as Map 024 Lot 018 Sub 000 Typ 000.**
- f) **Approval of utility permits for Maine Natural Gas for sections of Spruce Lane, Robin Drive, and Harpswell Road**

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

*(A copy of the CA-E and CA-F will be attached to the official minutes.)*

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

The meeting adjourned at 8:34 p.m.

**Town Council Minutes**

**July 7, 2014**

**Page 7**

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

*Frances Smith*

*Town Clerk/Assistant to the Town Manager*

*July 21, 2014*

July 21, 2014

*Date of Approval*

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Council Chair

**CONSENT AGENDA - C  
BACK UP MATERIALS**

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **Durkee, Laurie**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
26291	125	August 22, 2008	2007
27188	190	August 18, 2009	2008

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 051 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2007 and April 1, 2008.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of July 2014.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

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

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **Hahn, Kristopher Jason**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
27187	169	August 18, 2009	2008
28010	158	August 23, 2010	2009
28904	204	August 22, 2011	2010

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 110 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2008, April 1, 2009, and April 1, 2010.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of July 2014.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

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

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **Johnson, Rae Ann**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
29866	151	August 24, 2012	2011
30957	66	August 23, 2013	2012

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

A certain Mobile Home on land depicted as Map 025 Lot 016 Sub 000 Typ 012 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2011 and April 1, 2012.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of **July 2014**.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

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

BRUNSWICK TOWN CLERK  
JULY 21 2014  
RECEIVED  
TOWN OF BRUNSWICK

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **LaBonte, Carmen**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
25405	196	August 22, 2007	2006
26291	50	August 22, 2008	2007
27187	261	August 18, 2009	2008

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

A certain Mobile Home on land depicted as Map 025 Lot 016 Sub 000 Typ 031 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2006, April 1, 2007 and April 1, 2008.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of July 2014.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

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

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **Zubrod, Bonnie**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
26291	191	August 22, 2008	2007
27188	192	August 18, 2009	2008

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

A certain Mobile Home on land depicted as Map 022 Lot 054 Sub 000 Typ 070 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2007 and April 1, 2008.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of July 2014.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

\_\_\_\_\_  
Frances M. Smith  
Notary Public  
Commission expires -- January 23, 2015

*[Faint, illegible text, possibly a stamp or additional notes]*

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **Varney, Kenneth**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
24267	207	August 15, 2006	2005
26291	184	August 22, 2008	2007

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

A certain Mobile Home on land depicted as Map 045 Lot 003 Sub 000 Typ 051 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2005 and April 1, 2007.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of July 2014.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

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

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **Tucker, Mildred heirs of c/o Frank P Paul**, of Lisbon, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
23028	313	August 16, 2005	2004
24267	205	August 15, 2006	2005
25406	220	August 22, 2007	2006

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

A certain parcel of land with any buildings depicted as Map G01 Lot 002 Sub 000 Typ 000 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2004, April 1, 2005, and April 1, 2006.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of July 2014.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

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

RECORDED  
INDEXED  
CUMBERLAND COUNTY  
REGISTRY OF DEEDS  
JUL 23 2014

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Treasurer duly authorized by its Town Council, on July 21, 2014 for consideration paid, release to **Hanson, Robert F Jr**, of Windham, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
29866	136	August 24, 2012	2011
30957	25	August 23, 2013	2012

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

A certain parcel of land with any buildings depicted as Map U11 Lot 033 Sub 000 Typ 000 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2011 and April 1, 2012.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Treasurer this 21<sup>st</sup> day of July 2014.

Signed, Sealed and Delivered by John S. Eldridge, III, Treasurer of the Town of Brunswick.

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Treasurer

STATE OF MAINE  
Cumberland, ss.

July 21, 2014

Personally appeared the above named John S. Eldridge, III, Treasurer of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

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

RECORDED TO #NOT  
INDEXED  
JUL 21 2014  
CUMBERLAND COUNTY

# CONSENT AGENDA - D BACK UP MATERIALS

## MEMORANDUM

---

TO: John Eldridge, Town Manager  
FROM: John A. Foster, Director, PWD  
DATE: June 25, 2014  
SUBJECT: Utility Location Permits

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

In application ULP 2014-16, Spring Street Maine Natural Gas seeks authorization to install a 2" gas main along 2 portions of Spring Street, one portion of the proposed gas main will run, in the sidewalk, from the existing gas main located east of Spring St on the north side of Weymouth St southerly across Weymouth St. to the north side of Page St. Approximately 340 feet of 2" gas main.

The other proposed gas main will run in the sidewalk along the east side of Spring St from the south side of Boody St across Belmont St to the north side of Columbia Ave. Approximately 725 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 July 8, 2014

Permit Number: 2014-16  
(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: Spring Street

Starting Point North: Weymouth Street End Point: Page Street

Starting Point South: Boody Street End Point: Columbia Street

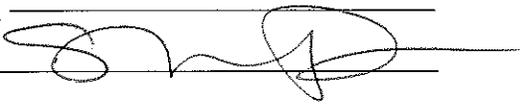
Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main in two locations on Spring Street. The first proposed gas main extension will extend from Weymouth Street to Page Street heading south and will be located in the sidewalk on the eastern side of the road. The second proposed gas main extension will extend from Boody Street to Columbia Street heading south and will be located in the sidewalk on the eastern side of the road. The gas main will be kept within the right of way. Maine Natural Gas will work with utilities and relocate main as necessary.

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

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

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

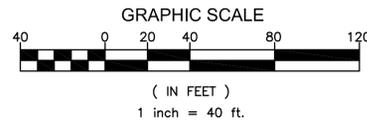
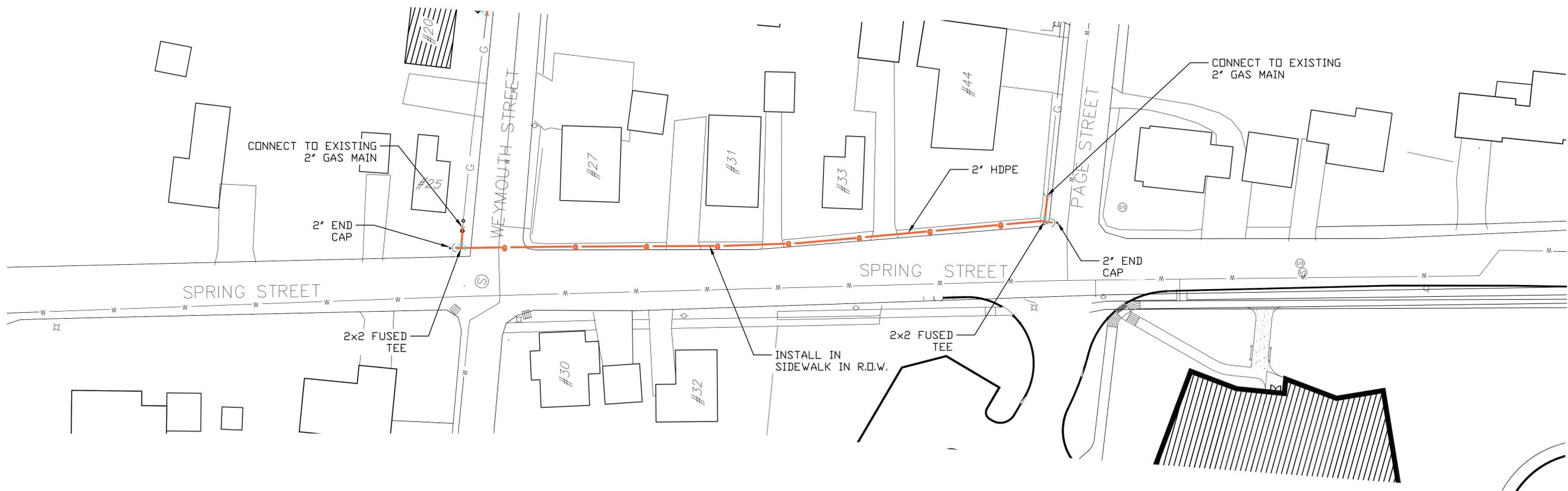
Name of Newspaper: \_\_\_\_\_

Signature of Utility: 

Print Name and Title: Sheena Bitetti – Gas Engineer

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

CONTRACTOR TO MAINTAIN 36" DEPTH. CONTRACTOR TO VERIFY ALL UTILITIES AND KEEP MINIMUM CLEAR DISTANCE REQUIRED. CONTRACTOR TO COORDINATE WITH TOWN OF BRUNSWICK AND UTILITIES.



NO. SUBMISSIONS/REVISIONS	APPROVED DATE
1	7/08/14
2	
3	
4	

DRAWN BY SMB	CHECKED BY	DATE	APPROVED BY	DATE	BOOK NO.	PROJECT NO.	SCALE
		07/08/2014				ZR-13056	1" = 40'

UTILITY LOC. PERMIT

MAINE NATURAL GAS  
GAS MAIN EXPANSION  
BRUNSWICK, MAINE

9 Industrial Parkway, Brunswick, Maine 04011

SPRING STREET NORTH

DRAWING  
C-1

PLOTTED 7/8/2014

