

BRUNSWICK TOWN COUNCIL

Agenda

June 1, 2015

7:00 P.M.

Council Chambers

Town Hall

85 Union Street

Roll Call of Members

Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the Minutes of April 30, 2015
- b) Approval of the Minutes of May 14, 2015
- c) Approval of the Minutes of May 18, 2015
- d) Adoption of policies required as part of the Community Development Block (CDBG) Grant Phase II Project Development
- e) Approval of a request from the Brunswick Downtown Association to hold their annual Outdoor Arts Festival on August 15, 2015, and to waive the \$500 fee

Item below requires public input, so it is suggested that it be removed from the Consent Agenda to allow for comments from those requesting Council action.

- f) Acceptance of sculpture donated by Brunswick Public Art

Public Comments

Correspondence

Committee Reports

MANAGER'S REPORT:

- a) Recognition of donation of granite bench in memory of Jacquelin A. Toth
- b) Election reminder for June 9th School Budget Validation Referendum
- c) Update regarding NNEPRA action on an auxiliary power unit
- d) CDBG Program Overview

NEW BUSINESS

63. The Town Council will consider amending the Council Rules regarding how Council action items will be handled at Council meetings, and will determine if any future action is needed. (Chair Brayman)

DISCUSSION

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

ACTION

Executive Session: Acquisition of Property [1 M.R.S.A. §405(6)(C

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

Brunswick Town Council
Agenda
June 1, 2015
Council Notes and Suggested Motions

CONSENT AGENDA

- a) Approval of the Minutes of April 30, 2015: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of May 14, 2015: A copy of the minutes is included in your packet.
- c) Approval of the Minutes of May 18, 2015: A copy of the minutes is included in your packet.
- d) Adoption of policies required as part of the Community Development Block (CDBG) Grant Phase II Project Development: The Maine Department of Economic and Community Development (DECD) has four components in its CDBG application and award process: (a) the Letter of Intent, (b) the Public Hearing and Application; (c) the Phase II Project Development; and, (d) the contract award. As part of the Phase II Project Development process, the Town must provide assurances that it has adopted certain policies required by DECD. While DECD allows communities to use copies of documents they have on file, it requests that the Town update its policies every three to five years. Our documents must be updated since they were last adopted in October 2010. Copies of a memo from Linda Smith and the standard policies, with customized language for the Town of Brunswick, are included in your packet.
- e) Approval of a request from the Brunswick Downtown Association to hold their annual Outdoor Arts Festival on August 15, 2015, and to waiving the \$500 fee: This item is to consider approval of the request from the Brunswick Downtown Association to hold their annual Outdoor Arts Festival. The event requires Council approval under Chapter 10, Section 26(b)(14) of the Municipal Code. This ordinance also allows the Council to waive the \$500 fee (except for the \$25 application fee), which the BDA is asking the Council to do. The fee has been waived in the past. If you do not wish to waive the fee, the Council will want to pull this item off the Consent Agenda and vote on it separately. A copy of their letter is included in your packet.

Item below requires public input, so it is suggested that it be removed from the Consent Agenda to allow for comments from those requesting Council action.

- f) Acceptance of sculpture donated by Brunswick Public Art: This item is for the Council to support a resolution accepting this donation. The sculpture, located near the Visitor's Center, will be installed between June 17th and June 19th. The unveiling celebration will be on Monday, June 29, 2015. Copies of a draft resolution and photo of the sculpture are included in your packet.

The Council has the option to remove any item from the Consent Agenda to be considered separately.

Suggested motion:

Motion to approve the Consent Agenda.

Suggested motion:

Motion to approve the Consent Agenda for item CA(f) approving the resolution for the donation of a sculpture by Brunswick Public Art.

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) Recognition of donation of granite bench in memory of Jacquelin A. Toth: This item is to recognize the donation of this bench in memory of Ms. Toth and to thank those who donated on her behalf. A copy of the letter from Mr. Farrell, thanking the family for their generous donation, is included in your packet.
- b) Election reminder for June 9th School Budget Validation Referendum: Absentee ballots are available in the Town Clerk's office until Thursday, June 4th. Tuesday and Wednesday office hours are 8:30 a.m. to 4:30 p.m. On Thursday, the office will be open until 7:00 p.m. On June 9th the polls are open 7:00 a.m. to 8:00 p.m. at the Junior High School, 65 Columbia Avenue.
- c) Update regarding NNEPRA action on an auxiliary power unit: This item is to update the Council and the public on what NNEPRA will be doing regarding this installation. On Friday, May 22nd, Patricia Quinn left a voice mail message for the Town Manger indicating that NNEPRA was planning to go ahead with the installation of the Auxiliary Power Unit at Brunswick West. We understand the issue was also discussed at a recent NNEPRA Board meeting. The Town Manager hopes to have additional information for the Council at Monday's meeting.
- d) CDBG Program overview: This item is to provide an overview of this program. At the April 16, 2015 Council meeting, several Councilors asked for a brief overview of the Community Development Block Grant (CDBG) programs. Linda Smith has prepared a summary chart on the various programs, which are articulated in detail in the Department of Economic and Community Development's Office of Community Development's 2015 Program Statement. Copies of the memo from Ms. Smith, along with supporting materials, are included in your packet.

NEW BUSINESS

63. This item is for the Council to discuss amending the Council Rules regarding how Council action items will be handled at Council meetings. Per the rules, the Council cannot make changes at this time, but if you wish, the changes can be made at the next meeting. A copy of the drafted changes is included in your packet.

Suggested Motion: No motion, with possible action at the next meeting.

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

Suggested Motion:

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

Executive Session: Acquisition of Property [1 M.R.S.A. §405(6)(C)]

Suggested Motion:

Motion to go into Executive Session to discuss Acquisition of Property per 1 M.R.S.A. §405(6)(C).

No action will be taken after coming out of executive session.

Suggested Motion:

Motion to adjourn the meeting.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Special Meeting Minutes
and Budget Workshop
April 30, 2015
7:00 P.M.
Council Chambers
Town Hall
85 Union Street

Councilors Present: W. David Watson, Stephen S. Walker, Suzan Wilson, John M. Perreault, Daniel E. Harris, Jane F. Millett, Sarah E. Brayman, Katherine E. Wilson, and John Richardson, Jr.

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; Julie Henze, Finance Director; Cathy Donovan, Assessor; Anna Breinich, Director of Planning and Development; Tom Farrell, Director of Parks and Recreation; Ken Brilliant, Fire Chief; Don Koslosky, Deputy Fire Chief; Jeff Emerson, Deputy Fire Chief; Linda Smith, Business Development Manager; and TV video crew

Chair Brayman called the meeting to order, asked the Clerk for roll call, acknowledged that the meeting was properly noticed, and led the Pledge of Allegiance.

Adjustments to Agenda: None

NEW BUSINESS

- 47. The Town Council will consider authorizing the Town to participate in the pre-application process for TIGER grants for the completion of the Androscoggin River Bike and Pedestrian Path and the creation of a parking facility near Town Hall, and will take any appropriate action. (Manager)**

Manager Eldridge introduced this item.

Anna Breinich, Director of Planning and Development, provided additional information on this item.

Councilor Perreault, Councilor Millett, and Councilor Harris asked questions, to which Ms. Breinich responded.

Manager Eldridge also responded to Councilor Millett's question.

Councilor Perreault moved, Councilor Watson seconded. to authorize the Town to participate in the pre-application process for TIGER grants relative to the completion of the Androscoggin River Bike and Pedestrian Path (in the amount of \$2.2 million) and creating a parking facility near Town Hall to include the Portland METRO (in the amount of \$5.5 million.) The motion carried with nine (9) yeas.

Town Council Minutes

April 30, 2015

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(A copy of Ms. Breinich's memo will be attached to the official minutes.)

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

The meeting adjourned at 7:26 p.m.

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

*Frances M. Smith
Town Clerk
May 14, 2015*

June 1, 2015
Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes – Special Meeting
Budget Hearing
May 14, 2015
7:00 P.M.
Council Chambers
Town Hall
85 Union Street

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

Councilors Absent: Councilor Daniel E. Harris

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; Paul Perzanoski, Superintendent of Schools; Greg Bartlett, Assistant Superintendent of Schools; James Oikle, School Business Manager; Anna Breinich, Director of Planning and Development; Ken Brilliant, Fire Chief; Richard Rizzo, Police Chief; John Foster, Public Works Director; Tom Farrell, Director of Parks and Recreation; Julie Henze, Finance Director; Linda Smith, Business Development Manager; Don Koslosky, Deputy Fire Chief; Jeff Emerson, Deputy Fire Chief; Linda Smith, Business Development Manager; Bryan Cobb, IT/Cable TV Manager; Jessica Factor, Human Resources Manager; Terry Goan, Police Officer; and TV video crew

Chair Brayman called the meeting to order, asked the Clerk for roll call, acknowledged that the meeting was properly noticed, and led the Pledge of Allegiance.

Adjustments to the Agenda: None

PUBLIC HEARINGS

52. The Town Council will hear public comments regarding the proposed 2015-2016 Municipal Budget, which includes the school budget portion of the overall municipal budget, and Capital Improvement Plan 2016-2020, and will take any appropriate action. (Manager)

Manager Eldridge introduced this item and provided an overview of the budget.

Councilor Millett spoke regarding the mill rate.

Chair Brayman opened the public hearing.

Town Council Minutes

May 14, 2015

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The following people spoke during the public hearing:

Meg Austin, 8 Parsons Farm Road

Soxna Dice, 3 Breckan Road

Richard Ellis, Adams Road, and School Board member

Jon Carr, 246 Woodside Road

Jim Trusiani, 6 Pleasant Street

Richard Fisco, 2 Lincoln Street

Renata Ledwick, 4 High Street

Sara Branch, 2 High Street

John Kosinski, 17 Thompson Street

Marie Barbieri, 17 Sumac Drive

Gretchen Feiss, 46 Union Street

Erin Mangalam, 4 Chestnut Road

Dana Bateman, 13 Franklin Street

Heather Perkinson, 6 Page Street

Councilor Richardson spoke about the loss of state funding.

Chair Brayman closed the public hearing.

Council Questions/Discussion

Councilor Perreault, Councilor Walker, and Councilor Millett asked questions, to which Superintendent Perzanoski responded.

Councilor Millett, Councilor Perreault, Councilor Richardson and Chair Brayman spoke regarding the proposed budget.

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

The meeting adjourned at 8:43p.m.

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

Frances M. Smith

Town Clerk

May 17, 2015

June 1, 2015
Date of Approval

Council Chair

CONSENT AGENDA - C BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
May 18, 2015
7:00 P.M.
Council Chambers
Town Hall
85 Union Street

Councilors Present: W. David Watson, Stephen S. Walker, Suzan Wilson, John M. Perreault, Jane F. Millett, Sarah E. Brayman, and Katherine E. Wilson

Councilors Absent: Councilor Daniel E. Harris and John Richardson Jr.

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk/Assistant to the Town Manager; John Foster, Public Works Director; Ken Brilliant, Fire Chief, Richard Rizzo, Police Chief; John Foster, Public Works Director; Julie Henze, Finance Director; Don Koslosky, Deputy Fire Chief; Terry Goan, Police Officer; and TV video crew

Chair Brayman called the meeting to order, asked the Clerk for roll call, and acknowledged that the meeting was properly noticed.

Executive Session: Union Negotiations [1 M.R.S.A. §405(6)(D)]

Councilor Perreault moved, Councilor Millett seconded, to go into executive session to discuss Union Negotiations per 1 M.R.S.A. §405(6)(D). The motion carried with seven (7) yeas.

MEETING RESUMES

Chair Brayman resumed the meeting and led the Pledge of Allegiance.

CONSENT AGENDA *(This item was discussed at 7:01 p.m.)*

(a) Approval of the minutes of May 4, 2015

(b) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 025

Councilor Perreault moved, Councilor Millett seconded, to approve the Consent Agenda. The motion carried with seven (7) yeas.

Public Comments *(This item was discussed at 7:02 p.m.)*

Sara Singer, 17 Thompson Street, spoke regarding the school budget and the reductions in state funding.

Correspondence *(This item was discussed at 7:04 p.m.)* None

Committee Report *(This item was discussed at 7:05 p.m.)*

A report was given regarding the Teen Center fundraiser.

MANAGER'S REPORT *(This item was discussed at 7:08 p.m.)*

(a) Financial Update

Manager Eldridge spoke regarding this item.

PUBLIC HEARING

53. **The Town Council will hear comments regarding ordinance amendments to Chapter 14 “Streets, Sidewalks, and Other Public Places” of the Brunswick Municipal Code relative to increasing permit fees for Street Openings, Street Entrances, and Street Obstruction, and will take any appropriate action. (Manager) *(This item was discussed at 7:09 p.m.)***

Manager Eldridge introduced this item and responded to a question from Councilor Millett.

John Foster, Public Works Director, also responded to Councilor Millett's question.

Chair Brayman opened the public hearing.

Councilor Perreault abstained, since the proposed changes may have a direct financial effect on his business.

Chair Brayman moved, Councilor Watson seconded, to adopt ordinance amendments to Chapter 14 “Streets, Sidewalks, and Other Public Places” of the Brunswick Municipal Code relative to increasing permit fees for Street Openings, Street Entrances, and Street Obstruction. The motion carried with five (5) yeas. Councilor Millett was opposed and Councilor Perreault abstained.

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

54. **The Town Council will hear comments regarding ordinance amendments to Chapter 13 “Solid Waste” of the Brunswick Municipal Code to allow a discounted disposal fee in return for a reduction in the contract charge for curbside residential rubbish collection for Town contracted residential curbside collection, and will take any appropriate action. (Manager) *(This item was discussed at 7:16 p.m.)***

Chair Brayman opened the public hearing.

Manager Eldridge introduced this item and responded to questions from Councilor Perreault and Councilor S. Wilson.

Councilor Millett spoke regarding this item.

Chair Brayman closed the public hearing.

Councilor Walker moved, Councilor Watson seconded, to adopt ordinance amendments to Chapter 13 “Solid Waste” of the Brunswick Municipal Code to allow a discounted disposal fee in return for a reduction in the contract charge for curbside residential rubbish collection for Town contracted residential curbside collection. The motion carried with seven (7) yeas.

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

NEW BUSINESS

55. **The Town Council will consider recommendations from the Nathaniel Davis Fund Committee, and will take any appropriate action. (Manager) (This item was discussed at 7:27 p.m.)**

Sande Updedgraph, Chair of the Committee, gave the recommendations.

Councilor Perreault moved, Councilor Walker seconded, to accept the recommendations for the Davis Fund’s 2014-2015 allocations as recommended by the Committee. The motion carried with six (6) yeas. Chair Brayman abstained as she is on the board of Brunswick Public Art.

(A copy of the Committee’s minutes, with their recommendations, will be attached to the official minutes.)

56. **The Town Council will discuss the Municipal Budget and provide some direction as to the final budget goal, and no action will be required. (Manager) (This item was discussed at 7:39 p.m.)**

Manager Eldridge made a presentation on the budget. He responded to questions from Councilor Millett, Councilor Perreault, and Councilor S. Wilson.

Councilor Perreault spoke and asked questions, to which Manager Eldridge and Mr. Foster responded.

Chair Brayman opened the floor to public comments.

John Carr, 246 Woodside Road, made comments and asked questions.

Richard Fisco, 2 Lincoln Street, spoke and provided suggestions.

Chair Brayman closed the floor to public comment and opened up discussion for the Council.

The following Councilors spoke regarding the proposed budget:

Chair Brayman, Councilor Walker, Councilor Perreault, Councilor Millett, Councilor K. Wilson, Councilor S. Wilson, and Councilor Watson.

Councilor Watson moved, Councilor Perreault seconded, to adjourn the meeting. The motion carried with six (6) yeas. Councilor Millett left prior to adjournment.

The meeting adjourned at 9:39 p.m.

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

Frances M. Smith
Town Clerk
May 20, 2015

June 2, 2015
Date of Approval

Council Chair

CONSENT AGENDA - D BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY
DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: Town Council
FROM: Linda Smith, Business Development Manager
SUBJECT: Required Documents for Community Development Block Grant Program Applications
DATE: May 22, 2015

The Maine Department of Economic and Community Development (DECD) has four components in its Community development Block Grant (CDBG) application and award process: (a) the Letter of Intent, (b) the Public Hearing and Application; (c) the Phase II Project Development; and, (d) the contract award. As part of the Phase II Project Development process, the Town must provide assurances that it has adopted certain policies required by DECD. While DECD allows communities to use copies of documents they have on file, it requests that the Town update its policies every three to five years. Our documents must be updated since they were last adopted in October 2010.

The following policies need to be updated:

- Code of Standards of Conduct;
- Fair Housing Resolution and Fair Housing Assessment;
- Section 504/ADA Self Evaluation and Transition Plan and Certification;
- Equal Opportunity Policy Statement; and,
- Anti-Displacement & Relocation Assistance Plan.

Wherever necessary, the policies contain the Town of Brunswick's specific information. The Section 504/ADA Self Evaluation and Transition Plan and the Fair Housing Assessment were completed by Jessica Factor, Human Resources Manager. Since we have occupied four new facilities (Police Department, Town Hall, Recreation Department, and People Plus) since the 2010 adoption process, this update required coordination with Buddy Rogers, Facilities Foreman, to visit the actual facilities and document compliance with the Section 504/ADA and Fair Housing requirements. As the chart on the final page of the Section 504 Self Evaluation and Transition Plan indicates, our facilities are at an almost 100% level of compliance.

Jessica Factor and I are available to answer any questions you may have about these policies.

Attachments/

Cc: John Eldridge, Town Manager

Jessica Factor, Human Resources Manager

STANDARDS OF CONDUCT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT

INTRODUCTION

Elected officials, appointed officials, employees of Community Development Block Grant (CDBG) recipients, and contractors are those responsible for administering Maine's CDBG Program and are also responsible for its integrity. Following sound business practices, prescribed standards of conduct and Department of Housing and Urban Development (HUD) requirements will help protect these grant funds, but also those who administer the program.

PURPOSE

This notice provides information on specific activities you must avoid and identifies essential HUD requirements that must be met. The requirements will help to prevent fraud and program abuse by alerting essential officials to appropriate standards of conduct.

AUTHORITIES

Pertinent laws and requirements that you should have copies of are:

- ✓ Housing and Community Development Act of 1974 as amended in 1992.
- ✓ Community Development Block Grant Regulations (24 CFR Part 570).

PROGRAM REQUIREMENTS & PROHIBITED ACTIVITIES

The following sections reviewed prohibited activities and administrative requirements that must be followed by all CDBG communities.

1. Prohibition against conflicts of interest

CDBG regulations (25 CFR, Part 570.489 (h)) prohibit conflicts of interest. For all CDBG activities: no employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients may:

- a) Obtain personal or financial interest or benefits including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest.
- b) Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contract in which your spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one year after you leave your position with a CDBG activity or program.
- c) HUD may grant an exception to this conflict of interest provision if it determines that such exception will enhance the effectiveness of the CDBG project. Requests for such exceptions must be made in writing to this office.

2. Procurement and Contracting Requirements

Provisions of 24 CFR Part 85 and Part 36, Administrative Requirements apply to the CDBG Program grantees. These provisions prohibit the following practices in your procurement and contract administration.

a) Circumventing competitive bidding requirements by:

- 1) failing to advertise for sealed bids or soliciting proposals and engaging in noncompetitive negotiation;

- 2) failing to use established evaluation criteria in negotiations;
- 3) splitting bids by breaking down contracts into small parts so that purchase order procedures can be used except to meet Minority/Women Business Enterprise goals;
- 4) favoring or providing a competitive advantage to any one firm or individual; identifying the names of those invited to bid; and preparing fictitious bids to simulate competition.

b) Failing to adhere to contract award requirements by:

- 1) allowing excessive price charges;
- 2) awarding contract to other than low bidder without adequate justification; and
- 3) accepting a bid that does not contain a price for all items or services included in the bid invitation.

c) Failing to verify contractual and programmatic compliance by contractors by:

- 1) authorizing payment for work not completed;
- 2) falsifying inspection reports;
- 3) altering contractor invoices; and
- 4) misusing modification or change orders.

3. Financial Management and Recording Systems

You must comply with the following requirements of 24 CFR part 85.20 and 85.42 and CDBG regulations.

- a) Establish internal controls to safeguard cash, inventory and equipment.
- b) Establish a special ledger account for all CDBG monies.
- c) Maintain financial records including:
 - 1) A register of cash receipts and disbursements;
 - 2) record of all non-cash transactions;
 - 3) General ledger to show the status of each CDBG account;
 - 4) A fixed account ledger, and
 - 5) A record of drawdowns, funds received and balance of funds.
- d) Ensure you maintain financial records and maintain for three years from final closeout.
- e) Use income generated from grant activities for other eligible activities.
- f) Use program income before drawing additional grant funds to pay for allowable program expenses.
- g) Not request or draw down more funds than needed.

4. Cost Allowance

You must comply with OMB Circular A-87, Cost Principles for State and Local Governments. You may not spend CDBG funds on ineligible activities including:

- a) Expenses required to carry out the regular responsibilities of the general local government.
- b) Partisan political activities (e.g. contributions towards political campaigns, voter registration or candidate forums).

5. Program Monitoring

Regulation CFR Part 85.40 states you must monitor the performance of grant supported activities to assure compliance with federal requirements and that performance goals are being achieved. It is suggested you:

- a) Keep records for your on-site visits to sub grantees and contractors.
- b) Place special emphasis on your monitoring of the highest risk sub recipients and contractors.

AUTHORIZED SIGNATURES

Name:	Date:
Fran Smith, Town Clerk Adopted by the Brunswick Town Council on –	Date:

Municipal Seal

FAIR HOUSING RESOLUTION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

LET IT BE KNOWN TO ALL PERSONS of the Town of Brunswick that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Brunswick to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Therefore, the Town does hereby pass the following Resolution:

BE IT RESOLVED that within available resources the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

BE IT FURTHER RESOLVED that the Town shall publicize this Resolution and through this publicity shall cause owners of real estate, developers and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and any applicable state and local laws or ordinances.

SAID PROGRAM will at a minimum include but not be limited to: (1) the printing and publicizing of this policy and other applicable fair housing information through local media and community contacts; (2) distribution of posters, flyers and any other means which will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing.

AUTHORIZED SIGNATURES

Name:	Date:
Fran Smith, Town Clerk Adopted by the Brunswick Town Council on –	Date:

Municipal Seal

FAIR HOUSING SELF ASSESSMENT

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

COMMUNITY OF: **BRUNSWICK**

1. To the best of your knowledge has your community been involved in any complaints regarding discrimination the sale or rental of housing on the basis of race, color, religion, sex, national origin, familial status or handicap?

Yes ✓ **No**

2. If yes, give a brief description of the nature of any complaints and resolutions.

Yes No ✓ **N/A**

3. Has your community adopted a Fair Housing Program to help local citizens be aware of their rights regarding fair housing under federal and state law, and in filing a complaint if discrimination is suspected?

✓ **Yes** No

4. What do you perceive as the most potentially serious problem areas regarding discrimination in fair housing in your community?

Problem Area	Very Serious	Serious	Moderate	Not a Problem
Color				X
Familial Status				X
Handicap				X
National Origin				X
Race				X
Religion				X
Sex				X

5. Does your community contain any subsidized housing units?

✓ **Yes** No

6. As best as can be determined, do relevant public policies/practices regarding zoning and building codes have an adverse impact on the achievement of fair housing choice?

Yes ✓ **No**

7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

Yes ✓ **No**

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

Yes No

9. Is information available to you that list major local employers by type and the number of people employed within your community by salary and racial group?

Yes No

10. Is there public transportation available in your community?

Yes No

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

Yes No

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

Yes No

13. Has your community participated in the CDBG program prior to 1993?

Yes No

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

Yes **No**

Signature of Authorized Municipal Official

Date

John Eldridge, Town Manager

SECTION 504 SELF EVALUATION AND TRANSITION PLAN

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TOWN OF BRUNSWICK

The following individual is responsible for inquiries regarding this Section 504 Self-Evaluation and Transition Plan:

Jessica Factor
(name)

Human Resources Manager
(title)

85 Union Street, Brunswick, Maine 04011
(address)

207-725-6653 207-725-6663 jfactor@brunswickme.org
(telephone) (fax) (e-mail)

AUTHORIZED SIGNATURES

Name:	Date:
Fran Smith, Town Clerk Adopted by the Brunswick Town Council on -	Date:

1. EMPLOYMENT

1. Are job announcements put into newspapers that have general circulation?

Yes No

If No, describe how individuals are made aware of employment opportunities:

2. Do job announcements state that the municipality is an Equal Opportunity Employer?

Yes No

If No, explain why the "Equal Opportunity Employer" statement is not contained within job announcements:

3. Has the municipality adopted a Equal Employment Opportunity Policy Statement?

Yes No

4. Do job applications inquire as to whether an applicant is a disabled person or as to the nature or severity of a disability?

Yes No

If Yes, explain: _____

5. Describe the accommodations that can be made for the known physical and mental limitations of otherwise qualified disabled persons who are currently employed or applying for employment:

The Town would refer to the individual's Physician and the current job description to determine accommodations.

2. PROGRAM ACCESSIBILITY

1. Are any of the following services or benefits provided to residents directly by the municipality?

Yes No ** NOTE: All other services are provided within the Town to all individuals.

(Please mark an "X" for all services provided by the municipality)

<input type="checkbox"/> Transportation Services	<input type="checkbox"/> Counseling Services
<input type="checkbox"/> Health Services	<input type="checkbox"/> Employment Services
<input type="checkbox"/> Public Housing	<input type="checkbox"/> Food Services
<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Social, Recreational, or Athletic Services

(a) For those services that are provided, describe accommodations that can be taken to make them accessible and usable for persons with disabilities (e.g. provision of auxiliary aids, relocating programs to accessible facilities, use of alternative materials, home visits, etc.):

Home visits; auxiliary aids; accessible facilities; use of alternative materials; other accommodations as needed.

2. Are there any limitations on the number of qualified disabled persons who may participate in or be admitted to the program?

Yes No

If Yes, list the steps to eliminate the limitations:

3. Do applications for these services, in any way discriminate against persons with disabilities?

Yes No

4. Describe the nature of the qualifications that are needed in order to be eligible for each respective program:

<u>Program</u>	<u>Qualifications</u>
1. General Assistance	Resident or individual(s) seeking residence in Town. Program is based on income guidelines as established by State.
2. Social, Recreational or Athletic Services	None
3.	
4.	
5.	
6.	
7.	

3. FACILITIES

Note: The definition of "facility" under Section 504 includes all or any portion of buildings, structures, equipment, roads, walks, parking lots or other real or personal property or interest in such property, owned, operated or leased by the municipality)

1. List below all facilities and the programs or operations for which each facility houses.

<u>Facility</u>	<u>Programs or Operations Housed</u>
1. Town Hall	Municipal Departments
2. Fire Station (Central)	Municipal Public Safety: Fire/EMS Services
3. Fire Station (Emerson)	Municipal Public Safety: Fire/EMS Services
4. Public Works Department	Municipal Department
5. Parks & Recreation	Municipal Department
6. Police Department	Municipal Public Safety: Law Enforcement
7. People Plus	Multi-Generational Facility

Using the Uniform Federal Accessibility Standards (UFAS), each facility must be reviewed for compliance:

COMPLIANCE COMPONENT

FACILITIES

	#1	#2	#3	#4	#5	#6	#7
Accessible Route	1	1	1	1	1	1	1
Outside Paths and Walks	1	1	1	1	1	1	1
Parking	1	1	1	1	1	1	1
Curb Ramps	1	1	1	1	1	1	1
Ramps	1	3	1	3	2	3	1
Entrances/interior Doors	1	1	1	1	1	1	1
Elevators	1	2	1	3	3	1	1
Lifts	3	3	1	3	3	3	3
Toilet Rooms	1	2	1	1	1	1	1
Drinking Fountains	1	2	1	1	1	1	1
Warning Signals	1	1	1	1	1	1	1
Assembly Areas	1	1	1	1	1	1	1
Public Telephones	1	1	1	1	1	1	1
Other Building Elements and Specialized Facilities	3	3	3	3	3	3	3

- Place a "1" in the respective box if item is in compliance with UFAS
- Place a "2" in the respective box if item is not in compliance with UFAS
- Place a "3" in the respective box if item is not available and is not required

* #1 through #7 above must correspond to the specific facility with that same number identified on the preceding page.

2. For those facilities where a "2" was indicated for the specific component, list below the inaccessible feature that limits accessibility to the programs provided in that facility:

#2 - Central Station is considered to be Historical and is not ADA accessible. Public meetings occur in other accessible buildings as needed.

#5 - Accessibility ramp is available and can be utilized; additional adjustments are necessary to fully meet standard.

ADA/SECTION 504 CERTIFICATION

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Town of Brunswick hereby certifies that it has complied with the following requirements pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act and

1. Conducted a Section 504/ADA Transition Plan and Self Evaluation of all municipal facilities;
2. Advises the public, employees and job applicants that it does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its programs and activities; and
3. Has designated the following person as the contact to coordinate efforts to comply with these requirements.

Name: Jessica Factor

Title: Human Resources Manager

(Signature of Authorized Municipal Official)

Date: _____

John Eldridge, Town Manager

Municipal Seal

Equal Employment Opportunity Policy Statement

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Town Council of Brunswick declares its intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Compliance with EEO requirements may be enhanced through adoption of appropriate personnel policies. Assistance in drafting such policies may be obtained through the Maine Municipal Association or your Community Development Office.

AUTHORIZED SIGNATURES

Name:	Date:
Fran Smith, Town Clerk Adopted by the Brunswick Town Council on –	Date:

Municipal Seal

RESIDENTIAL ANTIDISPLACEMENT & RELOCATION ASSISTANCE PLAN

Town of Brunswick

(under Section 104(d) of the Housing and Community Development Act of 1974, as amended).

I. PURPOSE:

This Plan is established following Section 104(d) of the Housing and Community Development Act of 1974, as amended. Its objective is to insure that persons displaced as a result of CDBG-assisted projects are treated fairly, consistently, and equitably so that such persons will not suffer disproportionate injuries as a result of a project designed for the benefit of the public as a whole.

II. COMPLIANCE MEASURES:

The Town of Brunswick will replace all occupiable and vacant Low - Moderate Income dwelling units demolished OR converted with funds provided under the Housing and Community Development Act of 1974, as amended, in a way as described as follows:

1. The units must be located within the state recipient's jurisdiction and to the extent possible shall be located within the same neighborhood as the units replaced.
2. The units must be sufficient in number and size to house no less than the number of occupants who could have been housed in the units that are demolished or converted.
3. The units must be provided in standard condition.
4. The replacement units must be made available for occupancy during the period beginning one year before an agreement to convert or demolish the units in question is executed and ending three years after the commencement of the demolition or rehabilitation related to the conversion.

The units must remain Low-Moderate Income dwelling units for at least 10 years from the date of initial occupancy. Before the Town of Brunswick enters into an agreement to provide funds that will directly result in the demolition of Low-Moderate Income dwelling units or the conversion of Low-Moderate Income dwelling units, the Town of Brunswick will make public and submit the following information in writing to the State:

- 1) A description of the proposed assisted activity;
- 2) The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for Low-Moderate Income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The source of funding and a time schedule for the provision of replacement dwelling units;
- 5) The basis for concluding that each replacement dwelling unit will remain a Low-Moderate Income dwelling unit for at least 10 years from the date of initial occupancy;

- 6) Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of Low-Moderate Income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the **Town of Brunswick** will take all possible actions within its power to minimize the displacement of persons from their homes.

III. ASSISTANCE TO PERSONS DISPLACED:

The **Town of Brunswick** shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended, Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency’s process. In addition, Town staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

IV. DEFINITIONS:

Displaced Person: Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition or acquisition (privately undertaken or public) for HUD-assisted program/project.

V. AGENCY RESPONSIBILITY:

The **Town of Brunswick** Economic & Community Development Department shall be responsible for the implementation of this Plan as well as ensuring compliance with applicable Federal and State law and regulations. The **Town of Brunswick** will identify and designate a Relocation Officer to perform functions concerning this Plan. Any questions regarding this Plan or Federal and State laws regarding displacement should be addressed to the Town’s Economic & Community Development Department.

VI. CERTIFICATIONS:

The **Town of Brunswick** hereby certifies that it will uphold the contents of this Plan and the intentions of the compliance measures stated.

AUTHORIZED SIGNATURES

Name:	Date:
Fran Smith, Town Clerk Adopted by the Brunswick Town Council on –	Date:

Municipal Seal

CONSENT AGENDA - E BACK UP MATERIALS



May 15, 2015

Ms. Fran Smith, Town Clerk
Town of Brunswick
85 Union Street
Brunswick, ME 04011

RE: Application for 2015 Brunswick Outdoor Music Festival

Dear Fran,

On behalf of the Brunswick Downtown Association (BDA) and the Brunswick Outdoor Arts Festival Committee, we would like to make our formal application to the Brunswick Town Council for the 2015 Brunswick Outdoor Arts Festival.

As in the past eight years, we propose holding the 2015 Brunswick Outdoor Arts Festival on the third Saturday of the month in August. The proposed date for the 2015 festival will be August 15th. As in the past eight years, the BDA proposes holding the festival from 9AM to 5PM on the sidewalks of Maine Street between the intersections of Pleasant, Mason and Mill Streets, the Mall, and the parking lot in front of Bull Moose. The proposed festival will once again include a juried art exhibit featuring artists' booths, live music, and performances by local theater groups. The BDA has worked in cooperation for the prior eight years with the Brunswick Police, Public Works, and Parks and Recreation Departments to bring this successful event to our community in order to showcase Brunswick as an arts destination. The Town Council agreed to waive the \$500 event fee for the 2014 festival. If possible, we once again ask the Town Council to waive this event fee. A considerable part of the budget for this event includes marketing Brunswick and the festival as well as providing public rest room facilities (porto potties) for the day of the festival. The \$500 that will have been paid to the Town will be applied to the cost of these marketing efforts and public rest room facilities.

Thank you for your consideration in this matter. Please contact me if you need any additional information regarding this application or the Brunswick Outdoor Arts Festival. Please contact the BDA as soon as possible to advise if our application has been accepted and if our request to hold the 2015 Brunswick Outdoor Arts Festival has been approved.

Sincerely,

Keith Garovoy, Events Chair
Debora King, Executive Director
Brunswick Downtown Association



CONSENT AGENDA -F BACK UP MATERIALS



Town of Brunswick Resolution
for the Town of Brunswick to Accept from Brunswick Public Art
the Sculpture “Haven” by Artist Miles Chapin
for Display and Contemplation at the Entrance to the Brunswick Station

Whereas, Brunswick Public Art's mission is to inspire and promote quality public art that captures the spirit, values, and visions of our diverse community; and,

Whereas, the purpose of Brunswick Public Art is to actively encourage the creation of art in its many facets for the enjoyment and benefit of the community and its visitors; and,

Whereas, Brunswick Public Art fosters collaborations with individuals and organizations to create public art and is committed to maintaining a close, cooperative working relationship with the Town in its ongoing efforts; and,

Whereas, Brunswick Public Art commissioned the artist, Mile Chapin, to create the sculpture, “Haven”; and,

Whereas, the Brunswick Public Art has raised the funds to purchase and install the sculpture; and,

Whereas, the Town Council of Brunswick appreciates and supports the efforts of Brunswick Public Arts; and,

Whereas, the Town Council, the BPA Board and the property owner, JHR Development of Maine, have mutually agreed to the placement of the sculpture, “Haven”, at the entrance to the Brunswick Station;

Now therefore, be it resolved, on this first day of June, 2015, that the Brunswick Town Council does accept the granite sculpture, “Haven”, by the artist, Miles Chapin, on behalf of the Brunswick people and community; and further,

That the Town of Brunswick does commit to the ownership, insurance and maintenance of the sculpture, “Haven”, in perpetuity.

DATE ENACTED: _____

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BRUNSWICK STATION
VISITOR CENTER



Intentionally left blank

MANAGER REPORT A BACK UP MATERIALS

BRUNSWICK PARKS & RECREATION DEPARTMENT

220 NEPTUNE DRIVE

BRUNSWICK ME 04011-1584

TEL (207) 725-6656
FAX (207) 725-0148

THOMAS M. FARRELL
Director

TROY S. SMITH
Deputy Director

May 21, 2015

Ms. Adela L. Cifelli, Adjunct
Corey E. Garver Post 202
American Legion
79 Foreside Road
Topsham, Maine 04086

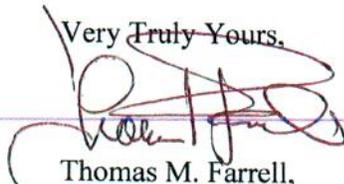
Dear Ms. Cifelli,

I am writing to thank you for the recent donation of one kidney style granite bench to be installed along the Androscoggin River Bicycle Path in memory of Jacquelin A. Toth.

Such donations allow the Town of Brunswick to keep its public park areas outfitted with various site amenities that make these settings more inviting and accessible to the public. As you know, this bench will be set at a location overlooking the river as determined in a previous site walk with our Parks and Facilities Manager, Peter Baecher, you and members of Ms. Toth's family.

Please accept my sincere thanks on behalf of the Town of Brunswick for the donation of this bench in memory of Jacquelin A. Toth. It will provide a place of rest and relaxation for the many members of the public who will use it on a regular basis.

Very Truly Yours,



Thomas M. Farrell,
Director

Pc; John Eldridge, Town Manager
Julie Henze, Finance Director

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

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

MANAGER'S REPORT - D BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY
DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: Town Council
FROM: Linda Smith, Business Development Manager
SUBJECT: Community Development Block Grant Programs Guide
DATE: May 27, 2015

At the April 16, 2015 Town Council meeting, several Councilors asked for a brief overview of the Community Development Block Grant (CDBG) programs. I have prepared a summary chart (attached) on the various programs, which are articulated in detail in the Department of Economic and Community Development's Office of Community Development's 2015 Program Statement (attached).

Since January 2014, DECD has awarded the Town of Brunswick \$1,260,000 for direct business and housing assistance activities. The Town currently has an Economic Development application in for \$350,000 and should hear by mid June 2015 if the request will be invited to move to the CDBG Phase II level.

I will walk us through the programs at the June 1, 2015 Town Council meeting. But as you review the chart, it would be helpful to keep the following parameters in mind:

- CDBG funding is based on an expectation that the Town identify the municipal, housing or business project first and then seek funding for a project from multiple sources, including CDBG programs;
- CDBG funding decisions are driven by the benefit to low and moderate income persons. These benefits can be determined at a community level, at a project level and at an individual business level. Brunswick is not defined as an LMI community per se (while a community such as Eastport is). For the Town to access many of the CDBG programs for discrete projects, we would have to undertake certain actions such as declaring a segment of the community a "slum & blight area" or conducting surveys to determine whether a delineated portion of the community is 51% or greater LMI. Each business application is evaluated on its commitment to generating job creation or job retention at a 51% or greater LMI level.
- DECD's Office of Community Development issues a Program Statement every year. The chart I've prepared covers 2015 and many of the application deadlines have already passed. When the new Program Statement is issued in January 2016, particulars may have changed - such as eligibility, annual funding level, and/or timing. If any of you as Councilors have a project in mind or a constituent with a prospective project that might qualify for CDBG program funds, please just give me a call and we can walk through the project and the eligibility requirements together.

Attachment/

Cc: John Eldridge, Town Manager

Maine Department of Economic & Community Development - Community Development Block Grant (CDBG) Programs¹

All CDBG funded activities must meet one of three National Objectives of the program, which are: benefit to low & moderate income persons; prevention or elimination of slum & blight conditioned; and, meeting community development needs having a particular urgency.

CDBG Programs	Purpose	Eligible Activities	Eligibility Criteria	Brunswick Eligibility			Annual Funding Level	Timing	
				Yes	No	Requires Action		Letter of Intent	Application
Economic Development									
Grants to Municipalities for Direct Business Support	Provides communities with gap funding to assist identified businesses in creation / retention of jobs for LMI persons	a) to Municipalities: acquisition, relocation, demolition, clearance, construction, reconstruction, installation & rehabilitation <u>associated with</u> public infrastructure in support of identified business b) to Municipalities for Direct Business Support: capital & non-capital equipment, land & site improvements, rehabilitation or construction of commercial or industrial buildings, job training & working capital	Must support an identified business (no speculative activities); 51% of all jobs created / retained must be taken by LMI persons; jobs must be in community that applies; transfer positions not counted; maximum CDBG participation per job created/retained is \$30,000	X		a) funding to municipality b) funding to business	\$3,000,000 Maximum grant award: \$1,000,000 Requires match from company / private investors	LOI due first Friday of the month in 3 rounds: January – March, April – June, July – September 2015	Applications due 4-24-2015, 7-31-2015, and 10-30-2015
MicroEnterprise Assistance	Provides funds to assist in innovative solutions to problems faced by micro-enterprise businesses	Working capital & interior renovations, façade grants or loans for exterior improvements; planning activities to complete project development phase	a) Existing or developing business with 5 or fewer employees, one of whom owns the business and whose family income is LMI; b) create up to 2 FTE jobs which must be taken by LMI persons; c) facade grant for existing business	X		funding to business c) must take place in designated slum/blight area or under a spot blight basis	\$700,000 Maximum grant award: \$150,000 to municipality \$50,000 to business Can be grant or loan to business No match requirement	LOI due 1st Friday January – September, 2015	Applications due 3-28-2015, 5-29-2015, 7-31-2015 and 9-25-2015
Community Development									
Downtown Revitalization	Funds to implement comprehensive, integrated & innovative solutions to downtowns	All that are eligible under Public Facilities, Public Infrastructure, Housing Assistance or MicroEnterprise programs	51% low/mod or slum / blight			X Project must meet LMI or slum/blight	\$400,000	LOI due 1-30-2015	Application due 4-17-2015
Housing Assistance	Address housing problems of low / mod income persons	Rehabilitation of occupied or vacant single or multi-family housing units (see narrative for all eligible activities)	Targets 51% low/mod income by project	X			\$1,000,000 (requires 10-20% in-kind and/or cash match)	LOI due 3-13-2015	Application due 5-1-2015
Home Repair Network	Provides housing rehabilitation services for low/mod income	Rehabilitation of occupied or vacant single or multi-family housing units (see narrative for all eligible activities)	Through ME Community Action Programs	X		direct to citizens	\$1,700,000	N/A	N/A
Maine Downtown Center Assistance	Provides funding to support activities by Maine Downtown Center	Planning, capacity building, technical assistance & administration	All communities except entitlement communities & Cumberland County except Brunswick & Frye island	X		through MCDA lead community	\$100,000		
Public Facilities	Provides gap funding for local public facility activities which alleviate a threat to the health & safety of the general public	Construction, acquisition, reconstruction, rehabilitation, site clearance, historic preservation & relocation assistance	Must demonstrate that the proposed activity alleviates a threat to health & safety of general public			X Project must address threat to public health & safety	\$0 Maximum grant award: \$300,000 Requires 25% cash match	LOI due 1-16-2015	TBD*

CDBG Programs	Purpose	Eligible Activities	Eligibility Criteria	Brunswick Eligibility			Annual Funding Level	Timing	
				Yes	No	Requires Action		Letter of Intent	Application
Community Development (continued)									
Public Infrastructure	Provides gap funding for local infrastructure activities as part of strategy leading to future investments	Construction, acquisition, reconstruction, installation, & relocation assistance; and, planning to complete project development phase	Must demonstrate that the project meets the objective of 51% or greater LMI benefit			X Project must meet LMI or slum/blight	\$2,700,000 Maximum grant award: \$1,000,000	LOI due 1-16-2015	Application due 3-6-2015
Special Projects* [approval through Director, Office of Community Development]	Projects not funded through normal CDBG application process					X Must meet special project criteria	\$0	N/A	TBD*
Urgent Need	Serious & immediate threats to health & welfare which are declared through state or federal disasters	Triggered by state or federal declaration	a) serious & immediate threat to health or welfare of the community; b) became a serious threat no more than 18 months prior to application; c) applicant cannot finance on its own; and, d) cannot be addressed with other sources of funding			X Must fit state or federal disaster requirements	\$0	N/A	TBD*
Workforce Development	Addresses community & business resource needs by providing funding for workforce training programs which benefit LMI persons	Operating & program material expenses for workforce training & skills development to address shortage of available trained workforce	51% LMI; targeted groups; new service or expansion of existing service to the community	X funding to business			\$750,000	LOI due first Friday of the month in 4 rounds: January – February, March-April, May-June, July - August, 2015	Applications due 3-28-2015, 5-29-2015, 7-31-2015 and 9-25-2015

* Subject to availability of funds

1) See State of Maine Department of Economic and Community Development's Office of Community Development's Community Development Block Grant 2015 Program Statement for full program details.



State of Maine

Community Development Block Grant Program

2015 Program Statement

Office of Community Development
111 Sewall Street, 3rd Floor
59 State House Station
Augusta, Maine 04333-0059
Phone: (207) 624-7484
Fax: (207) 287-8070
TTY: 1-800-437-1220
www.meocd.org

**2015 PROGRAM STATEMENT
 19-498 DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
 CHAPTER 43 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

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The Office of Community Development reserves the right to fund only those applications deemed to be in the best interest of, and that offer definable benefits to, the State of Maine and the Community Development Block Grant Program.

**19-498 CMR DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
CHAPTER 43 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
2015 PROGRAM STATEMENT**

SUMMARY

This Program Statement describes the method by which 2015 Community Development Block Grant (CDBG) program funds will be distributed. The CDBG program is administered pursuant to 5 M.R.S.A 13073. The 2015 CDBG program was developed by the Department of Economic and Community Development (DECD) following a review of past programs, a forum with program constituents, 3state-wide public forums and a comprehensive assessment of statewide community and economic development needs. In accordance with the Maine Administrative Procedures Act, DECD held a public hearing regarding the development of this Program Statement on, October 28, 2014.

SECTION 1. PROGRAM OVERVIEW

A. CDBG OBJECTIVES

All CDBG funded activities must meet one of three National Objectives of the program. These objectives are:

- Benefit to low and moderate income persons;
- Prevention and/or elimination of slum and blight conditions; and
- Meeting community development needs having a particular urgency.

The Maine CDBG Program serves as a catalyst for local governments to implement programs which meet one of the three National Objectives, and:

- Are part of a long-range community strategy;
- Improve deteriorated residential and business districts and local economic conditions;
- Provide the conditions and incentives for further public and private investments;
- Foster partnerships between groups of municipalities, state and federal entities, multi-jurisdictional organizations, and the private sector to address common community and economic development problems; and
- Minimize development sprawl consistent with the State of Maine Growth Management Act and support the revitalization of downtown areas.

B. METHOD OF DISTRIBUTION:

DECD, through the Office of Community Development (OCD), offers programs to assist municipalities to achieve their community and economic development objectives. The 2015 Program Statement provides a description of the selection criteria that OCD will use to allocate CDBG funds among communities. Programs are grouped under the three categories listed below.

1. Community Development

- a. Housing Assistance Grants
- b. Home Repair Network
- c. Public Infrastructure Grants
- d. Public Facilities Grants
- e. Downtown Revitalization Grants
- f. Maine Downtown Center Assistance
- g. Workforce Development Grants
- h. Urgent Need Grants
- i. Special Projects

2. Economic Development

- a. Grants to Municipalities for Direct Business Support
- b. Micro-Enterprise Grants

3. Technical Assistance

C. STATE ADMINISTRATION:

1. General Administration Allocation: Pursuant to Section 106(d) (3) (A) of the Housing and Community Development Act of 1974, as amended (the Act), the DECD will utilize \$100,000 plus 2% of its allocation from the Department of Housing and Urban Development (HUD) to administer Maine's CDBG Program in accordance with Federal and State requirements.

2. Technical Assistance Administration Allocation: Pursuant to Section 106(d) (5) of the Act, DECD will utilize up to 1% of its allotment from HUD to provide technical assistance in accordance with Federal and State requirements.

3. Exclusion of Entitlement Communities and Counties: The entitlement communities of Auburn, Bangor, Biddeford, Lewiston, Portland and all of Cumberland County with the exception of Brunswick and Frye Island, are not eligible to receive State CDBG program funds.

4. Grant Administration Requirement:

Grantees must employ or contract with a certified CDBG Grant Administrator and in the case of Housing Rehabilitation a qualified Rehabilitation Technician (as employees or consultants). The Office of Community Development must approve waivers of this requirement in writing. All planning activities are exempt from this requirement.

D. PROGRAM TIMEFRAME

Application deadlines – All applications and Letters of Intent must be received at the physical location of the Office of Community Development on or before 4:00PM EST on the dates listed below. ***Faxed copies will not be accepted.***

Program	Letter of Intent Due Date	Application Due Date <u>By Invitation Only</u>
Downtown Revitalization	January 30, 2015	April 17, 2015
Economic Development	1 st Friday of January, February and March**	April 24, 2015
*	1 st Friday of April, May, and June**	July 31, 2015
*	1 st Friday of July, August and September **	October 30, 2015
Housing Assistance	March 13, 2015	May 1, 2015
Micro-Enterprise Assistance and	1 st Friday of January, and February **	March 28, 2015
*	1 st Friday of March and April**	May 29, 2015
*	1 st Friday of May and June**	July 31, 2015
*	1 st Friday of July and August**	September 25, 2015
Public Facilities	January 16, 2015	TBD*
Public Infrastructure	January 16, 2015	March 6, 2015
Special Projects *	N/A	TBD*
Urgent Need	N/A	TBD
Workforce Development	1 st Friday of January and February**	March 28, 2015
*	1 st Friday of March and April**	May 29, 2015
*	1 st Friday of May and June	July 31, 2015
*	1 st Friday of July and August**	September 25, 2015

***Subject to availability of funds.**

**** If the first Friday of the month falls on a holiday the Economic Development , Workforce Development and Micro-Enterprise Assistance Letter(s) of Intent will be due by 4:00pm on the next business day.**

*****Should funds be available following the last published Letter of Intent due date, OCD will announce additional dates at that time.**

E. 2015 PROGRAM BUDGET

FY 2015 CDBG Budget	\$10,581,799
Administration	311,635
Technical Assistance Administration	105,817
Regional Council Planning Assistance	114,347

Community Development

Downtown Revitalization Grants	400,000
Home Repair Network Program	1,700,000
Housing Assistance Grants	1,000,000
Maine Downtown Center Assistance	100,000
Public Facilities Grants*	0
Public Infrastructure Grants	2,700,000
Special Projects *	0
Urgent Need Grants*	0
Workforce Development Grants	750,000

Economic Development

Business Assistance Grants	2,700,000
Micro-Enterprise Assistance Grants	700,000

TOTAL Estimated 2015 CDBG Funds (final amount determined by HUD) **10,581,799**
Funding for individual categories may change based on actual HUD award.

*Funding for these programs may be available based upon redistribution, reallocation and/or additional allocation from HUD.

F. CERTIFICATIONS

All communities applying for CDBG funds must certify that they will:

- Minimize displacement and adhere to a locally adopted displacement policy in compliance with section 104(d) of the Housing and Community Development Act, 24 CFR part 42;
- Take action to affirmatively further fair housing and comply with the provisions of Civil Rights Acts of 1964 and 1968;
- Not attempt to recover certain capital costs of improvements funded in whole or in part with CDBG funds;
- Establish a community development plan;
- Meet all required State and Federal public participation requirements;
- Comply with the Federal requirements of Section 319 of Public Law 101-121, codified at 31 U.S.C. Section 1352, regarding government-wide restriction on lobbying;
- With the exception of administrative or personnel costs, verify that no person who is an employee, agent, consultant, officer, elected officer, or appointed official of State or local government or of any designated public agencies, or sub-recipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect to CDBG activities;
- Any person or firm associated with the administration of the CDBG program award is not on the U.S. Department of Labor's Debarred and Suspended Contractor's List; and
- Review the project proposed in the application to ensure it complies with the community's comprehensive plan and/or applicable state and local land use requirements.

G. GENERAL REQUIREMENTS:

1. Eligible Applicants: All units of general local government in Maine, including plantations, except for the entitlement communities of Auburn, Bangor, Biddeford, Lewiston, Portland and all of Cumberland County with the exception of Brunswick and Frye Island are eligible to apply for and receive State CDBG program funds. County governments may apply on behalf of the Unorganized Territory. Groups of local governments may apply for multi-jurisdictional or joint projects. Multi-jurisdictional applications require designation of one local government as the lead applicant and consent for that designation by each participating local government. Counties may apply for the Economic Development or Workforce Development programs on behalf of a collaboration of communities. **Eligible applicants, including counties as defined above may apply for CDBG assistance on behalf of the five Maine Indian Tribes. Maine Indian Tribes are not themselves eligible applicants.** Eligible applicants

applying on behalf of a Maine Indian Tribe are permitted to apply in the same 2015 CDBG funding category as long as the eligible applicant will not directly benefit from the tribal CDBG project.

2. Eligible Activities: Applications will be reviewed to determine that the activities proposed are eligible under Section 105(a) of the Act. Ineligible activities will not be considered.

3. Project Benefit: Letters of Intent and/or required documentation for all programs will be reviewed to verify that the proposed activities meet at least one of the CDBG Program national objectives pursuant to section 104(b) 3 of the Act. If the activity does not meet a national objective the application will not be considered for funding.

4. “Growth Related” Preference: In accordance with M.R.S.A Title 30-A section 4349-A (3-A), OCD is required to give preference in the award of grants to capital investments defined as “growth related” in section 4301(5-B) to communities with certified growth management programs or that have adopted a comprehensive plan and implementation strategy consistent with the goals and guidelines of the subchapter. A municipality that does not obtain a certificate or finding of consistency within 4 years after receipt of the first installment of a financial assistance grant or rejection of an offer of financial assistance will receive a low priority.

5. Repayment of Grant Funds: Recipients must repay on demand to the State of Maine all funds expended if CDBG program benefits are not achieved as specified in their contract with the DECD.

6. Application Threshold: Incomplete and/or non-conforming applications which do not meet the specifications set forth in the 2015 Program Statement and 2015 CDBG Application Packages will be removed from the scoring process during the threshold review.

7. Financial Commitments: Applications for projects not demonstrating a firm financial commitment as required in the application materials will be removed from the scoring process during the threshold review.

8. Restriction of Grant Awards: OCD may deny or restrict the award of grants to communities with outstanding audit(s), monitoring findings, or a record of administrative misconduct.

9. Past Performance: In order to be eligible to apply for a 2015 Community Development Block Grant program, communities that received CDBG grants in or prior to 2011 must have finally closed out their grants prior to application due date. Communities that received CDBG grants in 2012 must have conditionally closed their grants prior to application due date. Communities that received CDBG grants in 2013 must have expended 50% of their benefit activity funds prior to application due date. Communities that received 2014 CDBG grants must be under contract with DECD. All Past Performance Criteria will be strictly enforced; however these criteria may be waived for just cause by the Director of OCD.

10. Grant Termination: OCD will terminate a community’s grant if progress on the project is not apparent within 6 months, or 3 months in the case of Economic

Development Program and Workforce Development Grants, from the date of contract signing. The Office of Community Development may grant waivers for just cause.

H. EXCLUSIONS:

1. Multiple Grants: Except for the Economic Development grants-Business Assistance Grants and Micro-Enterprise Assistance Grants-, eligible applicants may not apply for, or benefit from, more than one grant per program category in any grant year. Communities participating in multi-jurisdictional applications may submit their own applications for the same program as long as they demonstrate that there will not be a duplication of program activity/benefit.

2. Subsequent Year Award: Except for the Economic Development Program-Business Assistance Grants, Micro-Enterprise Assistance Grants-, and project specific Housing Grants units of general local government and Unorganized Territory that benefited from a 2014 award may not apply again in that specific program until the 2016 program. This exclusion may be waived by the Director of OCD with cause.

3. Downtown Revitalization (DR) Grantees: Communities may not submit a DR application if they have received or benefited from two (2) DR awards within the five (5) year period prior to the CDBG program year for which applications are being accepted. **Applications for multi-jurisdictional Downtown Revitalization projects will only be eligible if the downtowns are contiguous and each meets the definition of a downtown as defined in PL 1999 Ch. 776 (codified at 30-A M.R.S.A. § 4301(5-A)).**

4. Housing Assistance Grant Program (HA) Past Performance Requirement: Communities are not eligible to apply for a HA grant unless all prior HA grants are 100% expended and conditionally closed out. 100% expended also requires that no HA funds exist in the housing escrow account.

5. Housing Assistance (HA) Grantees: Communities may not submit a HA application for single family rehabilitation if they have received or benefited from two (2) HA awards within the five (5) year period prior to the CDBG program year for which applications are being accepted.

I. AWARD PROCESS:

1. Scoring:

Applicants will be placed in rank order from highest to lowest according to the final scores determined by the OCD Review Team. All program applications with the exception of the Urgent Need Grants and the Home Repair Network will be scored on a 100-point maximum scoring basis with allowance for bonus points where applicable. Final scores will be determined by averaging the scores assigned by members of the Review Team and adding any applicable bonus point. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow. **In the event of a tie in any CDBG program scoring process, consideration will be given to the community that is listed as a Service Center.** An invitation into the Project Development Phase is not a guarantee of funding or permission to obligate funds. Successful communities will receive an amount determined by the OCD for their project.

2. Project Development Phase:

a. Project Planning: Details of the project including pre-engineering, bid requirements, budget, and/or grant administration.

b. Acceptance of Funds: Public Hearing and Legislative Body Approval for the acceptance of funds.

c. Local Certifications: Local adoption of State and Federal regulations..

d. Project Benefit: Verification that proposed activities meet or will meet one of the CDBG Program National Objectives.

e. Environmental Review: Review of project for compliance with State and Federal Environmental Regulations.

3. Project Development Timeframe and Assistance:

The goal of the Project Development Phase is a grant contract for CDBG funds. An OCD Development Program Manager will be assigned to work closely with each community to finalize their project. OCD will rescind the CDBG program award offer if the community is not under contract within six months of the date of the award offer and invitation into the project development phase process. For the Economic Development programs OCD will rescind the CDBG program award offer if the community is not under contract within three months of the date of the award offer and invitation into the project development phase process. The Office of Community Development may grant waivers for just cause.

SECTION 2. COMMUNITY DEVELOPMENT PROGRAMS

A. HOUSING ASSISTANCE GRANT PROGRAM

The Housing Assistance Grant (HA) Program provides funding to address housing problems of low-and moderate-income persons. Housing Assistance Program (HA) funds will be distributed through an annual grant application selection process.

1. Eligibility Requirements for Housing Assistance Applications: Communities may not submit a HA single family rehabilitation application if they have received or benefited from two HA awards within the five (5) year period prior to the CDBG program year for which applications are being accepted. Multi-jurisdictional applications with more than 3 communities will not be accepted.

2. Eligible Activities: Eligible HA activities are rehabilitation of occupied or vacant single-family or multi-family housing units, same site replacement housing, relocation assistance, acquisition, alternative housing, energy conservation, correction of code violations, conversion of non-residential structures, demolition, down payment assistance, first time homebuyer's programs, lead based paint removal, new housing construction as allowed by HUD regulations, provision of potable water or sewer, removal of architectural barriers and eligible planning activities necessary to complete the Project Development Phase.

3. Exclusions: See Section 1H (6) (7).

4. Matching Funds: Applicants for housing activities must provide a match (cash or in-kind) of at least 10 % of the total HA grant award; except for eligible new housing construction activities which must provide a cash match of at least 20% of the total HA grant award.

5. Maximum HA Grant Amount: \$500,000

6. Maximum Administrative Costs: The HA Program allows expenditures for general and/or rehabilitation administration. The total general and rehabilitation administration expenditures may not exceed 15% of the grant amount. **Please refer to OCD Policy Statement #2 for more information regarding CDBG administrative costs.**

7. Section 8 Housing Quality Standards: All units assisted or created with HA funds must, if possible, meet HUD Section 8 Minimum Housing Quality Standards. This does not apply to projects undertaken to correct specific emergency health and safety issues only, i.e. wells, septic, heating units, removal of hazardous materials, energy conservation etc.

8. Administrative Capabilities for Housing Rehabilitation Applicants: Applicants for HA assistance must demonstrate at the time of submitting the Letter of Intent that they have the capacity to administer the program either through municipal staff that is a qualified CDBG Rehabilitation Technician; or have completed a procurement process under the guidelines of the CDBG program (24 CFR Part 85) to hire a qualified CDBG Rehabilitation Technician subject to award of a HA contract.

9. Selection Process: The selection process for all HA applications will consist of two stages:

(a)Stage 1:

Letter of Intent: All communities wishing to submit a HA application must submit a Letter of Intent to OCD on or before March 14, 2015 according to the requirements set forth in the 2015 Housing Assistance Application Package.

(b)Stage 2:

Application: The maximum length of an application is **four pages (not counting required attachments)**. The application deadline for the HA Program is 4:00PM on May 3, 2015. Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

Impact (40 points):

- A description of the specific housing problems to be addressed with HA funds – 15 points
- How the problems were identified – 10 points
- How these issues affect LMI persons in the community or region – 15 points

Development Strategy (40 points):

- A description of the plan proposed to implement the housing project – 20 points
- Summary of the activities and use of HA funds –20 points

Citizen Participation (20 points):

- How overall citizen participation process directly relates to identification of solution strategies and application development - 4 points
- Effective use of any media (newspapers, radio, TV, etc.) to further public awareness and participation – 4 points
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 4 points
- Involvement of potential LMI project beneficiaries in development of the application and project and how the required public hearing relates to the application development and citizen participation process – 4 points
- How other local resources (cash and in-kind) are directly related to the project and the establishment of a cash value equivalent for all in-kind commitments – 4 points

11. Final Application Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

B. HOME REPAIR NETWORK PROGRAM

The Home Repair Network Program (HRN) provides funding to address housing problems of low- and moderate-income persons by combining CDBG funding with the Maine State Housing Authority and the United States Department of Agriculture Rural Development Program funding. This program will provide housing rehabilitation services administered on a regional basis throughout Maine. as stated below.

1. Special Threshold Criteria and Certifications: HRN Program funds will be distributed through a set aside of CDBG funds provided to the City of Rockland as the lead community. The lead community will establish a legally binding contract with each of the participating Maine Community Action Agencies or other approved entity identified for the Home Repair Network delivery system as approved by the Director of the OCD.

2. Eligible Activities: Eligible activities under the HRN Program are rehabilitation of occupied or vacant single-family or multi-family housing units, demolition, same site replacement housing, provision of potable water and sewer, removal/mitigation of lead-based paint, asbestos, radon, or other hazardous material, removal of architectural barriers and the Critical Access Ramp Program (via Alpha One).

3. Housing units ineligible for Home Repair Network assistance: Housing units located in communities that have current CDBG Housing Rehabilitation programs or the entitlement communities of Auburn, Bangor, Biddeford, Lewiston, Portland and all of Cumberland County with the exception of Brunswick and Frye Island are not eligible for financial assistance under the HRN program.

4. Maximum HRN Grant Amount: \$1,700,000. Allocations to each of the established regions will be determined by the Office of Community Development.

5. Maximum Administrative Costs: The HRN Program allows expenditures for general and rehabilitation administration. The total general and rehabilitation administration expenditures may not exceed 20% of the grant amount. The City of Rockland is allowed a maximum of \$5,000 in administrative funding.

6. Section 8 Housing Quality Standards: All units assisted or created with HRN funds will strive to meet HUD Section 8 Minimum Housing Quality Standards if possible. This does not apply to projects undertaken to correct specific emergency health and safety issues only, i.e. wells, septic, heating units, removal of hazardous materials, energy conservation etc. In addition, all units must comply with other applicable standards included in the HRN contract.

C. PUBLIC FACILITIES GRANT PROGRAM

The Public Facilities Grant (PF) Program provides gap funding for local public facility activities, which alleviate a threat to the health and safety of the general public.

1. Eligible Activities: Eligible activities in the PF program are construction, acquisition, reconstruction, rehabilitation, site clearance, historic preservation, and relocation assistance **associated with** public facilities projects and eligible planning activities necessary to complete the Project Development Phase.

2. Exclusions: See Section 1H (1) (2).

3. Match: All communities applying for PF funds must certify that they will provide a cash match of at least **25 percent of the total grant award**. This match may consist of all non-CDBG loans, grants, endowments, etc. contributed to the project.

4. Maximum PF Grant Amount: \$300,000

5. Demonstration of Need: Applicants must have demonstrated that the proposed activity will alleviate a threat to the health and safety of the general public. This demonstration must have been made part of the Letter of Intent and Verification submitted to the Office of Community Development on or before January 16, 2015.

6. Demonstration of National Objective: Applicants must demonstrate that the project meets the National Objective of a) benefiting 51% or greater low/moderate income persons or b) preventing or eliminating slum or blighting conditions. Census information, a certified target area survey, or an officially adopted declaration of slum/blight conditions conforming to the requirements of Title 30-A M.R.S.A. § 5202 and HUD must be submitted to OCD. For spot blight activities documentation must be submitted to OCD substantiating the condition of the structure as “blighted.” ***These demonstrations must be made as part of the Letter of Intent and Verification of CDBG National Objective submitted to OCD on or before 4:00pm on Friday, January 16, 2015.***

7. Priority for Public Facilities Projects: Regional Service Centers and Contiguous Census Designated Places and Compact Urban Areas Designated as Regional Service Centers and activities supporting the revitalization of downtown areas will be given priority during the evaluation and selection process for awarding PF program funds. Lists of all service center communities are available from the OCD.

8. Selection Process: The selection process will consist of two stages.

(a) Stage 1:

Letter of Intent and Verification of CDBG National Objective: All communities wishing to submit a PF application must submit a Letter of Intent and Verification of CDBG National Objective to OCD on or before 4:00PM on Friday January 16, 2015 according to the requirements set forth in the 2015 PF application package.

(b) Stage 2:

Application: The application deadline for the PF program will be announced by the OCD, pending the availability of funds. Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable

Impact (40 points):

- A description of the why the project is necessary – 8 points
- Conditions warranting new construction or renovations, including health and safety concerns– 10 points
- How these conditions affect LMI persons in the community or region – 10 points
- Size and make up of user base of facility – 6 points
- Why PF funds are necessary for project – 6 points

Development Strategy (40 points):

- A description of the new or renovated facility, including size, design factors, alleviation of health and safety factors, utilities and location – 10 points
- Specific use of PF funds – 10 points
- Positive effect on LMI persons – 10 points
- Project timeline, details of engineering or architectural work completed to date, proposed date for start of construction, tasks remaining prior to project implementation, final commitment of other funds and how PF funds will be expended within a 12 month period – 10 points

Citizen Participation (20 points):

- How overall citizen participation process directly relates to identification of solution strategies and application development - 4 points
- Effective use of any media (newspapers, radio, TV, etc.) to further public awareness and participation – 4 points
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 4 points
- Involvement of potential LMI project beneficiaries in development of the application and project and how the required public hearing relates to the application development and citizen participation process – 4 points
- How other local resources (cash and in-kind) are directly related to the project and the establishment of a cash value equivalent for all in-kind commitments – 4 points

9. Final Application Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development phase as funds allow.

D. PUBLIC INFRASTRUCTURE GRANT PROGRAM

The Public Infrastructure Grant (PI) Program provides gap funding for local infrastructure activities, which are part of a community development strategy leading to future public and private investments.

1. Eligible Activities: Eligible activities in the PI Program are construction, acquisition, reconstruction, installation, relocation assistance **associated with** public infrastructure, and public infrastructure limited to supporting construction of fully-funded affordable LMI housing; eligible planning activities necessary to complete the Project Development Phase.

2. Exclusions: See Section 1H (1) (2).

3. Match: All communities applying for PI funds must certify that they will provide a cash match of at least **25 percent of the total grant award**. This match may consist of all non-CDBG loans, grants etc. contributed to the project.

4. Program Activities: Applicants may apply for one or more activities within a specific activity group. Applicants cannot mix activities from different activity groups in an application.

Activity Group Numbers:

- 1) Water system installation/improvements, sewer system installation/improvements, water/sewer system hookups, storm drainage, utility infrastructure, dams with the main purpose of providing the primary water storage facility for an active water district or municipal system. **Maximum Amount: \$1,000,000**
- 2) Infrastructure in support of new LMI affordable fully financed housing. **Maximum Amount: \$1,000,000**

5. Funding Restrictions: PI funds may not be used to assist infrastructure for the purpose of job creation/retention. Job creation/ retention infrastructure activities are eligible in the Economic Development Program. With the exception of proposals for infrastructure in support of new housing construction and sewer/water system hookups, no housing activities may be assisted with PI funds.

6. Demonstration of National Objective: Applicants must demonstrate that the project meets the National Objective of benefiting 51% or greater low/moderate income persons via Census information, or a certified target area survey. ***These demonstrations must be made as part of the Letter of Intent and Verification of CDBG National Objective submitted to OCD on or before 4:00pm on Friday January 16, 2015.***

7. Selection Process: The selection process for all PI applications will consist of two stages:

(a) Stage 1:

Letter of Intent and Verification of CDBG National Objective: All communities wishing to submit a PI application must submit a Letter of Intent and Verification of CDBG National Objective to OCD on or before 4:00PM on Friday January 16, 2015 according to the requirements set forth in the 2015 PI application package.

(b) Stage 2:

Application: The application deadline for the PI Program is 4:00PM on March 6 2015. Each application will be rated in relation to all others in a two-stage process. Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area.

Impact (40 points):

- A description of why the project is necessary, previous efforts to address needs, and how the project was prioritized locally –6 points
- What engineering firms and/or regulatory agencies have verified the infrastructure problems, and what studies and testing have been done that corroborate the need– 6 points
- How the verified health, safety and welfare conditions affect users and others in the community and region –8 points
- Size and demographic makeup of user base and target area of projected infrastructure project –10 points
- Why PI funds are necessary to fill a funding gap, what other state and/or federal agency funding is involved, capacity of the utility or town to borrow, and how match funds will work with PI funds to implement the project –10 points

Development Strategy (40 points):

- A description of the proposed infrastructure improvements, including size, capacity, design, utilities and fit with existing systems – 10 points
- Positive impacts on health, safety and welfare of users directly attributable to proposed PI expenditures –5 points
- Extent of financial benefits to users; list current user rates, what rates will be if PI funding is approved, and list what user rates will be if the project is built without PI funding –15 points
- Project timeline: list tasks necessary to begin implementation. Identify work already completed, such as engineering, design and final commitment of other funds. Identify when remaining tasks will be completed. Estimate a project completion date and describe why project timeline is feasible –10 points

Citizen Participation (20 points):

- How overall citizen participation process directly relates to identification of solution strategies and application development - 4 points

- Effective use of any media (newspapers, radio, TV, etc.) to further public awareness and participation – 4 points
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 4 points
- Involvement of potential LMI project beneficiaries in to the application development and citizen participation process – 4 points
- How other local resources (cash and in-kind) are directly related to the project and the establishment of a cash value equivalent for all in-kind commitments – 4 points
- development of the application and project and how the required public hearing relates

8. Final Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

E. DOWNTOWN REVITALIZATION GRANT PROGRAM

The Downtown Revitalization Grant (DR) Program provides funds to communities to implement comprehensive, integrated, and innovative solutions to the problems facing their downtown districts. These community revitalization projects must be part of a strategy that targets downtown service and business districts and will lead to future public and private investment. Qualified applicant communities must have a downtown district meeting the definition in 30-A M.R.S.A. Section 4301(5-A).

1. Eligible activities - include all those eligible under the Public Facilities, Public Infrastructure, Housing Assistance or Micro Enterprise Assistance programs as relevant to the revitalization of a downtown district; and eligible planning activities necessary to complete the Project Development Phase.

2. Exclusions: See Section 1H (4) (5).

3. Match – All communities applying for DR Program funds must certify that they will provide a cash match equivalent to 25 percent of the total grant award. This match may consist of all non-CDBG loans, grants, etc. contributed to the project.

4. Planning Requirements: Applicants must have completed a comprehensive downtown revitalization planning process within the past five years. Communities with plans older than five years must demonstrate that their plans are under active implementation, the action plan remains valid, or have been updated within the past 5 years. The proposed DR activities must be in the plan as recommended actions necessary for downtown revitalization.

5. Maximum DR Award: \$400,000

6. Bonus Points for Applicants with Maine Downtown Center Designation: Applicants will receive three bonus points if they have been designated as a Main Street Maine Community by the Maine Downtown Center, or one bonus point if they have been designated as a Maine Downtown Network Community.

7. Demonstration of National Objective: Applicants must demonstrate that the project meets the National Objective of 1) benefiting 51% or greater low/moderate income persons or 2) preventing or eliminating slum or blighting conditions. Census information, a certified town-wide income survey, or an officially adopted declaration of slum/blight conditions conforming to the requirements of Title 30-A M.R.S.A § 5202 and HUD must be submitted to OCD. ***These demonstrations must be made as part of the Letter of Intent and Verification of CDBG National Objective submitted to OCD on or before 4:00pm on Friday, January 30, 2015.***

8. Selection Process – The selection process will consist of two stages

(a) Stage 1:

Letter of Intent and Verification of CDBG National Objective:

All communities wishing to submit a DR application must submit a Letter of Intent and Verification of CDBG National Objective to OCD on or before 4:00PM on Friday January 30, 2015 according to the requirements set forth in the 2015 DR application package.

(b) Stage 2:

Application: The maximum length of an application is **six pages, not counting required attachments**. The application deadline for the DR Program is 4:00PM on Friday, April 17, 2015. Each application will be rated in relation to all others. Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the four scoring areas below and be determined by the total of each sub-scoring area.

Impact (40 points):

- Describe the scope and magnitude of the problems you seek to address, and how they are obstacles for revitalizing the downtown. – 8 points
- Explain how these problems negatively impact the viability of existing downtown businesses, or new development and expansion. –12 points
- Demonstrate how the problems affect LMI persons, or how they contribute to slum/blight conditions. –8 points
- Explain why DR funds are necessary for the project, and describe what efforts have been made and where you have searched to secure other grant or loan funds, –12 points

Development of Strategy (40 points):

- Clearly link the proposed DR activities to action steps outlined in your community's Downtown Plan, and explain how the project will stimulate economic activity in the downtown. –12 points
- List the specific activities to be addressed in this downtown revitalization effort, and identify the tasks to be undertaken with DR funds and the activities to be undertaken with each other source of funds. –12 points
- Define how the proposed DR activities provide a solution to the problems and assist in improving the area's viability, and how the activities will have a positive impact on LMI persons, or on alleviation of the slum/blight conditions. –8 points
- Describe the capacity and experience of the administrator who will be implementing the project, describe the engineering and design work completed to date, provide a project timeline, and explain how DR funds will be expended in a timely manner. – 8 points

Citizen Participation (20 points):

- Effective use of media (newspapers, radio, TV, web etc.) to further public awareness and participation. – 4 points
- Relevance of listed meeting/hearing comments (not counting required public hearing) and the overall citizen participation process in application and project development. – 4 points
- Involvement of downtown and local businesses, Chambers of Commerce, development groups or other business related organizations in

identification of problems and development of the application and project.
– 4 points

- Involvement of potential LMI project beneficiaries in development of the application and project, and how the required public hearing relates to the application development and citizen participation process. – 4 points
- How other local resources (cash and in-kind) are directly related to the project, and the establishment of a cash value equivalent for all in-kind commitments. – 4 points

Maine Downtown Center Designation Bonus – 3 bonus points will be assigned to each applicant community designated as a Main Street Maine Community by the Maine Downtown Center, and a 1 bonus point will be awarded to those communities designated as a member of the Maine Downtown Network.

Business Friendly Community Designation Bonus – 3 bonus points will be assigned to each applicant community certified as a Business-Friendly Community at time of application.

9. Final Application Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team added to any applicable Maine Downtown Center Bonus and Business Friendly Community Bonus. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

F. MAINE DOWNTOWN CENTER ASSISTANCE

(Limited to a lead community selected by OCD)

The Maine Downtown Center Assistance (MDCA) provides funding to support activities undertaken by the Maine Downtown Center on behalf of communities addressing critical needs in established downtown areas.

1. Special Threshold Criteria and Certifications: MDCA funds will be distributed through a set aside of CDBG funds provided to a lead community. The lead community will establish a legally binding contract with the Maine Downtown Center as approved by OCD.

2. Eligible Activities: Eligible activities under the MDCA are planning, capacity building, technical assistance and administration directly related to furthering the Maine Downtown Center's objectives in building vibrant, sustainable Maine downtowns. Assistance will be available to Main Street Maine communities as well as communities not currently so designated. Assistance will be made available as determined by the Maine Downtown Center and OCD.

3. Communities Ineligible for MDCA Assistance: The entitlement communities of Auburn, Bangor, Biddeford, Lewiston, Portland and all of Cumberland County with the exception of Brunswick and Frye Island are not eligible for financial assistance under the MDCA.

4. Maximum Administrative Costs: The host community is allowed a maximum of \$1,000 in administrative funding.

5. Maximum MDCA Grant Amount: \$100,000.

G. WORKFORCE DEVELOPMENT GRANT PROGRAM

The Workforce Development Grant (WDG) Program addresses community and business resource needs by providing funding for operating expenses, equipment, and program materials for workforce training programs which will benefit low/moderate income (LMI) persons.

1. Eligible Activities: Eligible activities include operating and program material expenses for the purpose of providing workforce training and skills development to address the shortage of an available trained workforce. Other eligible public service activities associated with the project are allowed. Planning activities necessary to complete the Project Development Phase are eligible activities. Structural changes such as construction, renovation, or rehabilitation are **not** eligible for WDG funding. Program development and marketing materials are not eligible expenses under this grant.

2. Project Benefit: Eligible WDG projects must provide benefits to one of the groups of persons listed below:

(a) Participants in a program where 51% or greater of the persons receiving benefit from WDG activities are determined to be LMI.

(b) Persons who are members of the following groups that are currently presumed by HUD to meet benefit requirements. The presumption may be challenged if there is substantial evidence the group served by the project is most likely not comprised of principally LMI persons;

- Abused Children (Does not include “at-risk” youth)
- Battered Spouses (Does not include all victims of domestic violence)
- Elderly Persons (62 years +, or 55 years + for housing)
- Severely Disabled Adults
- Homeless Persons
- Illiterate Adults
- Migrant Farm Workers
- Persons Living with AIDS; or

3. All communities applying for WDG funds must certify that: The activity represents a new service to the community; or a quantifiable increase in the level of an existing service;

4. Maximum WDG Amount: \$100,000

5. Selection Process: The selection process will consist of two stages

(a) Stage 1:

Letter of Intent: All communities wishing to submit a WDG application must submit a Letter of Intent. Refer to Page 5 of this document for Letter of Intent due dates and deadlines. After review for completeness and eligibility, units of general local governments will be invited to make a full application.

(b) Stage 2:

Application: The maximum length of an application is **four pages, not counting required attachments**. Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

Impact (40 points):

- Conditions requiring a new or expanded service – 15 points
- Issues faced by service providers including capacity, finances and staffing – 15 points
- Why WDG funds are critical for the project – 10 points

Development Strategy (40 points):

- A description of the new or expanded service, specific use of WDG funds, including how this service will resolve identified problems, and why this service will be more effective than existing services for the targeted beneficiaries – 10 points
- How WD funds will be utilized to assist LMI persons or a HUD approved Limited Clientele group – 10 points
- Project timeline, including a start date, tasks completed to date, how WDG funds will be expended in a timely manner, and method of tracking success – 10 points
- Capacity and qualifications of the service provider implementing the project, including familiarity with the needs of project beneficiaries – 10 points

Citizen Participation (20 points):

- How overall citizen participation process directly relates to identification of solution strategies and application development - 5 points
- Effective use of any media (newspapers, radio, TV, etc.) to further public awareness and participation – 5 points
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 5 points
- Involvement of potential LMI project beneficiaries in development of the application and project and how the required public hearing relates to the application development and citizen participation process – 5 points

6. Final Application Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow. An application must have a minimum score of 70 in order to be funded.

H. URGENT NEED GRANT PROGRAM

The Urgent need Grant (UN) Program provides funding to communities to address serious and immediate threats to health and welfare which are declared state or federal disasters.

1. Project Eligibility: Pursuant to Section 104 (b) 3 of the Housing and Community Development Act of 1974, as amended (see 24 CFR Section 570.483(d)), the applicant must address a community development need which meets all four criteria listed below:

(a) poses a serious and immediate threat to the health or welfare of the community;

(b) originated or became a direct threat to public health and safety no more than 18 months prior to submission of the application;

(c) is a project the applicant cannot finance on its own. "Cannot finance on its own" means, that the town's tax burden, regulatory structure, utility user fees, bonding capacity, or previous or existing budgetary commitments, precludes it from assuming the additional financial obligation needed for this project; and

(d) cannot be addressed with other sources of funding.

2. Program Requirements:

(a) Necessary Documentation: The emergency situation must require immediate action to alleviate the serious and imminent threat of injury or loss of life resulting from a natural or man-made cause.

(b) State or Federal Declaration of Disaster: The applicant must submit documentation that the project to be assisted with UN funds will take place in an area that has received a state or federal declaration of disaster. In addition, the activities to be assisted must be a direct result of the event leading to the declaration. This requirement may be waived by the Director of OCD with just cause.

(c) Application Submittal: Applicants must submit a complete UN application that includes all required information and documentation.

3. Selection Process: The selection process will consist of two stages: an application phase and a project development phase.

(a) Stage 1:

Application: An UN application must include the following:

- documentation that the emergency situation was prompted by natural or man-made causes that pose an imminent threat of injury or loss of life;

- certification that the proposal is designed to address an urgent need and an immediate response is required to halt the threat of injury or loss of life;
- information regarding when the urgent need condition occurred or developed into a threat to health and safety;
- evidence confirming the applicant is unable to finance implementation on its own; and,
- documentation that other financial resources are not available to implement the proposal.
- a copy of a state or federal declaration of disaster.

(b) Stage 2:

Project Development: Prior to consideration of a grant award, all UN proposals must meet the four eligibility criteria listed above and the Program requirements. Project Development Phase applications must comply with the following:

Project Planning: Details of the project including engineering, cost analysis, feasibility, and structural analysis as necessary.

Management Plan: Details of the structure and methods established by the community for program management.

Regulations: Project Development Phase applications will be reviewed for compliance with State and Federal regulations.

4. Approval Process: Applications will be accepted on a first-come first-served basis. Following receipt of an application, OCD shall review the application and verify that it contains all the required information. Eligible planning activities necessary to complete the Project Development Phase may be included in the UN grant total. Notification to the applicant of the Office of Community Development's decision will initiate the Project Development Phase process necessary for contract award.

I. SPECIAL PROJECTS PROGRAM

The Special Projects Program provides funds to projects that are not funded through the normal CDBG application process. SP funds will be used for alternative OCD grant activities and partnerships that meet the community or economic development needs of municipalities and CDBG National Objectives in the State of Maine. Approval for the use of SPMF funds is through the Director, Office of Community Development.

SECTION 3. ECONOMIC DEVELOPMENT PROGRAMS

A. ECONOMIC DEVELOPMENT

The Economic Development program (EDP) provides communities with **gap** funding to assist identified businesses in the creation/retention of jobs for low-and moderate-income persons.

1. Eligible Activities by Group Number: .

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

2. Exclusions:

- Applicants may apply in only one specific activity group
- **EDP funds cannot be used to refinance existing debt.**
- All EDP activities must be in support of an identified business; speculative activities are excluded.
- Communities receiving an EDP award may not receive any other EDP award for the same project or business during the same program year or for the same project or business from a prior program year that has not met final closeout status.

3. Project Benefit: All projects must document that at a minimum, 51% of all jobs created or retained as a result of the funded activity must be taken/held by persons of low and moderate income as defined by HUD. Jobs created/retained must be in the community applying for the EDP award, new jobs to that community and not associated with any other branches of the assisted business located in another community. Transfer positions cannot be counted toward the job creation/retention requirements. **In the event that job creation requirements are not met, the applicant community will be responsible for immediate repayment to DECD of all CDBG funds expended on the project.**

4. Program Dollars per Job: The maximum CDBG participation per job created or retained with EDP funds is \$30,000.

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

6. Maximum Project Size for Utilizing EDP Funds: \$3,000,000 Phasing of projects to make the total cost appear to be below the maximum project size is expressly forbidden.

7. Program Requirements:

(a) EDP Letter of Intent Due Dates:

All communities wishing to submit a EDP application must submit a Letter of Intent. Refer to Page 5 of this document for Letter of Intent due dates and deadlines. After review for completeness and eligibility, units of general local governments will be invited to make a full application.

(b) EDP Application Due Dates: By invitation only as a result of accepted Letter of Intent.

(c) Necessary and Appropriate: EDP assistance to a business must be for projects that are necessary and appropriate. The application must describe the need for program assistance, reasonableness of the amount requested, and assurance that the assistance provided is commensurate with the community benefits that will accrue from the project. **Documentation must be provided that the project cannot proceed without program participation and that program funds provide gap financing.**

(d) Compliance with Benefit Certification Requirements: The business and the applicant community, under the direction of the Program Manager assigned to the project, must comply with documentation requirements for jobs created/jobs retained on a project including but not limited to benefit surveys, income verification and periodic reporting that the Office of Community Development may require.

(e) EDP Matching Funds Requirements: Communities applying for Economic Development Program funds must certify that a 100% cash match_of the total EDP award will be provided. Matching funds must be directly_related to the activities undertaken with EDP funding.

(f) EDP Projects in Support of Retail Businesses: OCD may accept an EDP application in support of a retail business activity only under the following limited conditions:

- The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
- The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region's economy and not a shift from existing established businesses to a new or expanded one; and
- The retail business is located in either a downtown district meeting the definition in 30-A M.R.S. Section 4301 (5-A); or a designated local growth area contained in an adopted and consistent comprehensive plan; and
- At least 50% of the jobs created by the retail business must be full time jobs.

8. Selection Process: The selection process will consist of two stages. Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and any applicable bonus points. The following criteria will be used:

(a) Stage 1:

Letter of Intent: All communities wishing to submit an EDP application must first submit a Letter of Intent. After review for completeness and eligibility, units of general local governments may be invited to make a full application. Please refer to Page 5 of this document for Program deadlines and due dates.

(b) Stage 2:

Application: Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

Problem Statement (40 points) -

Scope (15 points)

- Detail the problems or needs facing the community/business to be assisted.
- Tell how these problems relate to job creation or job retention activities.
- Describe how the overall financial viability of the community/business is affected by the problems or needs.

Impact (10 points)

- Identify how employment opportunities for persons of low/moderate income are negatively affected by the identified problems.
- Emphasize the importance of the affected business in relation to the stability of the community/region and its current financial well being including property tax analysis before and after the proposed activities.

Need (15 points)

- Identify reasons why the community/business is unable to finance the proposed project on its own, or with assistance from other sources.
- Include a narrative that highlights any recent efforts by the community/business to assist job creation/retention activities.

Solution (40 points) -

Project Description (15 points)

- Detail the activities that the community/business will undertake using EDP funds to resolve the problems/needs presented in the Problem Statement.
- Identify, in detail, the specific acquisition, equipment, real property improvements and/or fixtures that will be installed, modified, and upgraded, etc., with EDP funds.
- Explain how the solution directly solves the identified problems/needs.
- Include a firm figure of the number of jobs to be created or retained as a result of the project, and how these jobs relate to persons of low/moderate income.
- Clearly state the amount of EDP funds sought and how they will fit into the overall financing for the project.
- Include a graphic description (aerial photo, map, and sketch) of the sites involved. Provide a generalized location of the site relative to the community and a copy of a floodplain map showing the project location. Include existing and proposed site and/or building improvements.

Effect on Assisted Business (10 points)

- Describe the effect the EDP award and completion of the project, as a whole, will have on the ability of the community/business to remain competitive, and create/retain quality jobs.
- Describe the market including identification of competitors, price structure, resource availability, operating/manufacturing costs, transportation costs, demand, and other factors influencing the marketability of the product or service proposed. Also identify all project risks and the extent of the risks.

Project Timeline and Feasibility (15 points)

- Describe how the project is assured of successful completion within 12 months.
- Identify what work, such as pre-engineering, construction and improvements, or fixture purchases that have been completed, or are in process, and exactly how these relate to the proposed EDP project.
- Provide background information (including resumes) for the owners and/or managers of the business and specific information about the skills and experiences of the owners and/or managers as related to the successful management of the business and proposed project.
- Include a concise timetable for project implementation.

Citizen Participation (20 Points) -

Public Hearing Process (10 points)

Describe how citizen participation contributed to the actual development of this application, including how the required public hearing contributed to the process.
(Submit a public hearing record consisting of the published public hearing

notice, hearing minutes, and attendance list with the original and all three copies of the application.)

Business/Local Involvement (10 points)

- Outline other input from businesses, chambers of commerce, development organizations, local groups and individuals have had in increasing the citizen participation process for the proposed project.
- Highlight how the use of any media (TV, radio, newspapers, etc.) increased public awareness and participation in the EDP project.

9. Business Friendly Community Designation Bonus_– 3 bonus points will be assigned to each applicant community certified as a Business-Friendly Community at time of application.

10. Final Score Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team and Business Friendly Community Designation Bonus if applicable. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

11. Project Development Phase: The project development phase must be completed within 3 months from the date of award. The goal of this phase is a grant contract for CDBG funds. During this phase an OCD Development Program Manager will be assigned to work with the community to finalize their project. OCD reserves the right to rescind the CDBG program award of the community is not under contract within this time. The Office of Community Development may grant waivers for just cause.

B. MICRO-ENTERPRISE ASSISTANCE GRANT PROGRAM

The Micro-Enterprise Assistance Grant (MEA) Program provides grant funds to assist in innovative solutions to problems faced by micro-enterprise businesses. Assistance to businesses may be in the form of grants or loans at the discretion of the community.

1. Eligible Activities: Eligible activities under the Micro-Enterprise Assistance category are grants or loans to for-profit businesses that can be used for working capital and interior renovations, façade grants or loans for exterior improvements, including signage, painting, siding, awnings, lighting, display windows and other approved improvements; and eligible planning activities necessary to complete the Project Development Phase. **Sewer, water, storm drainage, parking, roads or streets and other infrastructure improvements and buildings solely for residential use are not eligible.**

2. Exclusions: See Section 1H (3)

3. Micro-Enterprise Assistance Loan Repayments – Communities that establish Micro-Enterprise Assistance as loans, and anticipate receiving \$35,000 or more in loan repayments, must utilize the services of a Community Development Financial Institution (CDFI) or a Community Based Development Organization (CBDO) as defined in Section 105(a)(15) of the Housing and Community Development Act of 1974, to manage repayments and subsequent relending.

4. Maximum MEA Grant Amount: \$150,000 per Community per year.

5. Maximum Amount of Micro-Enterprise Assistance to an individual Business: \$50,000

6. Project Benefit:

Micro-Enterprise Grant/Loan:

- (a) Existing or developing businesses that have five or fewer employees, one of whom owns the enterprise, and whose family income is LMI will meet the project benefit. Applicants will need to submit a copy of their 2014 Income Tax filing. For those businesses whose owners are Low-to moderate-income existing employees' incomes are not considered in meeting project benefit.
- (b) Businesses with owners who do not qualify as low-to moderate-income **must create up to two (2) full-time equivalent (FTE) jobs (depending on funds requested), which must be taken by low-to moderate-income individuals.** Proof of employee income will be required. Businesses applying for MEA funds must have a business plan not older than 18 months and must have met with a Small Business Development Center (SBDC) business counselor in the three months prior to submitting an application for assistance.
- (c) **Business Facade Grants:** Project benefit will be met when exterior improvements and signage on an existing business take place in a designated slum/blight area, or documentation exists that a business qualifies under a spot blight basis.

7. Demonstration of National Objective: Applicants must demonstrate that the project meets the National Objective of 1) assisting existing or developing businesses that have five or fewer employees, one of whom owns the enterprise, and whose family income is LMI, or 2) creating up to two FTE jobs which must be taken by low- to moderate income individuals, or 3) preventing or eliminating slum or blighting conditions conforming to the requirements of Title 30-A M.R.S.A. § 5202 and HUD,. ***These demonstrations must be made as part of the Letter of Intent and Verification of CDBG National Objective submitted to OCD***

8. Selection Process: The selection process will consist of two stages:

(a) Stage 1:

Letter of Intent and Verification of CDBG National Objective: All communities wishing to submit a MEA application must submit a Letter of Intent and Verification of CDBG National Objective to OCD. Refer to Page 5 of this document for Letter of Intent due dates and deadlines. . After review for completeness and eligibility, units of general local governments will be invited to make a full application.

(b) Stage 2:

Application: The maximum length of an application is **four pages, not counting required attachments**. Members of the Review Team will assign a Point Total for each application reviewed. Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

Impact (40 points):

- State the problem and explain how it negatively impacts the local economy. – 30 points
- Explain why MEA funds are necessary for the project; describe efforts to secure other grant or loan funds, and tell why they are not available locally to assist – 10 points

Development Strategy (40 points):

- Provide Identification and description of potential business grant/loan applicants and their needs – 15 points
- Explain how the MEA project will stimulate business and assist in improving the area's long-term viability. – 15 points
- Provide a project timeline; list activities or actions completed to date. – 10 points

Citizen Participation (20 points):

- Effective use of any media (newspapers, radio, TV, etc.). – 5 points

- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) in application and project development. – 5 points
- Involvement of downtown and local businesses, Chambers of Commerce, development groups or other business related organizations in development of the application and project. – 5 points
- How other local resources (cash and in-kind) are directly related to the project. – 5 points

9. Business Friendly Community Designation Bonus_– 3 bonus points will be assigned to each applicant community certified as a Business-Friendly Community at time of application.

10. Final Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team, added to any applicable Business Friendly Community Bonus. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

SECTION 4. TECHNICAL ASSISTANCE

The Office of Community Development will use Technical Assistance funds to: conduct workshops, produce program materials, implement the CDBG Administrator's Certification Training Program, and provide technical assistance and outreach to communities.

Regional Providers will provide planning assistance to units of general local government in identifying community & economic development needs, developing, and administering CDBG projects. For purposes of this paragraph the term "**planning assistance**" means the facilitating of skills and knowledge in planning, developing, and administering CDBG activities for entities in non-entitlement areas that may need but do not possess such skills and knowledge.

SECTION 5. REDISTRIBUTION OF GRANT FUNDS

This section describes the methods by which undistributed funds, disencumbered funds, additional funds received from HUD, and program income will be redistributed.

1. Local Government Grants from the State: Applicants receiving grants under the 2015 CDBG program but failing to have their projects substantially underway (staff hired, environmental review complete, program costs obligated, construction or services begun) within six months of grant award, may have their grant rescinded by DECD. Rescinded grant funds may be added to any open CDBG contract and can be used to make additional awards under any eligible CDBG program activity.

Unexpended funds remaining in the grantee's CDBG account at grant closeout, funds remaining in a grantee's award but not requested upon grant closeout, and funds returned to DECD because of disallowed costs may be added to any open CDBG contract and can be used to make additional awards under any eligible CDBG program activity.

2. Unallocated State Grants to Local Governments: Unallocated grant funds resulting from lack of adequate program competition or demand in any of the available 2015 CDBG programs and any additional funds allocated by HUD may be added to any open CDBG contract and can be used to make additional awards under any eligible CDBG program activity.

3. Basis for Redistribution: The decision to redistribute funds will be made after staff evaluation of the following: the total funds available, new requests for funding, requests for additional funding from current CDBG grantees and applicants for competitions that did not receive funding. The OCD may redistribute available funds to any project deemed to be in the best interest of, and that offer CDBG definable benefits to the State of Maine.

SECTION 6. PROGRAM INCOME

As used in this Proposed Statement, “Program Income” means the gross income received by a grantee from any grant-supported activity in excess of \$35,000. Applicants will refer to the CDBG Regulations and the Maine Office of Community Development policies on program income.

SECTION 7. APPEALS

Appeals of award decisions are restricted to errors of fact or procedure. Appeals in the areas of judgment qualitative scoring will not be entertained. In the case of a successful appeal, funds will be reserved for the project from available or subsequent CDBG funds.

An applicant wishing to appeal DECD’s decision regarding their 2015 application restricted to errors of fact or procedure, may do so by submitting an appeal letter to the Director of the Office of Community Development within fifteen (15) days of the award announcement for that specific program.

SECTION 8. AMENDMENTS TO THE PROGRAM STATEMENT

The State may amend the 2015 Program Statement from time to time in accordance with the same procedures required for the preparation and submission of the program statement. The State of Maine’s Administrative Procedures Act will guide the amendment process.

**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT
UPON REQUEST**

BY CONTACTING:

**OFFICE OF COMMUNITY DEVELOPMENT
111 SEWALL STREET, 3RD FLOOR
59 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0059
TELEPHONE (207) 624-7484
TTY: 1-800-437-1220**

**ALSO AVAILABLE ON THE OFFICE OF COMMUNITY
DEVELOPMENT WEB SITE:**

www.meocd.org

The Maine CDBG Program is Funded by:



ITEM 63

BACK UP MATERIALS

- (7) Public Comments
 - (8) Correspondence
 - (9) Committee Reports
 - (10) Manager's Report
 - (11) Hearings
 - (12) Tabled Matters
 - (13) New Business
- (amended 2/9/2015.)

28 a Town Council Action on Items

The following procedures are suggested:

1. Sponsor or manager introduces the item
Any councilor may make a motion (optional) (Note 1)
2. Sponsor or manager explains the item
Sponsor, manager, staff, or others (as designated by sponsor or manager)
provide additional explanation or information
3. Town Council questions (no debate)
4. Public input (optional)
5. Additional questions from Town Council (no debate)
6. Chair recites motion, if already made, or looks for motion (Note 1)
7. Town Council debate
8. Amendments to motion (optional) and debate
9. Vote on motion (amended, if applicable)

Note 1: As a courtesy on motions, the Chair shall look first to the sponsor, then to the district councilor (if applicable), and then to the remaining councilors.

The Chair, without objection, may modify these procedures as appropriate.

29. Procedure of Motions

When a question is before the Town Council no motion shall be entertained except: (a) to adjourn, (b) to recess, (c) to table, (d) for the previous question, (e) to refer, (f) to amend, and (g) to postpone indefinitely. These motions shall have precedence in the order indicated. Any such motion, except a motion to amend or postpone indefinitely, shall be put to a vote without debate.

30. Motions to be Stated by Chair – Withdrawal

When a motion is made and seconded, it shall be stated by the Chair before debate. Any Town Councilor may demand that it be put in writing by the Clerk. A motion may not be withdrawn by the mover without the consent of the Town Councilor seconding it.

31. Motions Out of Order

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ITEM 64

BACK UP MATERIALS



MEMORANDUM

TO: Town Council
FROM: Appointments Committee
SUBJECT: Report for June 1st Appointments
DATE: 5/28/2015

The Appointments Committee interviewed several people and are making the following nominations:

Cable TV Committee

David Carpenter – reappointment for a term to expire on 09/06/2018

Davis Fund Committee

Daniel Doiron – reappointment for a term to expire on 06/30/2018

Housing Authority

Howard Nannen – appointment for a term to expire on 06/03/2020

Marine Resource Committee

Timothy Bennett – appointment as alternate non-license holder member for a term to expire on 05/01/2018

There was another applicant, Rob Harrower, who was very qualified, but the Committee is recommending Mr. Bennett.

Personnel Board

Marybeth Latti – reappointment as alternate for a term to expire on 01/12/2018

Recreation Commission

Daniel Ankeles – reappointment for a term to expire on 07/01/2018

Trust Fund Advisory

David Shaughnessy – appointment for a term to expire on 05/10/2017

Current and future vacancies: (listed alphabetically)

Cable TV Committee

5 members – 3 year terms to begin on 9/6/2015 and expire on 09/06/2018. (Please apply by July 13)

Davis Fund

3 members – 3 year terms to begin on 06/30/2015 and expire on 06/30/2018 (Please apply by May 18)

Downtown & Outer Pleasant Street Master Plan Implementation Committee

(3 year terms to begin immediately and expire on 12/01/2017) (Current openings-apply now)

- 1 member – Pleasant Street Business Owner
- 1 member – Pleasant Street Resident
- 1 member – Brunswick Downtown Association member
- 1 member – Business Owner – Downtown
- 1 member – Citizen at Large

Fair Hearing Authority

3 members – 3 year terms to begin immediately and expire on 10/01/2017 (Current opening – apply now)

Housing Authority

1 member – 5 year term to begin on 06/03/2015 and expire on 06/03/2020 (Please apply by May 18)

Marine Resource Committee

1 Alternate member – Commercial Harvester – balance of 3 year term to begin immediately and expire on 05/01/2017 (Current opening – apply now)

- 1 Alternate member – Non License holder – 3 year term to begin immediately and expire on 05/01/2018 (Current opening – apply now)
- 2 Commercial harvester – 3 year terms to begin on 05/01/2015 and expire on 05/01/2018 (Please apply by April 13)

Personnel Board

2 alternate members – 3 year terms to begin immediately and expire on 01/12/2018 (Current opening – apply now)

Recreation Commission

2 members – 3 year terms to begin on 07/01/2015 and expire on 07/01/2018 Please apply by May 18)

Recycling and Sustainability Committee

1 member – 3 year term to begin immediately and to expire on 01/12/2018 (Current opening – apply now)

Trust Fund Advisory Committee

1 member – balance of 3 year term to begin immediately and to expire on 05/10/2016 (Current opening – apply now)

- 1 member – balance of 3 year term to begin immediately and expire on 5/10/2017 (Current opening – apply now)
- 1 member – 3 year term to begin on 05/10/2015 and expire on 05/10/2018 (Please apply by April 13)

Village Review Board

1 member (district resident) – balance of a 3 year term to begin immediately and expire on 10/20/2017 (Current opening – apply now)

- 2 members – 3 year terms to begin on 10/20/2015 and expire on 10/20/2018. (Please apply by September 14)

Water District Board of Trustees

2 members – 3 year terms to begin on 09/13/2015 and expire on 09/13/2018 (Please apply by August 17)

Zoning Board of Appeals

1 Associate member – balance of 3 year term to begin immediately and expire on 07/01/2016 (Current opening – apply now)

- 1 Associate member – balance of 3 year term to begin immediately and expire on 07/01/2018 (Please apply by May 18)
- 1 Associate member – 3 year term to begin immediately and expire on 12/18/2017 (Current opening – apply now)
- 2 Full members – 3 year terms to begin on 11/20/2015 and expire on 11/20/2018 (Please apply by October 19)

Special committee

William Fitzgerald USN Recreation and Conservation Area Master Plan Committee

1 citizen – to begin immediately, no set term (Current opening – apply now)

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

For Office Use Only
5/4/2015 Date App.
5/4/2015 Received Date App.
Entered
Appointed

Full Name: Daniel Ankeles Date 4/23/2015

Street Address: 7 Beech Drive Home Phone # 406-2293

Cell/mobile Phone #: 756-3793 E-mail Address: dankeles@gmail.com I live in Council Dist. #: 2

I wish to be considered for appointment to the:

Recreation Commission

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 7/2016

and/or

ASSOC/ALT MEMBERSHIP STATUS:

TERM EXPIRES: 7/2019

Do you or any relative currently serve on any Town Board/Commission/Committee? Y If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:

Recreation Commission # of Years 2 Date term exp. 7/2016 Relationship me

Your occupation:

Legislative Aide

Employer: Maine Legislature (House Majority Office) Work Telephone #: 287-1529

List any civic organizations to which you belong:

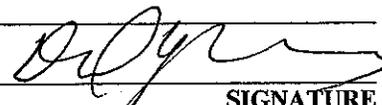
Brunswick Democratic Town Committee

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

I'm the current vice chair of the Commission, so I've acquired institutional knowledge since the last time I applied.

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

Current Vice Chair of the Rec. Commission + member of the Captain William Fitzgerald Master Plan Committee.


SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form.
Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

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

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

PLEASE NOTE: This completion of this application allows a person to be considered for a Town

Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Recreation Commission

Term Length: 3 yrs

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

No.

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

I currently serve on the ~~Board~~ Commission and also bring the knowledge + experience I've acquired through my work as an aide in the State House.

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

I enjoy being of service to my town. It has been an excellent opportunity to improve recreational opportunities for all parts of Brunswick while acting as a responsible steward of our tax dollars. Also, working with Tom and Troy is a true pleasure.

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

Yes + yes. I have a very strong attendance record.

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

None.

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

I feel that I did a good job during my first ~~term~~ term and would like the opportunity to use the experience I gained to be of further service to the Department and the town.

PLEASE REVIEW THE TOWN OF BRUNSWICK BOARDS, COMMISSIONS, AND COMMITTEES APPOINTMENT POLICY PRIOR TO SUBMITTING THIS APPLICATION. YOU MAY VIEW THE POLICY AT <http://www.brunswickme.org/departments/town-clerk/boards-committees/> OR OBTAIN A COPY FROM THE TOWN CLERK'S OFFICE.

Daniel J. Ankeles
7 Beech Drive
Brunswick, Maine 04011
207-756-3793
dankeles@gmail.com

April 28, 2015

Town Clerk's Office
Town of Brunswick
85 Union Street
Brunswick, ME 04011

To Members of the Brunswick Town Council,

I am writing to apply to continue serving as a member of Brunswick's Recreation Commission.

Two years ago, I joined the commission because I wanted to give back to my town through public service. The experience has been a rewarding one, and I feel lucky to have worked with people like Tom Farrell, Troy Smith, Jeff Ward and Kristi Hatrick.

While our commission is mostly an advisory body, I am proud of the work we have done to improve Brunswick's existing recreational opportunities and expand access to recreation across our town.

One project I especially enjoyed was serving as a member of the committee to create a master plan for the 66-acre Captain William Fitzgerald parcel in eastern Brunswick. After multiple meetings, site walks and conversations with our land-use consultants over a period of several months, we were able to arrive at a consensus plan to submit to the Council. We worked hard to make that plan as comprehensive as possible so that we could provide town councilors with the most information and the greatest degree of flexibility possible. I am grateful to Councilors Watson and Walker for their leadership on this project.

In terms of commitment to the commission, my meeting attendance record has been strong, and I have actively engaged with all of the issues that have come before us. Recently, I was honored to be elected vice chair, and I'm grateful for the vote of confidence from my fellow commissioners.

I hope you will take all of the above into consideration as you move through the appointment process. Thank you very much for both your time and consideration. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Ankeles', written over a horizontal line.

Daniel Ankeles

Daniel J. Ankeles

7 Beech Drive, Brunswick, ME 04011
(207) 756-3793; dankeles@gmail.com

POLITICAL WORK

Maine House Democratic Office – Augusta, ME

December 2012-Present

Legislative Aide

- Worked with 15 representatives on communications, constituent services, testimony and research
- Served as a bridge between caucus members and leadership
- Helped caucus members shepherd legislation through the process successfully under a Republican governor

Maine House Democratic Campaign Committee – Augusta, ME

December 2011-December 2012

Southern Midcoast Regional Field Director

- Staffed nine candidates for the Maine House, all of whom won and two of whom won in GOP-leaning districts
- Helped candidates execute a campaign plan, stay on task, manage tight budgets, and adopt best practices
- Built trusting long-term relationships with candidates and volunteer bases around my region
- Served as GOTV Zone Director for Lincoln and Sagadahoc Counties

Maine People's Alliance – York County, ME

July 2011-November 2011

York County Regional Organizer (People's Veto of the ban on same-day voter registration)

- Recruited and managed close to 100 volunteers, exceeding signature goal by over 1300
- Ran regional persuasion and GOTV operations, winning every town in York County

Cynthia Dill For State Senate (Special Election) – Cape Elizabeth, ME

April 2011 – May 2011

Field Organizer and Early Vote Field Director

- Managed the campaign's successful absentee ballot operation and helped recruit and manage volunteers

Maine House Democratic Campaign Committee – Augusta, ME

July 2010 – November 2010

Portland Regional Field Director

- Staffed 25 candidates for the Maine House in York and Cumberland counties
- Helped candidates develop and execute a campaign plan, manage tight budgets, and adopt best practices
- Helped capture two open Republican seats in a very bad election cycle for Maine Democrats

Maine Citizen Trade Policy Commission – Augusta, ME

January 2011 – April 2011

Administrative Staffer

- Arranged, organized, and took minutes at commission meetings and drafted occasional press releases

JOURNALISM WORK

WEVO – New Hampshire Public Radio – Concord, NH

February 2008 – June 2010

Producer – The Exchange, New Hampshire's only statewide public affairs call-in program

- Booked, pre-interviewed, and developed relationships with sources from all areas of politics and public policy
- Wrote and edited scripts; produced and researched shows; directed broadcast; produced election coverage

American Public Media - Marketplace - Washington, D.C.

Fall 2007

Reporting Intern

Proficient: Macs and PCs, MS Office, various editing programs, recording equipment, and broadcast equipment

EDUCATION

Proficient: Spanish, German, Italian, Portuguese, and Japanese

Boston University: College of Communication, 2006–07

Studied Print & Radio Journalism

University of Chicago, 2000–04

A.B., Political Science with General Honors

Foreign Language Acquisition Grant: Hokkaido International Foundation in Japan, 2001

Phillips Academy, 1996–2000

Cum Laude Society

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

For Office Use Only
5-14-15 Date App. Received
5/14/15 Date App. Entered
Appointed

Full Name: Timothy D. Bennett Date 5/11/15

Street Address: 12 Taratine Dr Brunswick

Home Telephone #: 725-9238 E-mail Address: heirloom13@gmail.com live in Council District #: 2

I wish to be considered for appointment to the:

Marine Resource Committee

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: Now

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: 5/1/18

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

Number of Years _____ Date term expires _____

Occupation: Self employed

Employer: _____ Work Telephone #: 632-6059

List any civic organizations to which you belong:

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

Formerly employed at Maine DMR as a Marine Resource Scientist.

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

[Signature]
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form. Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011 - BY 4:30 P.M. on the date specified by the public notice.

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Committee/Commission Applying For: Marine Resource Committee

Term Length: 3 year

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

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

I spent 6 years working at Maine DMR. Two of those years were directly involved in shellfish management. Brunswick was one of the towns I actively managed.

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

I am currently a stay at home parent. I am interested using my training and background to contribute to the community. My entire professional career has been spent in natural resource management. Two year specifically dealing with shellfish management issues.

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

I am aware of the time involved and I would be able to attend most meetings.

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

No conflicts

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

Please see attached resume.

Timothy D Bennett

Experience 10/12 – Present Maine Dept. of Marine Resources Boothbay Harbor, ME
Marine Resource Scientist I

- Shellfish growing area manager for western Maine.
- Oversight of growing area classifications from Kittery to Boothbay.
- Certified boat operator.
- Member of DMR dive team.

5/12 – 10/12 Maine Dept. of Marine Resources Boothbay Harbor, ME
Marine Resource Specialist II

- Oversight of routine shoreline survey program.
- Field collection of water quality samples.
- Scheduling work plans for Specialists.

10/11 – 5/12 Maine Dept. of Marine Resources Boothbay Harbor, ME
Marine Resource Technician

- PI for white hake age at length assessment project.
- PI for Atlantic wolffish habitat survey in the GOM.
- Oversight of ongoing cusk and halibut research projects.
- Member of recreational fisheries field staff.

11/10 – 9/11 Maine Dept. of Marine Resources Boothbay Harbor, ME
Marine Resource Scientist I

- Lead scientist for Maine sea cucumber fishery.
- Oversight of Maine DMR's groundfish port sampling program.
- Principle ager for groundfish.
- PI for Atlantic wolffish habitat survey in the GOM.

08/07 – 10/10 Maine Dept. of Marine Resources Boothbay Harbor, ME
Marine Resource Technician

- Support for various port and field sampling projects.
- Otolith aging lab staff person.
- Participation in various groundfish tagging projects.

05/06 – 10/07 FB Environmental Portland, ME
Field Technician

- Maintenance, deployment, and calibration of water quality field equipment.
- Supervision of volunteer staff.

05/02-05/04 Maine Assc. of Conservation Districts Hallowell, ME
Water Quality Field Specialist

- Collection of water samples for the Maine DEP's TMDL lakes program.
- Conduct field surveys of lake watersheds.
- Participation in Lake TMDL public outreach and education.

Education

1997-1999 University of Montana Missoula, MT
Bachelors of Science in Biological Sciences

2010 - Present University of Maine Orono, ME
Masters in Marine Biology
Currently enrolled in School of Marine Science's Marine Biology
Masters Program

Application for
Appointment to Board/ Committee/ Commission

5/15/15	FOR OFFICE USE ONLY Date App. Received
5/15/15	Date App. Entered
	Appointed

Full Name: David Carpenter Date 5/15/15

Street Address: 50 Varney Lane

Home Telephone #: 727-4021 E-mail Address: dcomc@comcast.net I live in Council District #: 1

I wish to be considered for appointment to the:

Cable TV Advisory Committee
(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 9/15

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: 9/18

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

Cable TV Advisory Committee Number of Years 3 Date term expires 9/15

Occupation: Retired

Employer: N/A Work Telephone #: _____

List any civic organizations to which you belong:

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

Three years service on the committee including 1 1/2 as chair

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

see above

D. J. R. CB

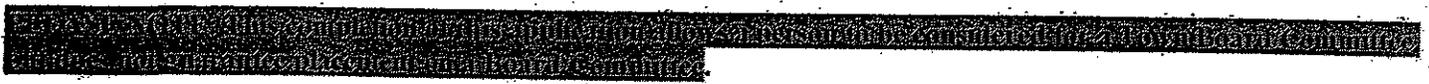
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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



Board/Committee/Commission Applying For: Cable TV Advisory Committee

Term Length: 3 years

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

Please see 2012 application for questions 1 through 6.

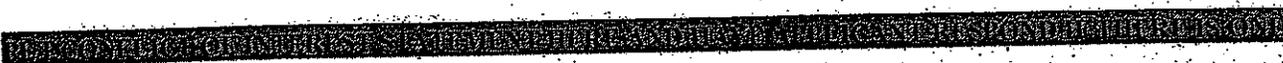
2. Do you have any practical experience or formal education that would be relevant to the Board/Committee/Commission?

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

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

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

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



TOWN OF BRUNSWICK
Application for
Appointment to Board/ Committee/ Commission

For Office Use Only	
5/6/15	Date App. Received
5/6/15	Date App. Entered
	Appointed

Full Name: DANIEL P. DAIRON Date 5/4/2015

Street Address: 20 CUSHNOE LN, BRUNSWICK

Home Telephone #: 725 8799 E-mail Address: ddairon@arbepa.com I live in Council District #: 2

I wish to be considered for appointment to the:

DAVIS FUND COMMITTEE

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 7/1/2015

and/or
ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: 6/30/2018

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

DAVIS FUND COMMITTEE Number of Years 6 Date term expires 6/30/2015

Occupation: CPA

Employer: ALBIN, RANDALL + BENNETT, CPAS Work Telephone #: 207 772 1981

List any civic organizations to which you belong:

BRUNSWICK AREA STUDENT AID FUND - TREASURER, DIRECTOR, CHAIR OF DEVELOPMENT

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

CPA WITH EXPERIENCE AS TAX PREPARER FOR SOME OF THE LARGEST PRIVATE FOUNDATIONS IN MAINE / CURRENTLY SECRETARY OF THE DAVIS COMMITTEE

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

SIGNATURE

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

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

~~THIS APPLICATION AND ITS INFORMATION ARE TO BE CONSIDERED FOR A TOWN BOARD/COMMITTEE/COMMISSION.~~

Board/Committee/Commission Applying For: DAVIS FUND

Term Length: 3 YEARS

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

NO

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

HAVE SERVED FOR 6 YRS 7/1/2009-6/30/2015. CPA EXPERIENCE IS VERY RELEVANT TO BOTH THE GRANT DOLLARS AVAILABLE AS WELL DETERMINATION OF GRANT ALLOCATIONS. AS SECRETARY, HAVE DEVELOPED EXCEL ANALYSIS SPREADSHEETS AND WORKSHEETS TO ASSIST THE COMMITTEE + ALSO WRITTEN MINUTES OF OUR MEETINGS.

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

I ENJOY WORKING WITH THE PEOPLE ON THE COMMITTEE, THE MISSION OF THE COMMITTEE AND THE PROCESS OF ALLOCATING GRANTS IS GOOD WORK. IT IS A REWARDING COMMITTEE TO BE A MEMBER OF AND SUITS MY TALENTS.

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

YES

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

NO

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

I WISH TO CONTINUE MY WORK ON THE COMMITTEE. THANK YOU FOR THE OPPORTUNITY TO SERVE.

DISCLAIMER: FORMER STAFF ADMINISTRATOR OF THE DAVIS FUND RESPONDED TO THIS QUESTION

Rec'd 5/13/15
Entered 5/13/15

Fran Smith

From: smithfm@brunswickme.org
Sent: Tuesday, May 12, 2015 4:57 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name

John L. Donovan

Street Address

11 McKeen St.

Home phone #

207-725-5211

Cell/mobile phone

None

email address

jleodon@gmail.com

Committee/Board you are applying for

Trust Fund Advisory Committee

Type of Memberships

Full membership

Do you or any relative currently serve on any Town Board/Committee/Commission

- No

What Board/Commission/Committee, the number of years of service, and the relationship to this applicant

None

Your occupation (include employer and work phone #)

Retirement

List any civic organizations to which you belong

None

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

Retired Banker and financial adviser.
Currently a member of the committee whose term expired May 10, 2015

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

Yes. Currently serving on the Trust Fund Advisory Committee, Brunswick Housing Authority and Davis Fund Committee.
Past service on other boards

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

No.

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

Yes past committee service and financial employment

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

Continue my public service to the town.

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

Yes and I am retired.

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

None that I know of.

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

I missed applying for re-appointment in April, 2015. Also, I will be out of town from May 16 to May 30, 2015. I would like reappointment. Resume` previously submitted.

Application for
Appointment to Board/ Committee/ Commission

4/28/15	Date App.
4/28/15	Received
	Date App.
	Entered
	Appointed

Full Name: ROB HARROWER Date 6 APR 15

Street Address: 48 MELDEN DR BRUNSWICK, ME

Home Telephone #: 725-4414 Cell - 757-374-8353

E-mail Address: ROB.HARROWER@PAULSMARINA.COM I live in Council District #:

I wish to be considered for appointment to the:

MARINE RESOURCES COMMITTEE

(NAME OF BOARD/COMMITTEE/COMMISSION)

Check one or both:

FULL MEMBERSHIP STATUS:

TERM BEGINS: 5/1/2015

and/or

ASSOCIATE MEMBERSHIP STATUS:

TERM EXPIRES: 5/1/2018

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

Number of Years _____ Date term expires _____

Occupation: WATER FRONT MANAGER FOR PAUL'S MARINA

Employer: PAUL'S MARINA Work Telephone #: 729 3067

List any civic organizations to which you belong:

MAINE MARINE TRADE ASSOCIATION

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

MY EMPLOYMENT AND PAST EXPERIENCES IN THE NAVY

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

Robert F. Harrower

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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



Board/Committee/Commission Applying For: MARINE RESOURCE COMMITTEE

Term Length: 3 YEARS

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

NO, SPOKE WITH A COUPLE OF MEMBERS BEFORE
APPLYING.

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

CURRENTLY WORK ON THE BRUNSWICK WATERFRONT
AND THE WATERS OFF MEREPOINT. BACKED WITH
OVER 24 YEARS IN THE US NAVY.

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

INTERESTED IN THE CHARGE OF THE COMMITTEE
AND WOULD LIKE TO "GIVE BACK" TO THE COMMUNITY
AS A MEMBER.

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

YES, UNLESS THERE IS AN EMERGENCY
SITUATION, I SHOULD ATTEND THE MEETINGS

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

NO

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

NO

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

For Office Use Only
4/24/15 Date App.
4/24/15 Received
Date App.
Entered
Appointed

Full Name: Marybeth Latti Date 4-24-15

Street Address: 33 Hemlock Rd Home Phone # 729-1592

Cell/mobile Phone #: 757-7682 E-mail Address: Marybeth.latti@gmail.com I live in Council Dist. #: _____

I wish to be considered for appointment to the:

Personnel Board
(NAME OF BOARD/COMMISSION/COMMITTEE)

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

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

Mark Latti Marine Resources # of Years 90+ Date term exp. _____ Relationship husband

Your occupation: Teacher

Employer: MSAD 75 Work Telephone #: _____

List any civic organizations to which you belong:

Bethel YWCA

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

Personnel Board
School Board 2007-2010

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

School Board 2007-10

M Latti
SIGNATURE

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Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

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

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

PLEASE NOTE: This completion of this application allows a person to be considered for a Town

Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Personnel Board

Term Length: 3 yrs.

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

No, I have previously sat on The personnel board

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

I have served on numerous interview committees and feel well qualified to continue to do so.

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

I enjoy working with those on The board. I also enjoy getting to understand The police & fire protocol

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

Yes.

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

No.

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

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

5/12/15	For Office Use Only
	Date App. Received
	Date App. Entered
	Appointed

Full Name: Howard Woodrow Nannen Date 6-12-15

Street Address: 13 Chamberlain Avenue Home Phone # 725-6182

Cell/mobile Phone #: 406-0979 E-mail Address: hjnannen@comcast.net I live in Council Dist. #: _____

I wish to be considered for appointment to the:

Brunswick Housing Authority

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: X

TERM BEGINS: 2015

and/or

ASSOC/ALT MEMBERSHIP STATUS: _____

TERM EXPIRES: _____

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

_____ # of Years _____ Date term exp. _____ Relationship _____

Your occupation:

Employer: Self as housing builder/developer/Ret'd Work Telephone #: _____

List any civic organizations to which you belong:

Recent new resident of Brunswick

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

Real estate development/construction - Single family (Harpswell) to large-scale, multifamily/office/commercial (Hartford, CT) - concentration in historic buildings

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

None in Brunswick, but Harpswell Planning Board, 5 years; Chair-Harpswell 2005 Comprehensive Plan, 5 years

SIGNATURE

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

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

PLEASE NOTE: This completion of this application allows a person to be considered for a Town

Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Brunswick Housing Authority

Term Length: 2-4 years

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

No

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

Masters Degree - Landscape Architecture. Experience in City Planning; Urban and suburban rental housing development; extensive work in historic building restoration and adaptive reuse. 40 years cumulative experience

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

I would like to offer my professional and volunteer experience to assist in enabling Brunswick to offer a range of well-planned housing opportunities to those in need.

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

Yes

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

No

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

Having served on similar boards and committees, I have found that contributing my experience has been both useful to others and personally gratifying. I hope to put this experience to good use in Brunswick.

PLEASE REVIEW THE TOWN OF BRUNSWICK BOARDS, COMMISSIONS, AND COMMITTEES APPOINTMENT POLICY PRIOR TO SUBMITTING THIS APPLICATION. YOU MAY VIEW THE POLICY AT <http://www.brunswickme.org/departments/town-clerk/boards-committees/> OR OBTAIN A COPY FROM THE TOWN CLERK'S OFFICE.

RESUME, HOWARD NANNEN
3.2000

Home Builder, 1993-Present

President, Board of Directors, Japan America Society of Maine, 1998-Present

Director, Board of Directors, Advest Bank and Trust Company, Hartford, CT, 1984-2000, Retired

Member, Harpswell Planning Board, 1998-2003

Member, Harpswell Land Use Committee, 1998-~~2003~~

Member, Harpswell Paper Roads Committee, 1997-1998

Managing Director, Partner, Hartford Development Group, 1981-1996, Hartford, CT

President, Board of Directors, Connecticut Housing Investment Fund, c.1986

Director, Board of Directors, Connecticut Housing Investment Fund, c. 1983-1987

Director, Board of Directors, Hartford Architecture Conservancy, c. 1978-1982

Director, Board of Directors, Greater Hartford Housing Development Consortium, c. 1991-1993

President, Hartford Restoration Company, 1975-1980

Lecturer, Urban Planning, Trinity College, Hartford, CT, c. 1976-1979

Project Manager, Greater Hartford Community Development Corp., 1972-74

Planner, Connecticut Development Group, 1971-1972

Planner, Hartford City Planning Commission, 1967-71

Lecturer, University of Hartford Graduate School of Public Administration, 1970-72

University of Massachusetts, Master of Landscape Architecture, 1967

Dartmouth College, Bachelor of Arts, 1963

May 12, 2015

John Hodge
Brunswick Housing Authority
Brunswick, ME

Dear John,

Thank you for the opportunity to apply for a membership on the Housing Authority Board. It would be an honor and privilege to serve with you and others as a member. I believe that my experience in the field would contribute to your mission.

Best,
Howard Wannen

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

For Office Use Only
514-15 Date App.
Received
5/14/15 Date App.
Entered
Appointed

Full Name: David J. Shaughnessy Date 5/13/15
Street Address: 5 Chestnut Rd. Home Phone # 729-3214
Cell/mobile Phone #: 607 794-7750 E-mail Address: djandtracy@gmail.com I live in Council Dist. #: _____

I wish to be considered for appointment to the:
Trust Fund Advisory Committee
(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: 6/2015
and/or
ASSOC/ALT MEMBERSHIP STATUS: TERM EXPIRES: 6/2018

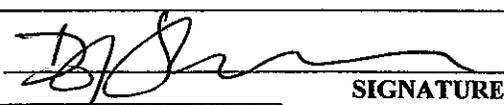
Do you or any relative currently serve on any Town Board/Commission/Committee? No If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:
of Years _____ Date term exp. _____ Relationship _____

Your occupation: Portfolio Manager / Investment Adviser
Employer: FL Putnam Investment Mgmt. Work Telephone #: 800 356 1781

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
20+ years working in the investment management industry.

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


SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form.
Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

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

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

PLEASE NOTE: This completion of this application allows a person to be considered for a Town Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Trust Fund Advisory Committee

Term Length: 3 yrs.

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

No. I work with other municipal trusts in my practice.

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

I hold an MBA and a CFA - Chartered Financial Analyst. I also manage portfolios for a broad range of non-profit and public entities.

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

I would like to leverage my experience and expertise for the benefit of the town. I believe civic service is an important pursuit and feel an obligation to contribute.

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

Yes. John Donovan, current committee member, has made me aware.

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

No. Our firm would recuse itself from bidding on potential business as a result of an employees involvement.

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

I look forward to speaking with the town councilors about the opportunity to serve. Thank you.

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