



**TOWN OF BRUNSWICK**  
**DOWNTOWN BRUNSWICK AND OUTER PLEASANT**  
**STREET CORRIDOR**  
**MASTER PLAN IMPLEMENTATION COMMITTEE**  
85 UNION STREET, BRUNSWICK, ME 04011

**Margo Knight**, Chair  
*Citizen-at-Large*

**Jane Millett**  
*Councilor – District 6*

**Kathy Wilson**  
*Councilor – At Large*

**Paul Dostie**  
*Resident - Downtown*

**Debora King**, Vice Chair  
*BDA Member*

**Toby Tarpinian**  
*Business Owner - Downtown*

**Crystal Card**  
*Creative Economy/Non-profit*

**Vacant**  
*Citizen at Large*

**Vacant**  
*Resident – Pleasant Street*

**Vacant**  
*Business Owner – Pleasant Street*

**MEETING AGENDA**  
**TUESDAY, MAY 5, 2015**  
**5:00 PM**

**TOWN HALL, COUNCIL CHAMBERS**  
**85 UNION STREET**

- 1. Introductions/Public Comment**
- 2. New Member Introduction**
- 3. Acceptance of 3/3/15 Meeting Summary**
- 4. Topic Discussions/Project Updates**
  - a. Council Update Recap (Margo)**
  - b. Federal Street Sharrow/Bike Lane Update (Kathy)**
  - c. Council approval to submit 2015 TIGER grant request for Brunswick Station Transportation Center/Town Hall parking facility and Portland Metro bus service expansion (Anna)**
  - d. Pleasant Street Crosswalk Update (Anna)**
  - e. 2015 Committee Activities and Task Group Formations**
  - f. Other Updates**
- 5. Next Meeting To Dos/Agenda**
  - a. Next Meeting, June 2nd, 5:00 pm.**



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**MEETING SUMMARY**  
**TUESDAY, MARCH 3, 2015**

- 1. Introductions/Public Comment** – Planning and Development Director, Anna Breinich, opened the meeting. No public comment received.
- 2. Election of Officers** – By unanimous vote Margo Knight was elected Chair and presided over the rest of the meeting. Deb King was unanimously elected Vice-Chair.
- 3. Acceptance of 11/10/14 Meeting Summary** – Accepted.
- 4. Pleasant Street Crosswalk Discussion** – BBPAC requested MPIC to reopen discussions regarding the placement of a raised crosswalk on Pleasant Street, between the Post Office and Library. Town Engineer/Public Works Director John Foster was in attendance to participate in the discussion. John explained how the raised crosswalk would be constructed. To minimize costs, the crosswalk would not be flush to the sidewalk, allowing for a gap for stormwater to flow through. This “gap” would also increase man hours needed during winter months for snow removal. “Gaps” would need to be hand-shoveled. Another option discussed was the use of textured pavement for the crosswalk. The crosswalk would remain flat but be of different texture and color, similar in cost to the first proposed raised crosswalk. After considerable discussion, the Committee voted 5-1 in favor of recommending a textured pavement crosswalk to Town Council. Margo will include the recommendation in her annual update to Town Council in April.
- 5. Federal Street Sharrow/Bike Lane Workshop Report** – Kathy reported on the neighborhood workshop held in February noting a good turn-out and positive feedback. Committee members asked if additional policing/placement of electronic informational signs would be available during the first few months after installed. Placement of sharrow/bike lane will require an amendment to the Town’s parking ordinance. A request will be made for Town Council to consider setting the public hearing at their April 6<sup>th</sup> meeting for the hearing to be held on April 27<sup>th</sup>.
- 6. MPIC Retreat Recap** – Based on retreat discussion, staff compiled a listing of potential 2015 activities which was presented to the Committee and prioritized. The prioritized list is attached.
- 7. Town Council MPIC Update** – Margo will provide Town Council with the annual MPIC update in April. Staff has requested agenda time.
- 8. Next Meeting** – A new date and time was set for all future MPIC meetings, 1<sup>st</sup> Tuesdays, 5:00 pm. Next meeting is scheduled for 4/7/15.

**Present:** Margo Knight, Chair; Deb King, Vice Chair; Jane Millett; Kathy Wilson; Toby Tarpinian; Paul Dostie; Anna Breinich, Committee Staff  
**Attendee:** John Foster, Town Engineer/Public Works Director

# 2014 Accomplishments

- Offered input on first draft of ZORC
- Conducted Maine Street x-walk survey
- Support of Federal Street bike lane & sharrows
- Proposed textured pavement for Pleasant Street x-walk between Library and Post Office

# 2015 Priorities

- Installation of more pedestrian-activated flashing crosswalk signs (with BBPAC)
- Support of an expanded downtown banner program (with BDA)
- Develop master list of streetscape improvements and reduction of sign clutter (with BDA and Planning and Development)
- Develop Maine Street bump-out utilization (with BDA and Village Improvement Association)
- Support the Brunswick Business Historic District Designation (with BDA)
- Investigate feasibility of multi-family building inspection program (with Planning and Development and Fire departments)
- Develop a "We Share" parking program to highlight those businesses sharing private parking assets downtown (with Police, Planning and Development departments)
- Develop a plan for downtown wayfinding signs (with BDA)
- And several others...



# TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

DEPARTMENT OF PLANNING AND DEVELOPMENT

85 UNION STREET, ROOM 216

BRUNSWICK, ME 04011

ANNA M. BREINICH, FAICP  
DIRECTOR OF PLANNING & DEVELOPMENT

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

April 28, 2015

**To:** Brunswick Town Council  
John Eldridge, CPFO, Town Manager  
**From:** Anna Breinich, FAICP  
**Subject:** Council request to review potential projects for 2015 TIGER grant applications.

At its April 27, 2015 meeting, the Brunswick Town Council discussed potential projects for funding under the US DOT 2015 TIGER grant program for pre-application submittals on May 5, 2015. Applicants can submit up to 3 applications with final applications due by June 5, 2015. Fortunately, yesterday I was able to participate in a highly informative interactive webinar held by US DOT to provide guidance on being competitive. It was stressed that TIGER is a highly competitive program with only 5-10% of applications funded each round. In actual numbers over 6 grant rounds, 342 out of 6,100 applications were funded. Competitive projects are those that are multi-modal, "ready-to-go," are transformative for a community, provide opportunities for disadvantaged groups, provide services that do not presently exist, have a high benefit-cost ratio, strong partnerships/leveraging of resources and can be started by June 2017.

Staff analysis and recommendations for project submittals are as follows:

- **Environmental review, design and installation of safety improvements at at-grade rail crossings throughout Brunswick** (Council suggested) – Eligible activity per program criteria but is not ready to go at this time. Based on the discussion with US DOT staff yesterday, it is questionable that this project would score high enough for funding consideration. More emphasis is placed on projects to eliminate at-grade crossings rather than safety improvements only. In addition, more time would be needed to develop the scope and budget for the project, including working with neighboring property owners to develop acceptable solutions.

**No TIGER pre-application should be filed in this round. Staff recommends that at a future time, Council consider additional study to develop a scope and budget in partnership with neighboring property owners to be ready for future funding opportunities.**

- **Parking facility environmental review, preliminary and final design and construction on municipal parking lot behind Tondreau Building** (Council suggested) – Parking facility must be linked with a transportation project to be determine an eligible activity, as is the case with the proposed parking facility at Town Hall.

**This project would not be considered an eligible activity for TIGER funding.**

- **Property negotiation/procurement, environmental review, design and construct a roundabout at Stanwood and Pleasant Streets** (Council suggested) – Although this would be a strong eligible project, it is far from being competitive at this time due to the amount of pre-design work still needed, including property acquisition.

**No 2015 TIGER pre-application should be filed. Staff recommends that at a future time, the Council consider funding a feasibility study/preliminary design for locating a roundabout at Stanwood and Pleasant Streets to be ready for future funding opportunities.**

- **Sidewalk maintenance throughout Brunswick.** (Council suggested) – Although an eligible activity for TIGER funding, it was stated by US DOT staff that such a program would not be competitive.

**NO 2015 TIGER pre-application should be filed. Staff recommends no further action at this time.**

- **Completion of the Brunswick portion of the Androscoggin to Kennebec Bike Path** (staff suggested) – Previously submitted for consideration under other State and Federal grant programs as recent as 2010. Final design and engineering funding is already approved by MDOT and listed in their FY 2016-18 Work Program as part of a joint application with Bath and West Bath. Project scope and budget already developed. Eligible and competitive per program criteria.

**Staff recommends project for 2015 TIGER application submittal.**

- **Parking structure environmental review, final design and construction on Town Hall parking lot to expand parking for train and bus station** (staff suggested) – Previously submitted for consideration under other State and Federal grant programs as recent as 2010. Conceptual design and cost estimates for a 200-stall facility completed. Eligible and competitive per program criteria. Project could be made more competitive if Portland Metro bus service expansion is combined with the parking facility. Staff is exploring this option with Portland Metro staff.

**Staff recommends project for 2015 TIGER application submittal.**

## MPIC PRIORITIZED 2015 ACTIVITIES – MARCH 3, 2015

ACTIVITY	PRIORITY	ACTIVITY LEAD/PARTNERS	POTENTIAL FUNDING SOURCE	STATUS	START/COMPLETION DATES
1. Federal Street Sharrow/Bike Lane Designation	High	BBPAC/Police/Public Works	Public Works	Scheduled 4/6/15 for Town Council to consider setting a Public Hearing to amend parking ordinance (delete 13 parking spaces to allow for bike lane).	5/15; 7/15
2. Installation of 4 ped-activated flashing crosswalk signals	High	BBPAC/Police/Public Works/School Depts.	MDOT w/Town Match through Public Works	Funding secured. Need to select crosswalk locations.	5/15; 12/15
3. Determine pedestrian safety experiments	High	BBPAC/Police/Public Works/School Depts.		Part 2 of 2. above	
4. Downtown banner program	High	BDA	BDA	Funding secured. Summer banners ordered	
5. Develop master list of streetscape improvements/reduction of sign clutter needed in downtown and adjacent neighborhoods	High	BDA/Planning and Development	TBD		
6. Develop Maine Street bump-outs utilization plan	High	BDA/VIA	BDA/VIA		
7. Brunswick Business Historic District Designation	High	BDA	BDA	Application to MHPC to be submitted in July 2015.	

**MPIC PRIORITIZED 2015 ACTIVITIES – MARCH 3, 2015**

ACTIVITY	PRIORITY	ACTIVITY LEAD/PARTNERS	POTENTIAL FUNDING SOURCE	STATUS	START/COMPLETION DATES
8. Multi-family building inspection program	High	Planning and Development/Fire Depts.		Request discussion session with Jeff Emerson and Jeff Hutchinson	6/15
9. Rightsizing Maine Street next steps	Moderate	MPIC			
10. 2-way Pleasant Street consideration	Moderate	MPIC			
11. Develop a “We Share” parking program to highlight those sharing parking downtown	Moderate	MPIC/Police/Planning and Development			
12. Conduct third parking audit downtown	Moderate	MPIC/Planning and Development/Police/Volunteers	N/A	Schedule after CEI opening.	10/15
13. Develop plan/template for downtown wayfinding signs (parking, historic places, destinations of interest)	Moderate	MPIC/BDA			
14. Provide free wi-fi downtown	Low				
15. Update Mall Management Plan	Low		TBD	On Hold	
16. Develop design guidelines for outer Pleasant Street	Low	Planning and Development/Consultant	TBD	On hold until zoning ordinance completion.	2016