

BRUNSWICK TOWN COUNCIL
Agenda
July 20, 2015
6:30 P.M. – Executive Session
7:00 P.M. – Regular Meeting
Council Chambers
Town Hall
85 Union Street

Roll Call of Members

Acknowledgement of Meeting Notice

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

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the minutes of July 6, 2015
- b) Abatement of personal property taxes that were assessed in error
- c) Approval of Games of Chance for the Brunswick Knights of Columbus Council, #5008, 2 Columbus Drive
- d) MMA Annual Election of Vice President and Executive Board

Public Comments

Correspondence

Committee Reports

MANAGER'S REPORT:

- (a) Report on the creation of the Mid Coast – Parkview Health System
- (b) Financial update
- (c) Nomination papers availability
- (d) Update on Zoning Ordinance Rewrite
- (e) Report on the process to name the Kate Furbish Preserve trails
- (f) Update on upcoming roadwork on Nancy Drive, Patricia Road, and Pierce Lane
- (g) Update on Pine Street Bicycle and Pedestrian Access to Brunswick Landing
- (h) Reminder of the public meeting regarding downtown Brunswick's consideration for a Commercial Historic District nomination by the Maine Historic Preservation Commission

PUBLIC HEARING

80. The Town Council will hear public comments on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code regarding restriction of overnight parking in municipal lots on Union Street, and other miscellaneous parking changes, and will take any appropriate action. (Manager)

HEARING/ACTION

81. The Town Council will hear public comments on amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code regarding sellers of prepared food on a public way to require a 72 inch pedestrian walkway when placing outdoor seating on the sidewalk, and will take any appropriate action. (Manager)

HEARING/ACTION

NEW BUSINESS

82. The Town Council will consider adopting the “Solarize Brunswick” program, and will take any appropriate action. (Councilor Walker and Chair Brayman)

ACTION

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

Brunswick Town Council
Agenda
July 20, 2015
Council Notes and Suggested Motions

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

Suggested motion:

Motion to go into executive session to discuss labor negotiations per 1 M.R.S.A. §405(6)(D)

CONSENT AGENDA

- a) Approval of the minutes of July 6, 2015: A copy of the minutes is included in the packet.
- b) Abatement of personal property taxes that were assessed in error: The Assessor has identified an account that was assessed in error and is requesting an abatement. A copy of her memo is included in your packet.
- c) Approval of Games of Chance for the Brunswick Knights of Columbus Council, #5008, 2 Columbus Drive: This is the six month renewal of beano for this organization. A copy of the application is included in your packet.
- d) MMA Annual Election of Vice President and Executive Board: The Council will vote for the MMA Vice-President and Executive Committee Members. There are no contested races. A copy of the information from MMA is included in your packet.

COUNCIL COMMITTEE REPORT

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

MANAGER'S REPORT:

- (a) Report on creation of the Mid Coast – Parkview Health System: Lois Skillings, President and CEO of Mid Coast, and Randee Reynolds, President and CEO of Parkview, will inform the Council and public about combining these local healthcare organizations.
- (b) Financial update: Manager Eldridge will update the Council on the Town's financial status at the end of the fiscal year. Copies of financial reports will be included in your packet.
- (c) Nomination papers availability: Nomination papers for Town Council and School Board will be available starting Friday, July 24th, and need to be returned no later than Friday, September 4th. Districts 3, 4 and one of the At Large seats for both the Town Council and School Board will be up for election in November.
- (d) Update on Zoning Ordinance Rewrite: This item provides an update on this process. Anna Breinich will be at the meeting to answer any questions.
- (e) Report on the process to name the Kate Furbish Preserve trails: The Council will receive a report regarding the process underway to name the trails on the Kate Furbish Preserve. Bridger Tomlin, the Bowdoin Fellow, will be providing this brief report.
- (f) Update on roadwork on Nancy Drive, Patricia Road, and Pierce Lane: This item is to provide information on these road projects. On July 9th the Town opened four bids for the storm drain work contemplated for these streets. The bid was awarded to Crooker Construction, LLC. The storm drain work was estimated at \$200,000 and is the first phase in the estimated \$580,000 road reconstruction project the Town has voted to bond. The second phase includes reconstruction of the base. The final phase is paving. Construction

is expected to start by mid-August and be completed next year. Copies of a memo from Manager Eldridge and the bid results are included in your packet.

- (g) Update on Pine Street Bicycle and Pedestrian Access to Brunswick Landing: This item is to inform the Council and the public of the construction of this access from the terminus of Pine Street to the Perimeter Road on Brunswick Landing. Work is expected to begin the week of July 27th and be completed by September. A copy of a memo from Manager Eldridge, providing additional information on the schedule and funding, is included in your packet.
- (h) Reminder of the public meeting regarding downtown Brunswick's consideration for a Commercial Historic District nomination by the Maine Historic Preservation Commission: This item is to remind the Council and public of the meeting on July 24th at Town Hall at 10:30 a.m. to allow for public input on this nomination.

PUBLIC HEARING

- 80. This item is the required public hearing on amendments to Chapter 15 "Traffic and Vehicles" of the Municipal Code regarding a restriction on overnight parking in municipal lots on Union Street, and other miscellaneous parking changes. Included in the miscellaneous changes are the following: providing for 30 minute spots at Town Hall during business hours, and no parking on sections of Barrows Drive at Coffin School, a section of Federal Street on Railroad Bridge, the corner of McLellan Street and Harpswell Road, the intersection of Storer Road and Old Bath Road, and a section of Page Street. Details on these changes are outlined in a memo from Commander Waltz. Copies of the memo and draft amendments are included in your packet.

Suggested motion:

Motion to adopt amendments to Chapter 15 "Traffic and Vehicles" of the Municipal Code regarding restriction of overnight parking in municipal lots on Union Street, and providing for 30 minute spots at Town Hall during business hours, and no parking on sections of Barrows Drive at Coffin School, a section of Federal Street on Railroad Bridge, the corner of McLellan Street and Harpswell Road, the intersection of Storer Road and Old Bath Road, and a section of Page Street.

- 81. This item is the required public hearing on amendments to Chapter 10 "Licenses and Business Regulations" of the Municipal Code regarding sellers of prepared food on a public way to require a 72 inch pedestrian walkway when placing outdoor seating on the sidewalk (originally proposed as 60 inches, but the Council voted to go to public hearing with 72 as it was more restrictive and could be changed back to 60 if that was the decision of the Council). Further research by staff determined that the United States Access Board's technical requirements call for a minimum of a 60 inch passing zone on sidewalks. This amendment comes as the result of concerns by Councilors and citizens regarding restaurants that have outdoor seating extending too far onto the sidewalk. This will ensure that those getting town permits must provide adequate space for pedestrians to pass. Copies of the draft amendment and a memo from Manager Eldridge along with Technical Requirements from the US Access Board, are included in your packet. The Town is also preparing an inventory of current sidewalk seating and sidewalk distances. Due to the amount of work this entails, this information will be provided prior to the meeting.

Suggested motion:

Motion to adopt amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code regarding sellers of prepared food on a public way to require a 72 OR 60 inch pedestrian walkway when placing outdoor seating on the sidewalk.

NEW BUSINESS

82. This item, sponsored by Councilor Walker and Chair Brayman, is for the Council to consider adopting the “Solarize Brunswick” program, as discussed at your June 15th meeting. Alex Anesko from the Recycling and Sustainability Committee will be at the meeting to make a presentation and answer questions. Copies of the PowerPoint presentation, background information, draft RFP, and a sample flyer are included in your packet.

Suggested motion:

Motion to adopt the “Solarize Brunswick” program as outline by the Recycling and Sustainability Committee and attached to the official minutes.

Suggested Motion:

Motion to adjourn the meeting.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
July 6, 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; Steve Langsdorf, Town Attorney; Linda Smith, Business Development Manager; Anna Breinich, Director of Planning and Development; Cathy Jamison, Assessor; Julie Henze, Finance Director; Mark Waltz, Police Commander; Dan Devereaux, Marine Resource 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 Agenda

To remove Item CA-b from the consent agenda to be voted on separately, and to put item 77 as the first business item.

CONSENT AGENDA *(This item was discussed at 7:05 p.m.)*

- a) **Approval of the Minutes of June 15, 2015**
- b) **Approval of the Minutes of June 29, 2015**
- c) **Approval of a quitclaim deed for a mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 467**

Councilor Perreault moved, Councilor K. Wilson seconded, to approve Consent Agenda items CA -a and CA-c. The motion carried with nine (9) yeas.

Councilor Perreault moved, Councilor Millett seconded, to approve Consent Agenda item b. The motion carried with six (6) yeas. Councilor Richardson, Councilor Walker, and Councilor S. Wilson abstained as they were not at the meeting of June 29th.

(A copy of the quitclaim for item CA-c will be attached to the official minutes.)

Public Comments *(This item was discussed at 7:07 p.m.)*

Richard Fisco, 2 Lincoln Street, spoke regarding the school presentation and the lack of school maintenance. He did not like the architect's comments. He looked at the schools and they

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appeared to be rather nice. Maintenance is part of responsible ownership, and the school should hire a full-time maintenance person.

Correspondence *(This item was discussed at 7:10 p.m.)*

Councilor Perreault congratulated the Brunswick Boys Lacrosse Team on winning the state championship.

Councilor Walker said he received calls expressing concern that an overabundance of outdoor cats are getting into people's yards and presenting dangers to the bird population. He would like to explore the idea of a cat licensing ordinance.

Committee Reports *(This item was discussed at 7:14 p.m.)*

A report was given regarding the Finance Committee.

MANAGER'S REPORT:

(a) Announcement of Notice of Availability and Public Comment Period on a Proposed Plan regarding Installation Restoration Site 12 – Former Naval Air Station *(This item was discussed at 7:15 p.m.)*

Manager Eldridge provided this report.

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

(b) Nomination papers availability *(This item was discussed at 7:16 p.m.)*

Fran Smith, Town Clerk, provided information on this item.

(c) Update on workshop with School Board regarding facilities *(This item was discussed at 7:18: p.m.)*

Manager Eldridge provided this report, and responded to questions from Councilor S. Wilson.

(d) Report on Planning Board Special Permits *(This item was discussed at 7:20: p.m.)*

Manager Eldridge provided this report.

Anna Breinich, Director of Planning and Development, responded to questions from Councilor Millett, Councilor Walker, and Councilor Perreault.

(A copy of the letter from Ms. Breinich will be attached to the official minutes.)

(e) Acknowledgement that Downtown Brunswick is being considered for a Commercial Historic District nomination by the Maine Historic Preservation Commission *(This item was discussed at 7:31 p.m.)*

Manager Eldridge provided this report.

(A copy of the Commission's letter, a map, and fact sheet will be attached to the official minutes.)

PUBLIC HEARING

73. **The Town Council will hear public comments on the following Special Amusement license application, and will take any appropriate action. (Manager) *(This item was discussed at 7:33 p.m.)***

Special Amusement

1337 Beer LLC

D/B/A: Ebenezer's Brew Pub

112 Pleasant Street

Christopher & Jennifer Lively

Chair Brayman opened the public hearing.

Town Clerk Fran Smith explained this item.

Chair Brayman closed the public hearing.

Councilor Perreault moved, Councilor Walker seconded, to approve a Special Amusement license for Ebenezer's Brew Pub, located at 112 Pleasant Street. The motion carried with nine (9) yeas.

74. **The Town Council will hear public comments on a Community Development Block Grant MicroEnterprise Assistance Program contract amendment, which is assisting two Brunswick businesses, Anew Studio and Fair Winds, Inc., with grant funds to undertake building/leasehold improvements and technical system enhancements, and will take any appropriate action. (Manager) *(This item was discussed at 7:35 p.m.)***

Chair Brayman opened the public hearing.

Linda Smith, Business Development Manager, spoke regarding this item. She responded to questions from Councilor Harris and Councilor Perreault.

Chair Brayman closed the public hearing.

Councilor Perreault moved, Councilor Walker seconded, to adopt the "Brunswick Town Council Resolution – Micro Enterprise Assistance Grant Program for Anew Studio and Fair Winds, LLC" (located on page 7 in the contract amendment document) approving acceptance of an additional \$72,000 as a MicroEnterprise Assistance program grant contract amendment.

Councilor Harris, Councilor Millett, Councilor Perreault, Councilor Richardson, Councilor K. Wilson, Chair Brayman, and Councilor S. Wilson spoke regarding this item.

Councilor Perreault moved, Councilor Walker seconded, to adopt the “Brunswick Town Council Resolution – Micro Enterprise Assistance Grant Program for Anew Studio and Fair Winds, LLC” (located on page 7 in the contract amendment document) approving acceptance of an additional \$72,000 as a MicroEnterprise Assistance program grant contract amendment. The motion carried with eight (8) yeas. Councilor Harris was opposed as he did not support Anew’s application.

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

NEW BUSINESS

Item 77 was taken up as the first business item.

75. The Town Council will consider setting a public hearing for July 20, 2015, on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code regarding restriction of overnight parking in municipal lots on Union Street, and other miscellaneous parking changes, and will take any appropriate action. (Manager) *(This item was discussed at 8:16 p.m.)*

Manager Eldridge and Commander Waltz spoke regarding this item.

Councilor Millett asked questions, to which Commander Waltz responded.

Councilor S. Wilson spoke regarding this item.

Councilor Perreault moved, Councilor Richardson seconded, to set a public hearing for July 20, 2015, on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code regarding a restriction on overnight parking in municipal lots on Union Street and other miscellaneous parking changes. The motion carried with nine (9) yeas.

76. The Town Council will consider setting a public hearing for July 20, 2015, on amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code regarding sellers of prepared food on a public way to require a sixty inch pedestrian walkway when placing outdoor seating on the sidewalk, and will take any appropriate action. (Manager) *(This item was discussed at 8:24 p.m.)*

Manager Eldridge spoke regarding this item, and responded to questions from Councilor Millett.

Councilor Millett, Councilor Perreault, Councilor Richardson, Councilor Watson, Councilor S. Wilson, Councilor K. Wilson, and Councilor Walker spoke regarding this item.

Councilor Perreault moved, Councilor Walker seconded, to set a public hearing for July 20, 2015, on amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code regarding sellers of prepared food on a public way to require a 72 inch pedestrian walkway when placing outdoor seating on the sidewalk. The motion carried with eight (8) yeas. Councilor Millett was opposed.

77. **The Town Council will consider authorizing an overexpenditure of the Town’s appropriation for social services in the amount of \$17,888.08 plus interest to provide a grant to Family Focus for 2014 property taxes, and will take any appropriate action. (Manager) (This item was discussed at 8:00 p.m.)**

Manager Eldridge introduced this item.

Councilor Richardson said he was abstaining since he is on the Board of Family Focus.

Councilor S. Wilson, Councilor Perreault and Councilor K. Wilson asked questions, to which Manager Eldridge responded.

Chair Brayman opened the floor to public comment.

Ben Tucker, Maine Street, and Family Focus Board member, spoke regarding this item. He responded to questions from Councilor Millett and Councilor Watson.

Manager Eldridge responded to questions from Chair Brayman.

Councilor Millett and Councilor Harris spoke regarding this item.

Councilor Walker moved, Councilor Watson seconded, to authorize an overexpenditure of the Town’s appropriation for social services in the amount of \$17,888.08 plus interest to provide a grant to Family Focus for 2014 property taxes. The motion carried with eight (8) yeas. Councilor Richardson abstained.

(A copy of the memos from Manager Eldridge and Assessor Cathy Jamison, along with articles of incorporation for Family Focus, will be attached to the official minutes.)

78. **The Town Council will consider approving a 1% COLA for non-union hourly employees, and will take any appropriate action. (Manager) (This item was discussed at 8:43 p.m.)**

Manager Eldridge spoke regarding this item.

Councilor Perreault and Councilor S. Wilson spoke regarding this item.

Councilor Richardson and Councilor Watson asked questions, to which Manager Eldridge responded.

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Councilor Millett moved, Councilor Harris seconded, to approve a 1% COLA for non-union hourly employees for the fiscal year 2015-16. The motion carried with nine (9) yeas.

(A memo from Manager Eldridge and a proposed pay scale will be attached to the official minutes.)

- 79. The Town Council will consider appointments to the Town's Boards and Committees, and will take any appropriate action. (Appointments Committee)**
(This item was discussed at 8:50 p.m.)

Councilor Millett made the following nominations:

Davis Fund Committee

Alison Harris – reappointment for a term to expire on 06/30/2018

Sande Updegraph - reappointment for a term to expire on 06/30/2018

Personnel Board

Jessica Flaherty – appointment as alternate for a term to expire on 01/12/2018

Recycling and Sustainability Committee

Pamelia Edgerton– reappointment for a term to expire on 01/12/2018

Trust Fund Advisory

John Donovan – reappointment for a term to expire on 05/10/2018

Village Review Board

Sande Updegraph – appointment for a term to expire on 10/20/2017

Laura Lienert – moving her current appointment to the district representative spot and keeping her expiration the same 10/20/2016.

The Council supported the slate with eight (8) yeas. Councilor S. Wilson was not present for the vote.

Councilor Watson moved, Councilor Richardson seconded, to adjourn the meeting. The motion carried with eight (8) yeas. Councilor S. Wilson was not present for the vote.

The meeting adjourned at 8:55 p.m.

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

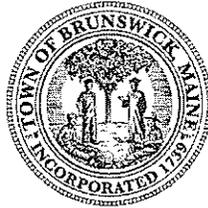
*Frances M. Smith
Town Clerk
July 10, 2015*

July 20, 2015
Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

85 Union Street
Brunswick, Maine 04011



Telephone 207 725-6650
FAX 207 725-6663

Town of Brunswick, Maine

Incorporated 1739

Assessing Department

www.brunswickme.org

MEMO

TO: John Eldridge, Town Manager
Town Council Members

FROM: Cathleen M. Jamison, Assessor

DATE: June 29, 2015

SUBJECT: Abatement

It has recently come to my attention that Brunswick Variety & Deli Inc. was assessed for personal property for the 2013 tax year in error. Therefore, I am requesting that the Town Council grant abatement under Title 36 M.R.S.A § 841(1) for the 2013 tax year as follows:

<u>Year</u>	<u>Assessment</u>	<u>Tax</u>
2013	18,500	\$490.99

If approved, please complete and forward to the Tax Collector to process the abatement:

Presented to Town Council (date): _____

Approved by Town Council (date): _____

Town Clerk attestation: _____

CONSENT AGENDA - C BACK UP MATERIALS



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

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

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

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

2. Organization Name: Knights of Columbus Council 1947 Name of Game: _____

Organization Number: 5008 Number of Games: _____

Federal Tax ID # (EIN): 01-0267400 Open to Public? Yes No

Business Address: 2 Columbus Drive Brunswick, Me. 04011

Mailing Address: 2 Columbus Drive Brunswick, Me. 04011 Phone: 729-6552

3. Current Officers:

22 PEARSON DR.

<u>Bill Selzberger (Grand Knight)</u>	<u>Brunswick</u>	<u>June 2016</u>
NAME & TITLE	CITY/ZIP	DATE TERM EXPIRES

<u>Rock Lewis (D. Grand Knight)</u>	<u>Brunswick</u>	<u>June 2016</u>
NAME & TITLE	CITY/ZIP	DATE TERM EXPIRES

<u>Bill O'Connell (Treasurer)</u>	<u>Harpeswell</u>	<u>June 2016</u>
NAME & TITLE	CITY/ZIP	DATE TERM EXPIRES

<u>Tony Coulombis</u>	<u>Topsham</u>	<u>June 2016</u>
NAME & TITLE	CITY/ZIP	DATE TERM EXPIRES

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

Knights of Columbus Hall 2 Columbus Dr Brunswick, Me. 04011
BUILDING ADDRESS CITY/ZIP

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

Eric Thibodeau 891-3899-729-6552
NAME DAYTIME PHONE & EVENING PHONE

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

E-Mail Address: kebruns@koe.1947.comcastbiz.net

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

What are the hours of operation? 5 to 10pm.

7. For Tournaments and Beano Only:

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

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

<u>July 2015</u>	<u>August 2015</u>	<u>September 2015</u>
<u>October 2015</u>	<u>November 2015</u>	<u>December 2015</u>
<u>January 2015</u>	<u>February 2015</u>	<u>March 2015</u>
<u>April 2015</u>	<u>May 2015</u>	<u>June 2015</u>

FOR OFFICE USE ONLY	
Check #	_____
Amount \$	_____

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

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

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

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

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

APPLICANT SIGNATURE

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

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

Name: Bill Salzberger Title: Grand Knight Date: 6/30/15
(Please print - must be duly authorized officer of this organization - title is required)

BLANKET LETTER

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

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

CONSENT

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

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

FEEES

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

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

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

Make check payable to Treasurer, State of Maine

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

CONSENT AGENDA - D BACK UP MATERIALS



Maine Municipal Association

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

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

FROM: Chris Lockwood, MMA Executive Director

DATE: July 6, 2015

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

Deadline: Friday, August 14, 2015 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote on the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2016 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was July 6. There were no municipal officials nominated by petition.

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

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

The MMA Voting Ballot must be signed by a majority of the municipal officers or a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 14. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Peter Nielsen.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Friday, August 15, after 4:00 p.m. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held **Wednesday, October 7, at the Augusta Civic Center**. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon and Annual Business Meeting and officially take office on January 1, 2016.

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

MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 14, 2015

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

Laurie Smith, Town Manager, Town of Kennebunkport

DIRECTORS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

William Bridgeo, City Manager, City of Augusta

Michael Crooker, Town Manager, Town of Glenburn

Marianne Moore, Mayor, City of Calais

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

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

Date: _____ **Municipality:** _____

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

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

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

**MAINE MUNICIPAL ASSOCIATION
EXECUTIVE COMMITTEE**

**BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2016**

MMA VICE PRESIDENT (1-Year Term)

LAURIE SMITH

- Town Manager, Town of Kennebunkport (2014 – present)
- Maine Municipal Association Executive Committee, Member (2012 – present); Vice President (2015)
- Maine Municipal Association Strategic & Finance Committee, Member (2012 – present); Chair (2015)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2012 – present)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2012 – present)
- Town Manager, Town of Wiscasset (2010 – 2014)
- Assistant Manager/Community Relations/Finance Director, City of Auburn (2005– 2010)
- Interim City Manager, City of Auburn (2007 –2008)
- Acting Finance Director, City of Auburn (2004 – 2005)
- Town Manager, Town of Boothbay Harbor (1994-1999)
- Town Manager, Town of Oxford (1991-1994)
- Town Manager, Town of Boothbay (1988-1989)
- Maine Town & City Management Association, Member (1989-present); Board member (2000-2005); President (2003-2004)
- University of Maine, Orono, Public Administration, B.A. (1986)

MMA EXECUTIVE COMMITTEE MEMBERS (Three 3-Year Terms)

WILLIAM BRIDGEO

- City Manager, Augusta, Maine (1998 – present)
- Adjunct Professor, Government Program at University of Maine in Augusta (2009 – present)
- Adjunct Professor, MBA Leadership and Ethics Courses, Thomas College (2013 – present)
- City Manager, Canandaigua, New York (1987 – 1998)
- Assistant Director, Maine State Housing Authority (1985 – 1987)
- City Manager, Calais, Maine (1979 – 1985)
- Assistant Town Manager, Killingly, Connecticut (1976 – 1979)
- Maine Service Center Coalition, Executive Committee Member (2002 – present); Chair (2004 - 2007); and most recently active in the formation of the Maine Mayors' Coalition in 2014 – present)
- Maine Service Centers Coalition, Steering Committee Member (2001)
- Maine Town & City Management Association, Member (1979 – 1985; 1998 – present)
- Maine Municipal Association Executive Committee, Member (2002 – 2004)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2002 – 2004)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2002 – 2004)
- New York State Municipal Management Association, Member (1987 – 1998); President (1995)
- International City/County Management Association Board of Regents, Charter Member (1990 – 1996)
- New York Conference of Mayors & Other Municipal Officials, Ex-officio Board member
- Maine Development Foundation, Board Member (2000-2005)
- Augusta YMCA, Board Member (2009 – present)
- Masters Degree, Public Administration, University of Hartford
- Bachelors Degree, Political Service, St. Michael's College in Vermont

MICHAEL CROOKER

- Town Manager/Treasurer/Road Commissioner, Town of Glenburn (2006 - present)
- Maine Municipal Association Executive Committee, Member (2013 – present)
- Maine Municipal Association Strategic & Finance Committee (2013 – present)
- Maine Municipal Association Property & Casualty Pool Board of Directors, Member (2013 – present)
- Maine Municipal Association Workers Compensation Fund Board of Trustees, Member (2013 – present)
- Maine Municipal Association Legislative Policy Committee, Member (2002-2004; 2004-2006; 2010-2012)
- Town Manager, Town of Bradley (1998 – 2004)
- Adjunct Professor, University of Maine Department of Public Administration (2003 – present)
- Executive Director, River Coalition, Inc. (2004 – 2006)
- Graduate Teaching Assistance (1998)
- Substitute Teacher, Maine School Administrative District 22 (1994 – 1998)
- Projectionist and Supervisor, Bangor Mall Cinemas (1988 – 1998)
- Masters in Public Administration, University of Maine
- BA in Political Science, University of Maine
- AS in Legal Technology, University of Maine
- Maine Town and City Management Association; Member; 2002 “Rookie Manager of the Year”
- Barrie E. Blunt Outstanding Graduate Student Memorial Award
- Edward F. Dow Scholarship Recipient
- Pi Sigma Alpha (National Political Science Honor Society)
- Presidential Achievement Award for Academic Excellence
- Maine Criminal Justice Academy’s Pre-service/Part-time Law Enforcement Training
- State of Maine Animal Control Officer Training
- Graduate of The Grant Institute
- Penobscot Valley Council of Governments, President,
- Eastern Maine Development Corporation, Board Member
- State of Maine Animal Welfare Advisory Council, Member
- Governor’s Interagency Task Force on Invasive Aquatic Species, Member
- Penquis CAP, Board Member
- Penquis CAP, Advisory Board Member
- Maine Resource Recovery Association, Board Member
- Penobscot River Tourism Association, Board Member
- Bangor Region Partners for Health, Board Member
- Penobscot Health Communities Board of Directors, Vice President
- Graduate Association of Public Administrators (GAPA), President
- Notary Public, State of Maine

MARIANNE MOORE

- Mayor, City of Calais (2012 - present)
- Councilor, City of Calais (2002 – 2008; 2009 – 2012)
- Owner/Manager, Calais Curves for Women Fitness Center (2004 – present)
- Leader, Weight Watchers, Inc., Calais (August 2001 – present)
- Maine Municipal Association Executive Committee, Member, (2011 – present)
- MMA Workers Compensation Fund Board of Trustees, Member, (2011 – present)
- MMA Property & Casualty Pool Board of Directors, Member (2011 – present)
- Instructor, Washington Community College (2001 – 2004)
- Adjunct Instructor, Washington Community College (2005 - present)
- Interim Dean, CEIS (Fall, 2002)
- St. Croix Valley Healthy Communities, Board of Trustees (2006 - 2010)

MARIANNE MOORE (continued)

- Washington One: One Community Health & Wellness Co-Chair (2011 - 2013)
- St. Croix Valley Chamber of Commerce, Executive Board (2008 - present)
- Washington Hancock Community Agency, Executive Board (2006 - 2013)
- Washington County Development Authority, Executive Board (2011 - present)
- Washington County Extension Association, Executive Board (2012 – present)
- Permanent Commission on the Status of Women (2012 - present)
- St. Stephen's Presbyterian Church, Board of Managers (2008 - present)
- Climbed to summit of Mt. Kilimanjaro in Africa (June 2002)
- Climbed to Base Camp of Mt. Everest (October 2004)
- Hiked the Inka Trail, Peru (April 2015)
- Moved to Calais, Maine (April 2001)
- Retired from Southwestern Bell Telephone Company (November 2000)
- Managerial positions, Southwestern Bell Telephone Company; San Antonio/Austin/Dallas, Texas (1969 - 2000);
- Cleveland Clinic Exercise Science and Weight Management Certification (September 2011)
- Cooper Institute Circuit Training and Weight Management Certification (June 2005)
- Masters of Business Administration, Southern Methodist University; Major in Management Information Systems (1998)
- Bachelor of Applied Arts & Sciences, Dallas Baptist University; Major in Computer Science/Business Management (1992 Magna Cum Laude);
- Graduate, High School in San Antonio, Texas (1970)

MANAGER'S REPORT - A NO BACK UP MATERIALS

MANAGER'S REPORT - B BACK UP MATERIALS

FOR 2015 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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00 Fill							
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19000 General Fund Transfers Out	1,147,860	1,153,360	1,153,360.00	.00	.00	.00	100.0%
TOTAL Fill	1,147,860	1,153,360	1,153,360.00	.00	.00	.00	100.0%
10 General Government							
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11000 Administration	489,397	569,397	541,249.97	46,983.17	.00	28,147.03	95.1%
11100 Finance Department	715,425	674,425	660,600.79	64,489.93	.00	13,824.21	98.0%
11150 Technology Services Dept	327,848	327,848	313,051.55	19,323.60	4,947.57	9,848.88	97.0%
11200 Municipal Officers	85,615	85,615	82,606.53	20,389.20	.00	3,008.47	96.5%
11210 Munic Bldg - 85 Union	210,720	210,720	194,706.70	21,388.55	1,885.05	14,128.25	93.3%
11220 Munic Bldg - 28 Federal	0	0	496.15	496.15	.00	-496.15	100.0%
11230 Risk Management	473,750	463,750	453,077.41	853.33	.00	10,672.59	97.7%
11240 Employee benefits	0	0	.00	186,330.82	.00	.00	.0%
11250 Cable TV	47,790	50,790	48,776.82	4,544.19	.00	2,013.18	96.0%
11300 Assessing	293,660	275,660	263,421.98	24,155.74	1,254.18	10,983.84	96.0%
11600 Town Clerk & Elections	362,077	360,477	346,525.12	35,683.42	3,995.00	9,956.88	97.2%
11900 Planning Department	490,779	503,504	487,982.80	48,897.75	3,505.00	12,016.21	97.6%
11950 Economic Development Dept	109,087	109,087	100,219.78	10,762.33	1,620.00	7,247.22	93.4%
TOTAL General Government	3,606,148	3,631,273	3,492,715.60	484,298.18	17,206.80	121,350.61	96.7%
20 Public Safety							
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12100 Fire Department	3,104,392	3,078,742	3,052,110.80	296,625.60	12,575.00	14,056.20	99.5%
12150 Central Fire Station	42,089	45,739	36,130.90	3,140.76	500.00	9,108.34	80.1%
12160 Emerson Fire Station	41,825	49,825	46,583.72	5,182.95	500.00	2,741.28	94.5%
12200 Police Department	3,762,478	3,687,478	3,658,715.77	353,806.93	.00	28,762.23	99.2%
12210 Police Special Detail	0	0	40,088.81	2,330.77	.00	-40,088.81	100.0%
12220 Emergency Services Dispatch	777,412	757,412	745,537.07	74,090.61	.00	11,874.93	98.4%
12250 Police Station Building	98,020	98,020	93,134.96	6,312.67	.00	4,885.04	95.0%
12310 Streetlights	208,000	208,000	202,714.78	16,584.04	.00	5,285.22	97.5%
12320 Traffic Signals	31,600	31,600	24,251.91	2,101.66	6,000.00	1,348.09	95.7%
12330 Hydrants	438,790	443,790	442,995.80	106,548.00	.00	794.20	99.8%
12340 Civil Emergency Preparedness	2,000	2,000	1,662.65	.00	.00	337.35	83.1%
TOTAL Public Safety	8,506,606	8,402,606	8,343,927.17	866,723.99	19,575.00	39,104.07	99.5%

FOR 2015 12

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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30	Public Works							
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13100	Public Works Administration	429,111	429,111	426,210.38	47,220.43	.00	2,900.62	99.3%
13110	PW General Maintenance	1,706,214	2,056,214	1,924,834.87	110,251.48	113,690.72	17,688.41	99.1%
13130	Refuse Collection	581,847	601,847	565,616.13	50,404.43	29,737.18	6,493.69	98.9%
13140	Recycling	297,729	297,729	272,400.56	23,594.93	23,834.88	1,493.56	99.5%
13150	PW Central Garage	741,300	851,500	823,654.19	7,969.78	.00	27,845.81	96.7%
	TOTAL Public Works	3,756,201	4,236,401	4,012,716.13	239,441.05	167,262.78	56,422.09	98.7%
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40	Human Services							
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14100	General Assistance	163,607	173,607	167,979.72	12,817.60	654.60	4,972.68	97.1%
14120	Health & Social Services	2,766	3,766	3,040.06	696.97	.00	725.94	80.7%
	TOTAL Human Services	166,373	177,373	171,019.78	13,514.57	654.60	5,698.62	96.8%
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45	Education							
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14500	School Department	35,763,587	35,763,587	33,038,396.21	5,285,032.15	.00	2,725,190.79	92.4%
	TOTAL Education	35,763,587	35,763,587	33,038,396.21	5,285,032.15	.00	2,725,190.79	92.4%
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50	Recreation and Culture							
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15000	Recreation Administration	456,225	466,225	461,292.98	47,200.03	1,080.00	3,852.02	99.2%
15050	Rec Buildings and Grounds	678,434	686,434	645,599.17	82,554.52	12,051.90	28,782.93	95.8%
15250	Rec Building 211	160,327	148,327	132,983.02	17,472.59	.00	15,343.98	89.7%
15300	Teen Center	15,000	15,000	15,000.00	.00	.00	.00	100.0%
15310	People Plus	115,000	120,000	110,673.55	.00	.00	9,326.45	92.2%
15400	Curtis Memorial Library	1,285,000	1,293,000	1,288,255.20	120,363.33	.00	4,744.80	99.6%
	TOTAL Recreation and Culture	2,709,986	2,728,986	2,653,803.92	267,590.47	13,131.90	62,050.18	97.7%
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60	Intergovernmental							

FOR 2015 12

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,333,350	1,333,350	1,333,350.00	.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,333,350	1,333,350	1,333,350.00	.00	.00	.00	100.0%
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70	Unclassified							
17000	Promotion and Development	164,917	158,417	153,613.95	15.00	.00	4,803.05	97.0%
17010	Additional School Assistance	10,000	10,000	10,000.00	.00	.00	.00	100.0%
17020	Cemetery Care	3,000	4,000	4,856.18	3,356.18	.00	-856.18	121.4%
17030	Wage Adjustment Account	9,000	-166,000	-173,286.63	-203,286.63	.00	7,286.63	104.4%
17052	School Master Plan	0	14,527	.00	.00	14,526.97	.00	100.0%
	TOTAL Unclassified	186,917	20,944	-4,816.50	-199,915.45	14,526.97	11,233.50	46.4%
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80	Debt Service							
18020	2006 CIP G/O Bonds	252,000	252,000	252,000.00	.00	.00	.00	100.0%
18030	2011 GO CIP Bonds	264,890	264,890	264,890.00	.00	.00	.00	100.0%
18040	Police Station Bond	405,625	405,625	405,625.02	.00	.00	-.02	100.0%
18050	2010 Elementary School Bond	0	0	232.54	.00	.00	-232.54	100.0%
	TOTAL Debt Service	922,515	922,515	922,747.56	.00	.00	-232.56	100.0%
GRAND TOTAL		58,099,543	58,370,395	55,117,219.87	6,956,684.96	232,358.05	3,020,817.30	94.8%

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

FOR 2015 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes						
111190 41101 Property Taxes	36,189,094	36,189,094	36,474,964.34	5,931.26	-285,870.34	100.8%*
111190 41103 Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000	-20,450.93	.00	-54,549.07	27.3%
111190 41105 Interest on Taxes	75,000	75,000	65,501.48	11,469.41	9,498.52	87.3%*
111190 41106 Tax Lien Costs Revenu	12,000	12,000	14,622.69	12.00	-2,622.69	121.9%*
111190 41107 Tax Lien Interest Rev	12,000	12,000	17,999.85	.00	-5,999.85	150.0%*
111190 41109 Payment in Lieu of Ta	150,000	150,000	200,350.30	95,950.00	-50,350.30	133.6%*
111190 41197 BETE reimbursement	157,895	157,895	413,833.00	.00	-255,938.00	262.1%*
111190 41198 Homestead exemption r	427,247	427,247	321,993.00	.00	105,254.00	75.4%*
111190 41199 Miscellaneous tax adj	3,343	3,343	.00	.00	3,343.00	.0%*
111191 41110 Excise Tax - Auto	2,825,000	2,825,000	3,042,326.47	312,504.66	-217,326.47	107.7%*
111191 41111 Excise Tax Boat/ATV/S	25,000	25,000	25,269.05	4,605.70	-269.05	101.1%*
111191 41112 Excise Tax - Airplane	4,000	4,000	4,059.94	.00	-59.94	101.5%*
TOTAL Taxes	39,605,579	39,605,579	40,560,469.19	430,473.03	-954,890.19	102.4%
TOTAL REVENUES	39,605,579	39,605,579	40,560,469.19	430,473.03	-954,890.19	
20 Licenses & Fees						
121111 42207 Passport Fees	8,000	8,000	14,100.00	1,450.00	-6,100.00	176.3%*
121111 42208 Postage Fees	0	0	39.98	.00	-39.98	100.0%*
121111 42209 Passport Picture Reve	2,000	2,000	3,078.00	645.00	-1,078.00	153.9%*
121411 42100 Building Permits	132,500	132,500	158,946.05	13,189.20	-26,446.05	120.0%*
121411 42101 Electrical Permits	31,000	31,000	31,004.87	2,139.78	-4.87	100.0%*
121411 42102 Plumbing Permits	20,500	20,500	21,502.50	3,312.50	-1,002.50	104.9%*
121611 42200 Hunting & Fishing Lic	1,300	1,300	1,120.75	136.50	179.25	86.2%*
121611 42201 Dog License Fee	2,502	2,502	2,750.00	82.00	-248.00	109.9%*
121611 42202 Vital Statistics	45,000	45,000	54,131.60	4,957.00	-9,131.60	120.3%*
121611 42203 General Licenses	24,250	24,250	21,357.50	3,360.00	2,892.50	88.1%*
121611 42204 Victulars/Innkeepers	20,675	20,675	19,550.00	2,550.00	1,125.00	94.6%*
121611 42205 Shellfish Licenses	15,175	15,175	19,000.00	175.00	-3,825.00	125.2%*
121611 42206 Neutered/Spayed Dog L	4,510	4,510	4,944.00	142.00	-434.00	109.6%*
121611 42208 Postage Fees	0	0	485.43	19.99	-485.43	100.0%*
121911 42300 Planning Board Appl F	15,000	15,000	32,673.31	7,990.92	-17,673.31	217.8%*
122121 42400 Fire Permits	500	500	350.00	50.00	150.00	70.0%*
122221 42500 Conc Weapons Permits	600	600	1,050.00	135.00	-450.00	175.0%*
122221 42501 Parking Permit fee	0	0	425.00	25.00	-425.00	100.0%*
123131 42600 Public Works Opening	0	0	1,954.00	898.00	-1,954.00	100.0%*

FOR 2015 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL Licenses & Fees	323,512	323,512	388,462.99	41,257.89	-64,950.99	120.1%
TOTAL REVENUES	323,512	323,512	388,462.99	41,257.89	-64,950.99	
<u>30 Intergovernmental</u>						
131122 43505 FD EMPG grant	15,000	15,000	14,911.25	.00	88.75	99.4%*
131132 43103 Highway Grant Fund	214,000	214,000	197,188.00	.00	16,812.00	92.1%*
131142 43104 State General Assista	24,000	24,000	33,099.66	4,054.68	-9,099.66	137.9%*
131190 43102 State Tax Exemption R	40,000	40,000	8,175.51	.00	31,824.49	20.4%*
131192 43101 State Revenue Sharing	977,671	977,671	1,047,789.33	102,516.03	-70,118.33	107.2%*
131192 43105 Emergency Management	0	0	11,146.71	.00	-11,146.71	100.0%*
131192 43106 Snowmobile Receipts	1,400	1,400	1,628.52	.00	-228.52	116.3%*
134546 43120 State Education Subsi	9,946,831	9,946,831	9,763,144.16	665,894.45	183,686.84	98.2%*
134546 43150 Federal Education Sub	0	0	13,758.19	.00	-13,758.19	100.0%*
TOTAL Intergovernmental	11,218,902	11,218,902	11,090,841.33	772,465.16	128,060.67	98.9%
TOTAL REVENUES	11,218,902	11,218,902	11,090,841.33	772,465.16	128,060.67	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	50,000	50,000	53,166.49	5,446.00	-3,166.49	106.3%*
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500	1,614.00	326.00	-114.00	107.6%*
141211 44121 Rental of Property	0	0	1,200.00	100.00	-1,200.00	100.0%*
141611 44131 Advertising Fees	0	0	1,353.96	261.44	-1,353.96	100.0%*
142121 44155 Ambulance Service Fee	875,000	875,000	928,961.34	128,624.62	-53,961.34	106.2%*
142121 44166 Special Detail - Fire	1,000	1,000	2,899.60	484.00	-1,899.60	290.0%*
142221 44161 Witness Fees	3,000	3,000	3,563.87	.00	-563.87	118.8%*
142221 44162 Police Reports	3,600	3,600	4,629.50	863.00	-1,029.50	128.6%*
142221 44163 School Resource Offic	84,000	84,000	84,000.00	.00	.00	100.0%*
142221 44165 Special Detail - Poli	1,000	1,000	47,541.00	3,792.00	-46,541.00	4754.1%*
142221 44167 Dispatch Services fee	141,500	141,500	141,496.25	10,994.27	3.75	100.0%*
143431 44175 Recycling Revenue	25,000	25,000	20,820.65	2,515.20	4,179.35	83.3%*
144545 44100 School Tuition, etc	137,000	137,000	164,328.30	73,428.59	-27,328.30	119.9%*
145051 44121 Rental of Property	0	0	1,920.00	.00	-1,920.00	100.0%*
TOTAL Charges for services	1,322,600	1,322,600	1,457,494.96	226,835.12	-134,894.96	110.2%
TOTAL REVENUES	1,322,600	1,322,600	1,457,494.96	226,835.12	-134,894.96	
<u>50 Fines & Penalties</u>						
151621 45103 Unlicensed Dog Fines	6,250	6,250	11,400.00	1,275.00	-5,150.00	182.4%*

FOR 2015 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>152121 45104 False Alarm Fire</u>	1,000	1,000	325.00	.00	675.00	32.5%*
<u>152121 45107 Fire Code Violation F</u>	0	0	400.00	200.00	-400.00	100.0%*
<u>152221 45100 Ordinance Fines</u>	600	600	2,419.00	489.00	-1,819.00	403.2%*
<u>152221 45101 Parking Tickets</u>	20,000	20,000	40,135.00	3,295.00	-20,135.00	200.7%*
<u>152221 45102 Leash Law Fines</u>	600	600	125.00	75.00	475.00	20.8%*
<u>152221 45105 False Alarm Police</u>	300	300	20.00	10.00	280.00	6.7%*
<u>152221 45106 Restitution</u>	0	0	1,372.88	.00	-1,372.88	100.0%*
TOTAL Fines & Penalties	28,750	28,750	56,196.88	5,344.00	-27,446.88	195.5%
TOTAL REVENUES	28,750	28,750	56,196.88	5,344.00	-27,446.88	
<u>60 Interest earned</u>						
<u>161193 46100 Interest Earned</u>	40,000	40,000	10,155.85	1,679.32	29,844.15	25.4%*
TOTAL Interest earned	40,000	40,000	10,155.85	1,679.32	29,844.15	25.4%
TOTAL REVENUES	40,000	40,000	10,155.85	1,679.32	29,844.15	
<u>70 Donations</u>						
<u>171952 47000 BDC Contrib to Econ D</u>	94,000	94,000	94,000.00	.00	.00	100.0%*
<u>171952 47002 MRRRA - MCOG DUES</u>	15,000	15,000	15,208.50	15,208.50	-208.50	101.4%*
TOTAL Donations	109,000	109,000	109,208.50	15,208.50	-208.50	100.2%
TOTAL REVENUES	109,000	109,000	109,208.50	15,208.50	-208.50	
<u>80 Use of fund balance</u>						
<u>181100 48000 Unapprop General Fund</u>	1,000,000	1,200,000	.00	.00	1,200,000.00	.0%*
<u>181100 48001 Bal of State Revenue</u>	50,000	50,000	.00	.00	50,000.00	.0%*
<u>184500 48003 Allocation for School</u>	185,000	185,000	.00	.00	185,000.00	.0%*
<u>184500 48004 School Balance Forwar</u>	2,810,000	2,810,000	.00	.00	2,810,000.00	.0%*
<u>184500 48005 Restricted-Sch Bond P</u>	342,000	342,000	.00	.00	342,000.00	.0%*
TOTAL Use of fund balance	4,387,000	4,587,000	.00	.00	4,587,000.00	.0%
TOTAL REVENUES	4,387,000	4,587,000	.00	.00	4,587,000.00	
<u>90 Other</u>						
<u>191111 49000 Finance Miscellaneous</u>	1,000	1,000	5,132.74	1,084.84	-4,132.74	513.3%*

FOR 2015 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111 49101 Workers Comp Dividend	0	0	16,160.00	.00	-16,160.00	100.0%*
191111 49104 Property & Casualty D	0	0	9,267.00	.00	-9,267.00	100.0%*
191111 49105 Postage & Handling	0	0	2,839.62	266.60	-2,839.62	100.0%*
191111 49106 W/C Proceeds	0	0	17,623.25	5,047.91	-17,623.25	100.0%*
191111 49210 Insurance Proceeds	0	0	1,375.07	1,000.00	-1,375.07	100.0%*
191192 49100 Cable Television	225,000	225,000	186,215.36	.00	38,784.64	82.8%*
191194 49150 Gen Govt Asset Sales	0	0	150.00	.00	-150.00	100.0%*
191411 49000 Codes Miscellaneous	0	0	100.00	.00	-100.00	100.0%*
191611 49000 Town Clerk Miscellane	1,250	1,250	1,458.49	132.49	-208.49	116.7%*
191911 49000 Planning Miscellaneou	150	150	431.50	.00	-281.50	287.7%*
192121 49000 Fire Miscellaneous	800	800	2,041.04	790.00	-1,241.04	255.1%*
192221 49000 Police Miscellaneous	0	0	3,141.03	65.00	-3,141.03	100.0%*
192294 49153 Police Vehicle Sales	8,000	8,000	.00	.00	8,000.00	.0%*
193131 49000 Public Works Miscella	0	0	2,070.75	275.88	-2,070.75	100.0%*
194141 49103 General Assistance Re	0	0	1,323.54	.00	-1,323.54	100.0%*
194545 49000 School Miscellaneous	118,000	118,000	165,229.94	45,450.94	-47,229.94	140.0%*
195051 49000 Recreation Miscellane	0	0	1,004.28	.00	-1,004.28	100.0%*
199980 48100 General Fund Transfer	710,000	710,000	1,052,000.00	540,775.27	-342,000.00	148.2%*
TOTAL Other	1,064,200	1,064,200	1,467,563.61	594,888.93	-403,363.61	137.9%
TOTAL REVENUES	1,064,200	1,064,200	1,467,563.61	594,888.93	-403,363.61	
GRAND TOTAL	58,099,543	58,299,543	55,140,393.31	2,088,151.95	3,159,149.69	94.6%

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

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

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

MANAGER'S REPORT - E BACK UP MATERIALS



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

BRIDGER G. TOMLIN
BOWDOIN FELLOW TO PLANNING & DEVELOPMENT

PHONE: 207-725-6660
EMAIL: bfellow@brunswickme.org

July 15, 2015

To: Town Council
From: Bridger Tomlin, Bowdoin Fellow
Subject: Kate Furbish Trail Naming: **Town Council Update**

As part of my Bowdoin summer fellowship for the Town of Brunswick's Planning office, I am heading up a trail naming project on the Kate Furbish Preserve; a parcel within Brunswick Landing. The first parcel comprising the largest portion of the preserve was acquired in 2011 and named in 2013. When the preserve was named there was discussion at the Town Council meeting on June 17, 2013 that there would be additional opportunities to recognize families who had previously resided on the property prior to its establishment as the Brunswick Naval Air Station when it came time to consider naming the future trails. As a result, this trail naming project is being conducted with the intent to name various segments after the people and places that were a part of the community, called Merriconeag, which subsisted in the area from the 1700s until the time of the Brunswick Naval Air Station expansion in 1953.

In order to ascertain the most comprehensive and diverse perspective on the Merriconeag Community, what life was like there, and what families played an important role in the area, I have delved into a variety of resources. The following people and documentation have been instrumental in supplying background on the parcel and considerable historical information on the community and its resident's lives:

- Fred Koerber: Local Historian
- Barbara Desmarias: Local Historian
- Richard Snow: Local Historian
- Tim Tetu: Land abutter and history aficionado
- Julie Isbill: NPS Rivers, Trails, and Conservation Assistant.
- The Pejepsco Historical Society
- Helene Bisson: Lived in the Merriconeag Community

- B Dubois: Lived in the Merriconeag Community
- New Meadows and Gatchell Cemetery: Cemeteries for the Merriconeag Community
- RTOS Kate Furbish Preserve Management plan
- BNAS Environmental Impact Statement
- Historical maps, newspaper articles, photographs, and diaries.
- Tax and legal documentation
- Brunswick Naval Air Station (BNAS) Reports

A planning committee comprised of myself and four Brunswick High School students are ready to begin planning trail recommendations. The high school students, all rising seniors include Mae Wilson, Noah Imperato, Julia Casey, and Ben Farrell. This committee, which has been meeting weekly as of June 17th, 2015, has been busy looking at historical accounts of and information on the Merriconeag community, interviewing people who resided in the community, and touring the preserve and the remains of the community that was once there. Additionally, the committee has put out press releases asking for public input and information from people who lived in the community in The Times Record, The Forecaster, The Coastal Journal, The Portland Press Harold, and a Brunswick email subscription called the “Brunswick Blast.” A copy of the published press release is attached to the next page.

On July 16th, 2015, the committee intends to preliminarily narrow down the number of potential trail names to fit the number of proposed trails on the Kate Furbish Preserve. Criteria under consideration for name selection include: how long did the family live in the Merriconeag community, did they make significant contributions to the community, and are there unique or interesting stories about the family or community supported by objective sources?

Additionally, on July 16th, 2015, the committee will look at breaking up the trail system into specific segments. With the assistance of local resident and National Parks Service Rivers and Trails staff person Julie Isbill, the committee will have considered how to break up the trail system into specific segments. The committee requests to present a list of potential trail names and trail design of the Kate Furbish Preserve to the council during the August 3rd meeting. The committee would appreciate and welcome public comment and input on the process of trail naming and design. Feel free to contact me, Bridger at bfellow@brunswickme.org or 207-725-6660 EXT. 4022. I will be at the Town Council meeting on July 20th, 2015 to address any questions and can speak about the trail naming.

Press Release: Published on 07/02/2015 in The Times Record, The Forecaster, The Coastal Journal, and The Portland Press Harold. Sent on 06/24/2015.

Project seeks to name Kate Furbish Trails

Brunswick Maine-The Town of Brunswick is moving forward with the naming of trails on the Kate Furbish Preserve. The preserve lays to the south of Merriconeag road by Mere Brook Golf Course between Harpswell and Princes Point roads. The names of the trails aim to commemorate and honor the families and people who lived in the area where the preserve and Brunswick Landing are now. This area, once the Merriconeag or Middle Bay community, was home to families dating back to the late 1700s. However, when the Brunswick Naval Air Station expanded its operations in 1953, the need for land forced the Navy to buy up and push out the families and people that lived in the community that once connected the Harpswell islands.

This project aims to document and commemorate the local people and history that took place in this now pristine swath of land. The trail naming is headed up by Bridger Tomlin, the Town's Planning and Development Bowdoin Fellow and a group of local high school students: Ben Farrell, Noah Imperato, Mae Wilson, and Julia Casey. The group hopes to also document local history through the creation of future interpretive signage and an online resource or website that chronicles the historical and ecological importance of the Kate Furbish Preserve.

The town is now looking to talk to local residents who have relatives or ancestors that lived in the area, have stories or memories to share, opinions on the trail naming, or want input on or to help in the naming process.

Please contact Bridger Tomlin to get involved in the project or to share your thoughts.

Contact:

Bridger Tomlin, Bowdoin Fellow for Brunswick Planning and Development

Work: 207-721-4060; bfellow@brunswickme.org

Press Release: Published on 7/9/2015 in the "Brunswick Blast."

Kate Furbish Preserve - Trail Names & Stories

The Town of Brunswick is naming the trails on the Kate Furbish Preserve. The names of trails will commemorate and honor the families and people who lived in the Merriconeag community prior to the BNAS. The town is looking to talk to local residents who have stories or memories to share, opinions on the trail naming, or want to help in the naming process. Contact Bridger Tomlin: 207-721-4060 or bfellow@brunswickme.org.

MANAGER'S REPORT – F BACK UP MATERIALS

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: July 15, 2015

SUBJECT: Nancy and Patricia Drives

On July 9th the Town opened four bids for the storm drain work contemplated for Nancy, Patricia, and Pierce Drives. The low bid was submitted by, and awarded to, Crooker Construction, LLC. The bid results are attached. The storm drain work was estimated at \$200,000 and is the first phase in the estimated \$580,000 road reconstruction project the Town has voted to bond. The second phase includes reconstruction of the base. The final phase is paving.

A preconstruction meeting will be held soon with construction expected to start by mid-August. The project is expected to be completed next year.

Cc: Town Engineer

Attachments

Bid Tab

Storm Drain Replacement & Extension Nancy Drive and River Road

**Town of Brunswick
Contract No. 2015-11**

Bid Opening: July 9, 2015

Print Date: July 9, 2015

<i>Bidder</i>	<i>Total Bid</i>
<i>Crooker Construction, LLC</i>	\$ 194,069.00
Copp Excavating, Inc.	\$ 276,199.00
Ray Labbe & Sons, Inc.	\$ 305,036.00
Callahan Construction, LLC	\$ 338,777.00
Enterprise Trenchless Technologies, Inc.	No Bid

All bidders included 5% Bid Security and
acknowledged 2 Addendums

MANAGER'S REPORT - G BACK UP MATERIALS

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: July 15, 2015

SUBJECT: Pine Street Bicycle and Pedestrian
Access to Brunswick Landing

As you may recall, the Town Council voted in April 2015 to appropriate \$60,000 from Recreation Impact fees to fund the construction of a bicycle and pedestrian access from the terminus of Pine Street to the Perimeter Road on Brunswick Landing. We expect work will begin during the week of July 20th with modifications to the fencing. Public Works crews are expected to be on site the week of July 27th to begin the actual construction of the path. Final paving has not yet been scheduled but the entire project is expected to be complete by September.

Cc: Town Engineer

ITEM MANAGER'S REPORT
- H
NO BACK UP MATERIALS

ITEM 80

BACK UP MATERIALS

Memorandum

To: TM Eldridge
From: Cmdr. Waltz
Re: Proposed Changes to Parking Ordinance
Date: June 25, 2015

Attached is a proposed revision of our parking ordinance to make a number of changes requested by town staff and/or the public. The requested changes are as follows:

1. **Union Street Long Term Lot.** It was observed over the course of the winter that the lot was being significantly used as a long term lot by people not utilizing the train or bus. This proposed change would limit the use to passengers of the train or bus. I left the method of proof of train/bus use up to the Chief as we'll probably have to try a number of methods and see what works best. We'll probably try the following methods to start with:

- a. Leave a photocopy of departing and return train or bus tickets on dashboard;
- b. An online form which can be filled out on the PD website and printed out and placed on dashboard;
- c. A form which can be picked up at the visitor's center and placed on dashboard.

2. **Town Hall Lot Limits.** The first three spaces in each row of the portion of the lot used by Town Hall will have a 30 minute time limit to make it easier for citizens trying to find a spot to get a permit, register a car, etc. Additionally, to encourage turnover, overnight parking will be prohibited in the Town's portion of the parking lot.



Figure 1 - Proposed 30 Minute Spaces at Town Hall

3. **Barrows Drive at Coffin School.** This winter the School bus garage said they were having a lot of difficulty getting buses out of Coffin School and on to Barrows Drive because parents were lined up on both sides of the street to pick up children. While cars parked on both sides and two-way traffic is a problem at any time of the year in this area, it became untenable with the snow banks. The Chief issued a temporary emergency proclamation which has worked well. We would now like to make the prohibition permanent. An added benefit of the prohibition on parking for the length of the Coffin School property as requested is that there's less risk of a child getting hit if they run out into the street (because of increased visibility without the parked cars).

4. **No Parking Section in area of Federal Street RR Bridge.** While historically no one parks there, Public Works Director Foster noticed that there is nothing actually prohibiting someone from parking on the east side of Federal Street in the area of the railroad bridge. This change would prohibit parking from the area where the road narrows just south of the bridge and continue to the driveway of the former Harriet Beecher Stowe House.



Figure 2 Federal Street RR Bridge

5. **Corner of McLellan ST and Harpswell RD.** People normally park only on the north side of McLellan Street near the intersection with Harpswell Road. However, at times people park on both sides of McLellan Street in this area and we get complaints because the corner does not have good visibility when turning on to McLellan Street from the south. The proposed change would ban parking on the south side of the street next to the commercial building. The owner actually already has a private “No Parking” sign attached to the eastern end of the building.



Figure 3 McLellan Street at Harpswell RD

6. **Storer Road Intersection with Old Bath Road.** Public works has requested no parking in this area, again due to it being a narrow road and difficult visibility seeing Old Bath Road traffic when cars are parked on Storer Road in this area.

7. **Page Street.** As part of the overnight parking debate last winter it was discovered that there were two no parking zones painted on the street which we not in our ordinance. They were removed this spring. The owners of 2 Page Street and 3 Page Street have requested the one be “re-instated” and made legal in the area of their residences. The rationale is that the driveway at 3 Page St. is perpendicular and it is difficult to get a car out when vehicles are parked opposite it.



Figure 4 -Former yellow curb in area no parking requested on Page Street

**** Proposed Amendments are Highlighted****

Chapter 15

TRAFFIC AND VEHICLES*

* **Cross References:** Animals, Ch. 4; dogs, § 4-26 et seq.; fire prevention and protection, Ch. 7; housing, Ch. 8; vehicles for hire, § 10-96 et seq.; solid waste, Ch. 13; streets, sidewalks and other public places, Ch. 14; zoning and subdivision of land, App. A; traffic impact analysis required in certain circumstances, App. A, § 409.3, L; subdivision regulations, App. A, § 501 et seq.

Art. I. In General, §§ 15-1--15-25

Art. II. Traffic-Control Devices, §§ 15-26--15-45

Art. III. Specific Street Regulations, §§ 15-46--15-70

Art. IV. Stopping, Standing, Parking, §§ 15-71--15-100

Art. V. Rules for Operation of Vehicles, §§ 15-101--15-120

Art. VI. Pedestrians, §§ 15-121--15-140

Art. VII. Bicycles and Skateboards, §§ 15-141--15-144

ARTICLE IV.

STOPPING, STANDING, PARKING*

* **Cross References:** Streets, sidewalks and other public places, Ch. 14.

Sec. 15-73. Overnight parking restricted.

(a) ...

(l) A person shall not park a vehicle in the Long Term Parking lot located at 86 Union Street, between the hours of 1:00 a.m. and 6:00 a.m. unless the vehicle has been parked in connection with the operator's utilization of train or bus service. The vehicle may only park in the Long Term Parking for the duration of the operator's out-of-town trip on the train or bus. Proof of train or bus service utilization may be documented in a manner proscribed by the Chief of Police.

(m) A person shall not park a vehicle in the Town Hall parking lot located at 85 Union Street, between the hours of 1:00 a.m. and 6:00 a.m. This prohibition shall not apply to the leased portion of the parking lot.

...

Sec. 15-74. No-parking areas.

The following areas are designated as no-parking areas:

...

Barrows Drive, west side, commencing at Columbia Avenue and extending south six hundred and ninety-six (696) feet, 8:00 a.m. to 5:00 p.m., Monday through Friday.

...

Federal Street, east side, commencing 735 feet north of the intersection with Bath Road and extending north for four hundred and forty (440) feet.

....

McLellan Street, south side, commencing at the intersection with Harpswell Road and extending east one hundred and forty-five (145) feet.

....

Page Street, north side commencing at Maine Street and extending westerly thirty-six (36) feet.

Page Street, north side commencing one hundred and eighty-seven (187) feet west of Maine Street and extending westerly twenty-four (24) feet.

Page Street, north side, commencing at Spring Street, and extending easterly forty (40) feet.

Page Street, south side, commencing at Maine Street and extending westerly to Union Street.

...

Storer Road, both sides, commencing at Old Bath Road and extending northerly four hundred and twenty (420) feet;

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

(a) ...

(e) Notwithstanding any other provisions of this chapter, a person shall not park a vehicle for more than thirty (30) consecutive minutes in the following signed designated zones: ...

Maine Street, ~~east side~~ west side, the two northernmost parking spaces (excluding any spaces which designated as disability parking spaces) on each block between Gilman Avenue and Town Hall Place;

Maine Street, ~~west side~~ east side, the two southernmost parking spaces (excluding any spaces which designated as disability parking spaces) on each block between School Street and Mason Street;

Union Street, Town Hall parking lot located at 85 Union Street, the three westernmost spaces in each of the two northernmost rows, 8:00 a.m. to 5:00 p.m., Monday through Friday.

ITEM 81

BACK UP MATERIALS

Draft Amendment to Chapter 10 Regarding Use of Sidewalks for food vendors

Chapter 10 LICENSES AND BUSINESS REGULATIONS ¹¹

ARTICLE I. - IN GENERAL

ARTICLE II. - LICENSES, GENERALLY

ARTICLE II. LICENSES, GENERALLY

[Sec. 10-26. Required; fees.](#)

[Sec. 10-27. Qualifications.](#)

[Sec. 10-28. Penalties.](#)

[Secs. 10-29—10-45. Reserved.](#)

Sec. 10-26. Required; fees.

- (a) A person or organization may not engage in any of the businesses or occupations listed below without first obtaining a license from the town according to the provisions stated below. In addition, the applicant is responsible for compliance with all pertinent town ordinances and state laws. Except as otherwise stated, the license shall expire on June 30, annually.
- (b) The fees indicated below include a twenty-five dollar (\$25.00) application fee which is nonrefundable if the license is not approved. Unless otherwise designated, the initial license shall be assessed on a semi-annual basis. There will be a late fee assessed to licenses that have expired in the amount of twenty-five dollars (\$25.00) for licenses with fees higher than fifty dollars (\$50.00), and in the amount of ten dollars (\$10.00) for licenses with fees fifty dollars (\$50.00) or less. The fine will double after the license has been expired for more than thirty (30) days.
 - (6) *Sellers of prepared food on public way.* The town council may, upon finding that the public convenience so requires and that the applicant is a reputable person, authorize the issuance of a license to sell prepared food on a public way.
 - a. The fee for a license for sellers of prepared food on a public way shall be a twenty-five dollar (\$25.00) application fee. The fee for a license for sellers of prepared food on a public way located at the Mall on Maine Street shall be fifteen hundred dollars (\$1,500.00); this license cannot be prorated. The fee for licenses for sellers of prepared food on a public way at the Farmer's Market located at the mall on Maine Street shall be three thousand dollars (\$3,000.00) (for Tuesdays and Fridays). All fees for licenses for sellers of prepared food on a public way shall be payable annually, in advance, and the license shall expire on the date of the first council meeting in March. Applications will be considered by the town council at the first council meeting in March and applications must be filed with the town clerk seven (7) days prior to this meeting. Additional applications may be filed whenever less than the maximum number of licenses have been issued and are in effect.

- b. The town council may authorize the issuance of a license for a single day or single event on a public way. The fee for a single day license shall be twenty-five dollars (\$25.00) and for a single event license shall be fifty dollars (\$50.00) up to three (3) days. The provisions of subsection c.5. below shall not apply to single day or single event licenses.
- c. In determining whether or not to issue a license, the council shall consider the following:
 - 1. The number and proximity of licenses previously granted for the general area sought to be served by the applicant.
 - 2. The nature, size, appearance and condition of the vehicle or food service device to be used by the applicant. A plan or picture shall be provided.
 - 3. The impact of the proposed use, including the location of chairs, tables, and service areas on public travel and the adjacent neighborhood. A plan for the use of the public way shall be provided.
 - 4. The character and ability of the applicant.
 - 5. Licenses to sell prepared food on the town mall shall be approved for no more than four (4) vendors annually, not including the Brunswick Farmers' Market.
- d. Each license shall contain the following conditions:
 - 1. Operations of the licenses shall be confined to those hours and parts of public ways designated in the license. Because of the public way location, the town council may choose to further restrict the hours of operation. No equipment may remain on the mall or public way when the vendor is not open for business, except as approved by the director of parks and recreation. Such approval shall allow equipment to remain on the mall overnight when the following day's activity is expected to make vendor arrival unduly difficult. Such approvals shall not exceed six (6) times per year.
 - 2. The licensee shall keep and maintain the area adjacent to its activities free of litter and debris.
 - 3. The licensee shall indemnify the town against and hold the town harmless from any expense or liability in any way arising out of or connected to activity under the license.
- e. The council may, in its discretion, as a further condition of the license, require the licensee to provide proof of insurance in appropriate amounts with respect to the risks referred to in d.3. above, and impose such conditions, not inconsistent with this article, as it deems reasonable and necessary. Current limits of insurance are as follows: General liability, including product coverage, with a single aggregate limit of five hundred thousand dollars (\$500,000.00) for bodily injury, and a one hundred thousand dollars (\$100,000.00) limit for property damage.
- f. Any license issued hereunder may be revoked for reasonable cause at any time by the council.
- g. Each mall vendor shall also obtain a victualer's license.
- h. In cases of seating on public ways, there will be a requirement that the applicant maintains a minimum unobstructed paved pedestrian walkway of 72 inches with a minimum vertical clearance of 8 feet. When completing an application, the applicant will provide a detailed diagram of the proposed seating and final approval will be based on a favorable inspection by the Codes Officer to ensure this requirement is met. This requirement must be maintained for the full-time the license is in effect or the license may be subject to being revoked by the Town Council.

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: July 15, 2015

SUBJECT: Sidewalk Dining

At the July 6th Town Council meeting we proposed amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code. Those amendments would have required sellers of prepared food on a public way to maintain a sixty inch pedestrian walkway when placing outdoor seating on the sidewalk. The Council amended the proposal to require a seventy-two inch minimum and asked that staff provide information on accessibility requirements.

Attached are pages from Chapter R3: Technical Requirements - United States Access Board. These requirements call for a minimum sixty inch passing zone on sidewalks. Also attached is a page from the guidelines prepared by the Federal Highway Administration. These guidelines also suggest a minimum sixty inch passing zone.

The Council also requested that we provide information about the existing license holders and how much sidewalk space exists in front of their establishments. The Town Clerk will provide that information under separate cover by Friday afternoon.

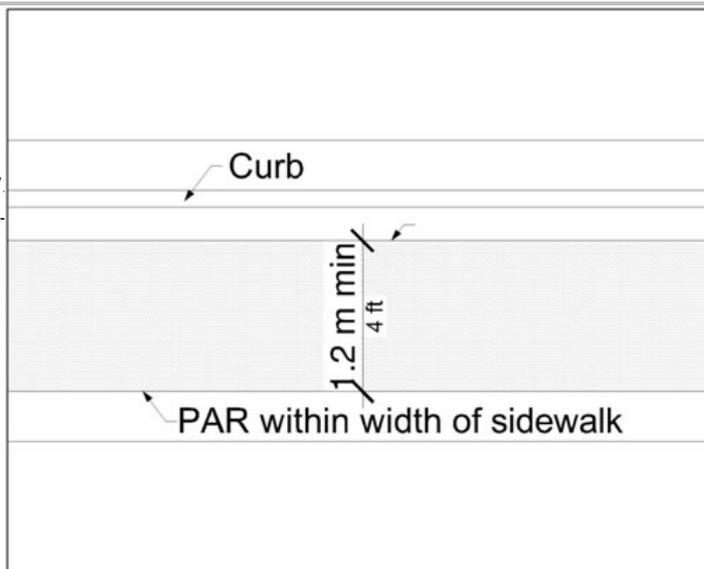
In addition to the normal required public notice for ordinance amendments, notification of the proposed amendments has been provided to current license holders, the Brunswick Downtown Association (BDA) and others identified by the Town Clerk’s office.

Attachments

United States Access Board

1331 F Street NW, Suite 1000
Washington, DC 20004-1111

Voice: (202) 272-0080 or (800) 877-8339
TTY: (202) 272-0082 or (800) 993-8339
Fax: (202) 272-0081



Partner Sites

[DISABILITY.GOV](#)

[USA.GOV](#)

[REGULATIONS](#)

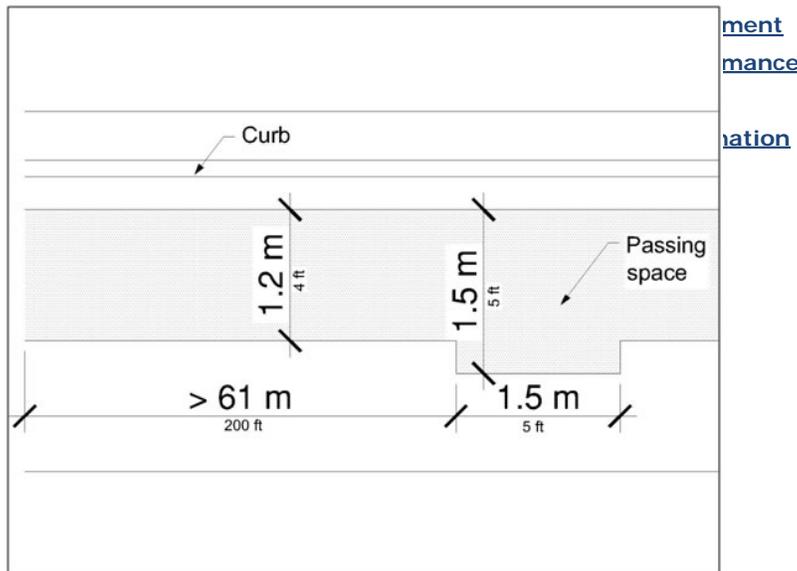
[FEDERALREGI](#)

Advisory R302.3 Continuous Width. The continuous clear width requirements in R302.3 apply to sidewalks and other pedestrian circulation paths, pedestrian street crossings and at-grade rail crossings, and pedestrian overpasses and underpasses and similar structures (see R302.2). Clear width requirements are contained in R304.5.1 for curb ramps and blended transitions, and in R407.4 for ramps. Where sidewalks are wider than 1.2 m (4.0 ft), only a portion of the sidewalk is required to comply with the requirements in R302.3 through R302.7. Additional maneuvering space should be provided at turns or changes in direction, transit stops, recesses and alcoves, building entrances, and along curved or angled routes, particularly where the grade exceeds 5 percent. R210 prohibits street furniture and other objects from reducing the minimum clear width of pedestrian access routes.

R302.3.1 Medians and Pedestrian Refuge Islands. The clear width of pedestrian access routes within medians and pedestrian refuge islands shall be 1.5 m (5.0 ft) minimum.

R302.4 Passing Spaces. Where the clear width of pedestrian access routes is less than 1.5 m (5.0 ft), passing spaces shall be provided at intervals of 61 m (200.0 ft) maximum. Passing spaces shall be 1.5 m (5.0 ft) minimum by 1.5 m (5.0 ft) minimum. Passing spaces are permitted to overlap pedestrian access routes.

Figure R302.4 Passing Spaces



R302.5 Grade. Except as provided in R302.5.1, where pedestrian access routes are contained within a street or highway right-of-way, the grade of pedestrian access routes shall not exceed the general grade established for the adjacent street or highway. Where pedestrian access routes are not contained within a street or highway right-of-way, the grade of pedestrian access routes shall be 5 percent maximum.

Advisory R302.5 Grade. The grade requirements in R302.5 apply to sidewalks and other pedestrian circulation paths, pedestrian street crossings and at-grade rail crossings, and pedestrian overpasses and underpasses and similar structures (see R302.2). The grade of the pedestrian access route is measured parallel to the direction of pedestrian travel. Running slope requirements are contained in R304.2.2 for perpendicular curb ramps, in R304.3.2 for parallel curb ramps, in R304.4.1 for blended transitions, and in R407.2 for ramps.

R302.5.1 Pedestrian Street Crossings. Where pedestrian access routes are contained within pedestrian street crossings, the grade of the pedestrian access route shall be 5 percent maximum.

R302.6 Cross Slope. Except as provided in R302.6.1 and R302.6.2, the cross slope of pedestrian access routes shall be 2 percent maximum.

Advisory R302.6 Cross Slope. The cross slope requirements in R302.6 apply to sidewalks and other pedestrian circulation paths, pedestrian street crossings and at-grade rail crossings, and pedestrian overpasses and underpasses and similar structures (see R302.2). The cross slope of the pedestrian access route is measured perpendicular to the direction of pedestrian travel. Cross slope requirements are contained in R304.5.3 for curb ramps and blended transitions, and in R407.3 for ramps.

R302.6.1 Pedestrian Street Crossings Without Yield or Stop Control. Where pedestrian access routes are contained within pedestrian street crossings without yield or stop control, the cross slope of the pedestrian access route shall be 5 percent maximum.

Advisory R302.6.1 Pedestrian Street Crossings Without Yield or Stop Control. Pedestrian street crossings without yield or stop control are crossings where there is no yield or stop sign, or where there is a traffic

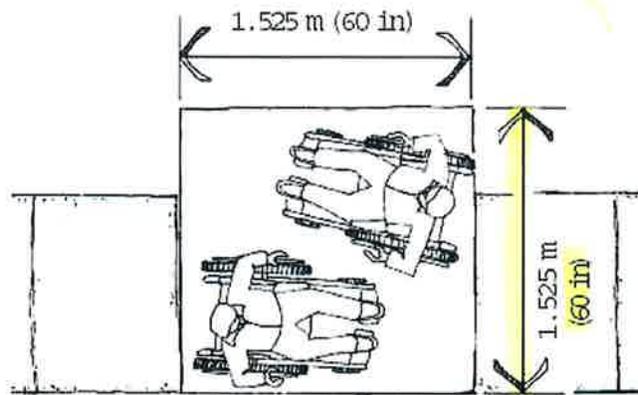
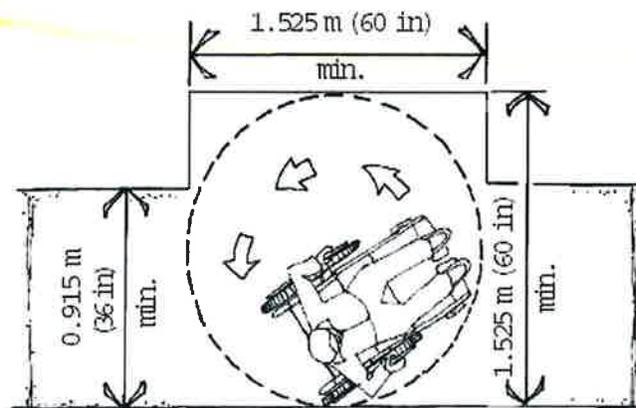


Figure 4-9: Wheelchair users require 1.525 m x 1.525 m (60 in x 60 in) to maneuver in a complete circle.



Passing space interval is defined as the distance between passing spaces. Passing spaces should be provided when the sidewalk width is narrow for a prolonged extent because of a narrow design width or continuous obstacles.

Many agencies and private organizations do not provide guidelines for passing space or passing space intervals. Those that do provide guidelines concur with ADAAG Section 4.3.4, which specifies that accessible routes with less than 1.525 m (60 in) of clear width must provide passing spaces at least 1.525 m (60 in) wide at reasonable intervals not exceeding 61 m (200 ft). If turning or maneuvering is necessary, a turning space of 1.525 m x 1.525 m (60 in x 60 in) should be provided (ADAAG, U.S. Access Board, 1991).

4.3.5 Vertical Clearance

Vertical clearance is defined as the minimum unobstructed vertical passage space required along a sidewalk. Vertical clearance is often limited by obstacles such as building overhangs, tree branches, signs, and awnings.

The guidelines and recommendations that were reviewed for minimum allowable vertical clearance are included in Tables 4-2.1 through 4-2.4 at the end of this chapter. The majority of guidelines require a minimum of 2.030 m (80 in) of unobstructed vertical passage space. However, Oregon and Pennsylvania require 2.1 and 2.4 m (83 and 94 in) of vertical passage space, respectively (OR DOT, 1995; PA DOT, 1996). ADAAG states that circulation spaces, such as corridors, should have at least 2.030 m (80 in) of head room. ADAAG further specifies that if the vertical clearance of an area next to a circulation route is less than 2.030 m (80 in), elements that project into the circulation space must be protected by a barrier to warn people who are visually disabled or blind (ADAAG, U.S. Access Board, 1991).

4.3.6 Changes in Level

Changes in level are defined as vertical height transitions between adjacent surfaces or along the surface of a path. In the sidewalk environment, curbs without curb ramps, cracks (Figure 4-10), and dislocations in the surface material are common examples of changes in level.

Revised Report (07/20/15) on Outdoor seating on Maine Street sidewalks
July 17, 2015

As requested, staff took pictures and measured spacing on the sidewalks. This was a quick survey to provide the Council with an idea of what area is left on the sidewalks for pedestrians to pass. It will require more review by the Codes Officer for those that are close to the proposed limits since it is based on one measurement, and the Codes Officer would be the final say. We did send out both emails and letters to restaurant owners letting them know this would be done, while notifying them of the upcoming public hearing on the proposed change in the ordinance.

We have included those restaurants that are required to get a permit from the Town as they are on public property, and those who own in front of their buildings and would not be affected by the change.

The following are the categories of measurements:

- a) How wide an area does the seating encompass?
- b) How much space there is between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.?

Those requiring permits:

1) Gelato Fiasco, 74 Maine Street



- a) How wide an area does the seating encompass? 46 to 60 inches depending on location of chairs
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 93 inches to tree pit

2) Frosty's Donuts, 54 Maine Street



- a) How wide an area does the seating encompass? 27 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 189 inches

3) Shere Punjab, 46 Maine Street



- a) How wide an area does the seating encompass? 81 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 58 to 59 inches to light post; 100 to 103 first section and 91 to second section to end of sidewalk

4) Little Saigon, 44 Maine Street



- a) How wide an area does the seating encompass? 81 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 59 inches to tree pit; 91 inches to end of sidewalk

5) Great Impasta, 42 Maine Street



- a) How wide an area does the seating encompass? 148 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 59 to 61 inches to road in narrowest spot up to 130 inches wide

6) Flipside, 111 Maine Street



- a) How wide an area does the seating encompass? 72 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 73 inches to 1st tree pit; 85 inches to 2nd tree pit; 65 inches to light post

Those who are not required to get permit:

1) Big Top Deli, 70 Maine Street



- a) How wide an area does the seating encompass? 18 inches in one section to 60 inches in furthest
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 113 inches to tree pit; 200 inches to end of sidewalk

2) Little Dog, 87 Maine Street



- a) How wide an area does the seating encompass? 80 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 117 inches to trash can; 77 inches to tree pit

3) Enoteca Athena, 97 Maine Street



- a) How wide an area does the seating encompass? 77 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 60 to 62 inches to tree pit; 70 inches to bench; 170 inches to end of sidewalk

4) Bombay Mahal, 99 Maine Street



- a) How wide an area does the seating encompass? 60 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 97 inches to light post; 91 inches to bike rack; 96 inches to tree pit (The seating begins closer to bike rack section of the tree pit so wider measurement than Enoteca)

5) Joshua's Restaurant, 123 Maine Street



- a) How wide an area does the seating encompass? 126 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 63 inches to 1st tree pit ; 113 inches to light post; 72 inches to 2nd tree pit; 83 inches to bike rack

6) Broadway Deli, 142 Maine Street



- a) How wide an area does the seating encompass? 43 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 83 to 90 inches to trash can; 64 inches to tree pit; 139 to the end of sidewalk.

7) Local, 148 Maine Street



- a) How wide an area does the seating encompass? 41 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 63 inches to lamp; 150 inches to end of sidewalk

8) Lemongrass, 212 Maine Street



- a) How wide an area does the seating encompass? 32 inches
- b) How much space is there between the seating and the end of the sidewalk and/or any obstruction such as a tree, post lamp, trash can, etc.? 72 inches to end of sidewalk

ITEM 82

BACK UP MATERIALS

7/20/2015



BUY SOLAR with your neighbors.

Enjoy substantial savings!

The Town of Brunswick is bringing the community together to lower the cost of solar.

Purchase a system with our installation partners for reduced costs.

WWW.SOLARIZEBRUNSWICK.ORG



Answers to questions from the June 15th meeting

- Should Brunswick partner with other towns?
 - Yes, but the RFP should not require it
- Should Solarize Brunswick allow any qualified installer to participate rather than selecting a single winning bid?
 - No, open participation would entail an RFQ model. We want to hear directly from the installers what their creative solutions are, rather than ask them to bid on a set of prepared requirements.
- Does the Town monitor installations?
 - No, only the usual codes enforcement activities apply



7/20/2015

Motivation – to help residents and businesses

- Reduce their carbon footprint
 - 40% of Maine's standard offer electricity is generated by burning natural gas
 - A typical 4.8kW system can offset >3000lb CO₂ per year by avoiding natural gas combustion
- Save money and increase property value
 - A typical 4.8kW system can pay for itself ~13 years, while panels continue to produce at peak output for 25+ years
 - studies have shown potential for increased property value of homes with solar PV
- Take advantage of the Residential Renewable Energy Tax Credit
 - the 30% credit is set to expire at the end of 2016



Timeline

- Solarize Brunswick goes online 7/27/2015
 - RFP released; Question and Answer period begins
- Bids are due 9/8/2015
 - Selection Committee is identified, begins evaluating bids
- Winning bidder selected 9/28/2015
 - Installer will conduct a launch event and establish a deadline for signups
- Installations Q4/2015
 - Q4 2015 and into 2016
- Wrap-up and report back to TC Q2/2016



Responsibilities

Activity	Town Staff	Town Committees	Partner Installer
Start up	Review RFP (Town Attorney)	R&S Committee: write RFP, appoint Selection Committee, collect leads.	
Installer Selection	Distribute RFP	Selection Committee: evaluate bids, interview finalists, select winning bid.	Respond to RFP, participate in Q&A and interviews.
Outreach		R&S Committee: develop internal website, create and distribute material on the program.	Develop external website. Create and distribute material on the program.
Enrollment		R&S Committee: share database of enrollees with Partner Installer.	Maintain database of enrollees.
Installations	Permitting, inspection (Codes Enforcement staff)		Conduct site assessments. Install systems.
Evaluation	Prepare Report	R&S Committee: solicit information from citizens and installer concerning program strengths and weaknesses.	Provide information on program strengths and weaknesses.

A Solarize Program for Brunswick

Introduction - Solarize programs are designed to help residents overcome the financial and logistical barriers to installing solar power systems on their homes. They accomplish this by allowing pre-selected solar installation companies to offer group discounts. An aggressive outreach and education effort, coupled with a tight deadline for committing to the program, typically produces a substantial number of motivated potential customers. A second purpose of the program is to increase the visibility of rooftop solar in the community, with the result that even those companies not participating in the initial effort can benefit from higher demand for their services. Thus, a successful Solarize program can produce employment and other economic benefits to the wider community.

Why rooftop solar? - The benefit of rooftop solar to homeowners is obvious – greatly reduced electric bills – but there are societal advantages as well. Most electricity is generated in large, centralized power plants, located many miles from the homes, stores, offices, and factories in which it is used. According to the Edison Electric Institute, an association of investor-owned public utilities, its members will spend more than \$64 Billion dollars through 2016 on construction and maintenance of the transmission infrastructure required to move this electricity from each Point A to its many Points B. In addition, the U.S. Energy Information Administration reports that about 7 percent of all electricity generated in these centralized plants is lost during transmission. Both of these costs – those associated with infrastructure and those associated with the generation of electricity that never makes it to end users – are borne by the general public in the form of higher electric bills. Finally, although an increasing percentage of Maine’s electricity is generated using renewables, fossil fuels continue to account for roughly 40% of Maine’s electricity. The advantages of solar over fossil fuels with regard to greenhouse gas emissions and other forms of air pollution are well documented.

Experience Elsewhere - The first Solarize program was launched in 2009 in a Portland, Oregon neighborhood. Within six months of starting their campaign, the program had signed up more than 300 residents and installed solar on 130 homes. These installations added 350 kilowatts of new photovoltaic capacity and created 18 professional-wage jobs for site assessors, engineers, project managers, journeyman electricians, and roofers. As a result of this success, other neighborhoods in the city adopted similar programs which produced 400 additional installations in 2010. Since then, the concept has spread across the country, with a new program in Freeport, ME, as well as several others throughout New England. Approximately 40 contracts for rooftop solar in Freeport have been signed in the program’s first two months. In the Upper Valley region of New Hampshire and

Vermont, 301 contracts were signed during the program's first two rounds, with the Town of Hanover leading the way with 62. A program serving two Rhode Island towns - Tiverton and Little Compton - resulted in installation of 55 new systems. The programs in Massachusetts and Connecticut were coordinated at the state level, with participation by 50 to 60 towns in each state. Solarize Connecticut has resulted in the installation of over 2,000 rooftop systems, while in Massachusetts the figure is 2,400 systems.

Solarize Brunswick - A Solarize program in Brunswick would involve a partnership between the Town, the Recycling & Sustainability (R&S) Committee, and one or more solar installation companies. The Town's role would be to issue a Request for Proposals (RFP) to qualified companies, provide general oversight to program activities, and serve as a single point of contact for inquiries from interested citizens. Also, involvement by the Town would lend a sense of legitimacy to the program. The R&S Committee would perform outreach to promote the program. The Town and Committee would also appoint a committee to review bids received from the solar installation companies and select a winning bidder. The solar installation companies would respond to the RFP, offering a tiered pricing plan under which the costs for individual projects would drop as the number of residents participating increases. The winning bidder would be given contact information, primarily e-mail addresses, for interested residents and would conduct all follow-up activities with them. Companies can either bid on their own or form consortiums to bid collectively.

The following steps would be involved in a "Solarize Brunswick" program:

- The R&S Committee begins outreach activities to inform the public and gather emails of interested residents and small businesses.
- The Town issues a RFP to solar installation companies interested in offering competitive tiered pricing for a direct-ownership model for solar PV.
- A partner installer is selected to participate in the program.
- The partner installer takes the lead on outreach activities, initiates contact with interested residents to provide additional information and, if appropriate, schedules site assessments.
- If the site assessment indicates that a solar installation is appropriate, the partner installer submits a bid to the resident.
- The partner installer executes the contract with the resident to install the solar PV system. The Town is not involved in installation contracts.

The following table summarizes the responsibilities of various players.

Program Activity	Town staff	Recycling & Sustainability Committee (R&S)	Partner Installer
Start up	Review/approve RFP (Town Attorney)	Write RFP. Recruit volunteers for outreach and Selection Committee Collect email addresses of potential customers.	
Installer Selection	Distribute RFP (Town Staff)	Evaluate proposals and recommend winner or finalists to be interviewed. Interview finalists and recommend winner.	Respond to RFP. Participate in Q&A and Selection Committee interviews.
Outreach		Develop internal website. Create and distribute informational material on the program.	Develop external website. Create and distribute informational material on the program.
Enrollment		Share database of enrollees with Partner Installer.	Maintain database of enrollees.
Installations	Permitting, inspection (Codes enforcement staff)		Conduct site assessments. Install systems
Evaluation	Prepare report with input from R&S committee, citizens, and partner installers. (Town Staff)	Solicit information from citizens and installer concerning program strengths and weaknesses.	Provide information on program strengths and weaknesses.



Request for Proposals from Solar Photovoltaic Installers

This Request for Proposals (RFP) is also available at www.solarizebrunswick.org.

The Town of Brunswick, Maine requests proposals from solar photovoltaic (PV) installers for solar PV installations in the Solarize Brunswick program.

The Town is collecting names and email addresses of Brunswick residents interested in learning more about solar and how a bulk purchase can bring the cost of installation down.

Solarize Brunswick establishes a bidding process whereby a "Partner Installer" is selected for the duration of the program. All Brunswick resident and commercial leads will be forwarded to the Partner Installer.

Bidding opens 7/27/2015. Questions regarding this RFP must be emailed to Linda Smith, lsmith@brunswickme.org, no later than 8/17/2015¹. Responses will be posted at www.solarizebrunswick.org by 8/21/2015. Completed bids must be emailed as a PDF to lsmith@brunswickme.org no later than 9/8/2015.

¹ at the Close of Business (COB). Unless otherwise noted, all deliverables are due on or before the indicated due date, at a time no later than COB: 4:30PM, EST.

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Program Summary

Solarize Brunswick aims to make solar PV energy more affordable to Brunswick residents and commercial establishments. The Town seeks bids which provide competitive tiered pricing for a direct-ownership model for solar PV installations at private residences and commercial establishments.

The Town also encourages bids that include support for residences and commercial establishments that participate in a Community Solar Farm (CSF); however, bidders are not required to support CSFs in their bids.

The Town's role is to bring property owners interested in investing in solar power together and to identify a Partner Installer to get the job done at a lower cost to residents. The Town will not provide financial assistance or other financial incentive for participation.

A consortium consisting of more than one installer may bid collectively, as long as the members take responsibility for managing the consortium and maintaining a simple message and point of contact for residents and commercial establishments.

Relevant experience, quality and value of services and equipment, capacity for implementation of the program, and proposed pricing will be factors in the selection process.

Solarize Brunswick is inspired by a similar program in Freeport, Maine, as well as programs in New Hampshire, Massachusetts and Connecticut.

Definitions

Solarize Brunswick, or the Program: the Solarize Brunswick program

The Town: the town of Brunswick, Maine

Selection Committee: a committee established by the Town to evaluate bids and select from among them a single bid, identifying the Partner Installer

Bid: a submitted proposal from an installer or consortium of installers

Bidder: an installer or consortium of installers submitting a bid

Partner Installer: the installer or consortium of installers selected by the Selection Committee to partner with the Town for the duration of the Program

Community Solar Farm, or CSF: A solar installation in which multiple individuals or commercial establishments may invest and purchase solar power

Residents: shall be understood to mean Brunswick residents, and to include participating commercial establishments, and, if applicable, CSF participants

NABCEP: North American Board of Certified Energy Practitioners

SECTION ONE – Program Overview

A. Program Goals

Solarize Brunswick is aimed at making residential solar PV energy more affordable to residents and commercial establishments. The goals of Solarize Brunswick are to:

- lower the cost of solar energy by reducing customer acquisition costs via a tiered bulk pricing mechanism, and transferring those savings directly to residents; and, as a result,
- significantly increase the number of residential solar installations in the community over the course of this project.

Solarize Brunswick aims to overcome common barriers to going solar at a residential scale.

Consumer Confidence

- Solarize Brunswick provides residents interested in solar energy with information, competitive pricing, and an easy start towards a solar installation.
- Solarize Brunswick is designed to be transparent. Pricing information is posted online, along with details about the Solarize program, and a list of area installers.
- Solarize Brunswick establishes a Selection Committee which evaluates bids based on objective criteria. This process enables residents to be confident that the committee's choice is well founded and reliable.

Cost

- Town outreach helps reduce customer acquisition costs and is expected to lead to numerous installation jobs for the Partner Installer. These factors help bidders to offer competitive pricing, discounted below their typical installation prices. Pricing is tiered, meaning that cost goes down for everyone as more residents sign up to go solar.
- Financing may be necessary to make solar feasible for many residents. Any financing options that an installer has to offer should be described in the Company Profile narrative.

Motivation

- A critical component of any Solarize program is its deadline. Residents must sign a contract with the Partner Installer by a certain date in order to take advantage of the special tiered pricing offer. This deadline helps motivate residents to take action.
- The tiered pricing structure serves as a motivator for residents to talk with their neighbors about Solarize and encourage one another to take action. More neighbors going solar means lower prices for everyone.

B. The Solarize Brunswick Process

Overview

Once the RFP is released, the Town will accept bids up to the bidding deadline.

A Selection Committee will be established by the Town to select the Partner Installer for the duration of the program.

Between release of the RFP and selection of the Partner Installer, the Town will post answers to all bidder questions online at www.solarizebrunswick.org and the Selection Committee may invite one or more bidders for an interview.

The Town expects bidders to submit competitive and realistic bids. Incomplete bids cannot be considered. Bidders should not sacrifice their bottom line or the quality of their equipment and services in order to participate in this program. The equipment and services included as part of the tiered pricing proposal should be representative of a typical roof-mount system. Cost adders should truly be adders, not commonly required components. Cost adders can also include options that would reduce system cost.

Program Implementation

The Partner Installer is selected by the Selection Committee for the duration of the Solarize Brunswick program.

Within two weeks of selection, the Partner Installer shall conduct a Launch event for interested residents. The Town will assist in making arrangements for the event.

Once selected, the Partner Installer shall assume leadership on outreach and lead tracking. The Partner Installer shall provide Solarize Brunswick customers with a turnkey inquiry-to-installation process that will make them want to encourage their neighbors to go solar, too. Once selected, the Partner Installer becomes the primary contact for potential customers. Once the Partner Installer and potential customer are brought together, the Town is no longer involved.

Any Brunswick resident may contact the Partner Installer to receive a free site visit and quote based on the equipment and special tiered pricing outlined in the Partner Installer's bid. Residents must sign a contract with the Partner Installer by the program deadline in order to be eligible.

Residents of Brunswick are free to seek bids and work with other installers. Installers not participating in Solarize Brunswick are free to continue marketing and doing business in Brunswick. Solarize Brunswick in no way limits customer choice. Installations contracted during the Solarize program with installers other than the Partner Installer are *not* counted toward the pricing tiers outlined in the Partner Installer's bid.

The Partner Installer shall work with eligible commercial establishments and be familiar with any unique incentives or tax considerations available to these potential customers. Any commercial establishments that participate in Solarize Brunswick will count toward the tiered system of pricing. Bidders may establish limitations in size or other aspects of a potential system for commercial establishments. If so, that information should be included in [Form C](#).

If applicable, the Partner Installer shall work with eligible CSF participants and be familiar with any unique incentives or tax considerations available to these potential customers. CSF installations shall count toward the tiered system of pricing. Bidders may establish limitations in size or other aspects of a CSF. If so, that information should be included in [Form C](#).

The following chart outlines specific partner roles and responsibilities.

	Town of Brunswick	Bidder/Partner Installer
Identify Partner Installer	<ul style="list-style-type: none"> ● Release RFP ● Initiate the selection process ● Evaluate bids and select a Partner Installer 	<ul style="list-style-type: none"> ● Submit competitive bids
Reduce Cost to Customer	<ul style="list-style-type: none"> ● Using various communication resources, make residents aware of Solarize Brunswick and maintain a list of residents interested in participating ● Help customers understand available incentives 	<ul style="list-style-type: none"> ● Provide free site visits and free quotes ● Offer competitive, tiered pricing ● Help customers understand and apply for available incentives ● Assist customers in assessing purchase / financing options
Marketing / Outreach/ Education	<ul style="list-style-type: none"> ● Manage website as a central resource for program information ● Provide updates to residents who have asked to be included in the program ● Attend and support key community outreach events 	<ul style="list-style-type: none"> ● Prepare a presentation for the Solarize launch event ● Answer technical questions from residents ● Supplement community outreach (e.g. direct mail, yard signs, etc.)
Web and Media	<ul style="list-style-type: none"> ● Provide communications and media strategy/support ● Manage attention from regional media outlets 	<ul style="list-style-type: none"> ● Create a website to which solarizebrunswick.org may be forwarded ● Cooperate with partners to provide content (e.g. photos, stories) and accommodate media
Leads/ Installs		<ul style="list-style-type: none"> ● Provide site assessments, system design, and turnkey installation
Admin/ Tracking	<ul style="list-style-type: none"> ● Receive and manage reports from installers ● Track leads ● Ensure the Partner Installer has access to up-to-date contacts 	<ul style="list-style-type: none"> ● Track leads and contracts

C. Timeline

RFP Released; Q&A period commences; interviews period commences	7/27/2015
Question period ends	8/17/2015
Question responses posted on solarizebrunswick.org	8/21/2015
Bids are due	9/8/2015
Interview period ends	9/21/2015
Partner Installer selected	9/28/2015
Launch Event	TBA (by 10/12/2015)
Deadline for residents to sign a contract with the Partner Installer to take advantage of tiered pricing.	TBA
Installations occur	TBA
Survey Solarize Brunswick participants (customers and installer(s)); prepare a report on the program.	TBA

D. Detailed Partner Installer Commitment

Collaboration with the Town

- a. Conduct Launch Event for interested residents. At the Launch Event, the Partner Installer will announce the opportunity for residents to arrange site visits, obtain quotes, etc. The Town will advertise this meeting via town newsletter, public access TV, and local news publications. The Town will provide the location for the meeting.
- b. Collaborate with the Town on press releases; developing additional marketing materials, such as photographs, statements of support, testimonials, or other information for use in Solarize marketing.
- c. Collaborate with the Town to recommend alternative opportunities, where appropriate, for interested residents without feasible sites for a solar PV project. Examples include an energy audit, home weatherization, energy efficient heating and appliances, or participation in a CSF. These opportunities will not form part of the Solarize Brunswick program.
- d. At the end of the program, meet with the Town and provide feedback, including insights about customer decision-making process, motivations to install or not install solar, suggested program improvements, and the efficiency of different outreach strategies.

Ownership and Pricing

- a. Provide a dollar per watt (\$/W) purchase price for a typical, all-inclusive, roof-mount installation that will decrease by tier levels as the total contracted capacity of solar PV within the community increases (see [Form D](#)). Tier levels shall be determined by the installer.

- b. Provide a list of additional system features (see [Form D](#)) which may be preferred or required in some (but not the majority of) cases and would impact the final project cost. This list of adders and associated costs will be published with other pricing information.
- c. Provide all customers within the community with pricing at the appropriate tiered level. Any contract between the Partner Installer and the customer must acknowledge the current tier price and lay out a process through which the final system cost will be adjusted and reconciled to reflect the community's final tier price after the program deadline. The contract must also include a guarantee that the work will be completed as proposed along with a remedy if the work can't be completed.

Marketing Materials, Presentations, and Claims Made Throughout the Program

- a. The Partner Installer shall refer to the Program as "Solarize Brunswick" in all Program materials and marketing efforts, and direct individuals to www.solarizebrunswick.org.
- b. The Partner Installer shall ensure that any media they produce does not claim to represent the opinion or position of the Town of Brunswick.
- c. The Partner Installer shall use a reasonable escalator rate for predicted utility price in all marketing and in predicting payback periods, and make clear the assumptions upon which such figures are based.
- d. The Partner Installer shall use an average current utility rate based on current electricity rates (including any increases that have been approved by the Maine Public Utilities Commission) in the area in all marketing and make clear the assumptions upon which such figures are based.
- e. Information regarding federal tax credits should include a suggestion to contact a tax professional.

Tracking

- a. The Partner Installer shall track the pricing associated with each project, detail why a specific project requires additional costs (if applicable), and provide all information regarding final project cost and composition to the Town at the end of the program.
- b. The Partner Installer shall provide the Town with tracking information upon request.
- c. The Partner Installer shall communicate to all leads verbally at the time of the site visit that their contact information and project status will be shared with the Town, but only for the purpose of measuring the success of the project and to calculate the savings to residents by participating in the program. Program participants are to be assured that their information will be kept private.

Customer Service

- a. The Partner Installer shall promptly contact all interested residents who request a site visit or submit an inquiry.
- b. The Partner Installer shall make every attempt to complete site visits with Solarize Brunswick leads within two weeks of first contact, and will clearly communicate with leads about the expected timeline and any changes in that timeline.

- c. The Partner Installer shall provide objective information to enable customers to choose among any solar financing options offered or otherwise available.
- d. The Partner Installer shall work with customers to identify and apply for available incentives, and all Solarize Brunswick projects applying for incentives must meet requirements for incentive eligibility.
- e. The Partner Installer shall maintain high standards of quality and value when presenting proposals to Solarize Brunswick leads, and aim to design high-efficiency systems.
- f. The Partner Installer shall be familiar with and comply with all relevant codes and requirements, at the local, state, and federal level, for all installations to be completed through the Program.
- g. The Partner Installer shall outline and be prepared to enact a contingency plan in the event that the customer service expectations described are not being met (as determined by the Town) due to an increased volume of leads or any other reason.

SECTION TWO – Application Process

A. Eligible Applicants

In order for an installer to be eligible to submit a proposal, the installer must:

- a. Demonstrate experience and proficiency in solar PV installations, and have at least one master electrician and at least one NABCEP-certified professional.
- b. Submit a proposal that meets all of the criteria outlined in [Section Three](#) below.

B. Application Deadline

Completed bids must be emailed as a PDF to Linda Smith, lsmith@brunswickme.org, no later than 9/8/2015. Please label your proposal materials clearly.

C. In-Person Interviews

The Town may opt to interview prospective installers. If so, the interviews will be held at the Brunswick Town Offices (specific day and times to be determined).

D. Questions and Contact Information

Linda Smith

lsmith@brunswickme.org

(207) 721-0292

E. Guidelines for Bidding as a Consortium

A consortium consisting of more than one installer may bid collectively as long as the consortium partners take responsibility for managing the partnership and maintaining a simple message and point of contact for residents. Partnering installers should strive to maintain the following critical program components:

- A single lead contact person for the partnering installers is identified;
- A single tiered pricing structure; and
- Protocols regarding the shared responsibility and assignment of individual projects to participating installers. Partnering installers take full responsibility for managing their relationship.

F. Necessary Forms

- All [Section Four](#) forms completed;
- A sample Solarize Brunswick customer proposal for a residential system;
- A sample Solarize Brunswick customer contract for a residential system;
- (if applicable) Sample terms for any lease or other financing options offered, including how they are incorporated into the program, esp. with respect to the tiered pricing model.

SECTION THREE – Evaluation Criteria

Requirements: The Town will review all bids for completeness prior to forwarding bids to the Selection Committee. Bids will be considered complete if each of the required forms is present and completed (see [Necessary Forms](#), above). Incomplete bids cannot be considered.

Evaluation Criteria: Complete bids will be evaluated by a Selection Committee selected by the Town for this purpose only. Selection of an installer will be based on the following criteria, weighted in roughly equal measure.

- **Quality** of the equipment and installation. Factors such as past experience of the installer(s) and quality of past installations shall be factored into this criterion.
- **Support** of the customer provided by the bidder before, during and following installation. Factors such as the quality of past customer support delivered by the installer(s), and the ability of the installer(s) to deliver excellent customer support to the large number of potential installations resulting from a successful Solarize program shall be factored into this criterion.
- **Value** of the proposed bid to the customer, in particular the value of the tiered pricing mechanism and cost adders. Factors such as financing options shall be factored into this criterion.
- **Commitment** to outreach and promotional activities proposed by the bidder, especially to growing the base of potential customers beyond that achieved by the Town prior to selection. Factors such as creative promotional ideas, history of past promotions carried out by the installer(s), and commitment to growing the use of solar in Brunswick beyond the scope of the program shall be factored into this criterion.

Other differentiating factors not listed above may also be considered at the discretion of the Selection Committee.

SECTION FOUR – Forms

The following forms must be completed and submitted as part of the bid.

Form A – Installer Contact Information

If applying as a consortium, please submit a separate Form A for each consortium partner

Primary contact for questions related to this proposal

Company Name:	
Year founded:	
Website:	
If you are a subcontractor, list the lead company:	
Address of Headquarters:	
Address of Main Office for Solarize-Specific Staff (if different from Headquarters):	
Primary Contact Name and Title:	
Email:	Phone:
NABCEP Certified? [Yes/No]	

Form B – Company Profile

*If applying as a consortium, please submit a separate Form B for each consortium partner.
Please also submit a separate Form B for all relevant subcontractors.*

Number of Installations in Maine		
2012:	2013:	2014:
Briefly describe your history of installations in midcoast Maine (listing towns and approximate number of installations). If fewer than 10 installs, please explain why you have not been more active in this region:		

If applying as part of a consortium, please list partnering installers below:

If not selected as the Solarize Brunswick Partner Installer, is your company interested in being on a list of installers willing to subcontract with the Partner Installer? Yes: No:

Briefly describe your company and outline its history (include any changes in size, business model, name, or ownership since your founding). What services does your company provide? Does your company typically contract out for any portion of your work related to solar PV installation? Please explain. Please indicate the number Master Electricians and the number of NABCEP-certified professionals your company has on staff. Use additional pages if necessary.

Please list three customer references, preferably in or near Brunswick.

Customer Name:		Town:	State:
Phone Number:		Email Address:	
Date of Install:	System Size:	Additional Notes:	

Customer Name:		Town:	State:
Phone Number:		Email Address:	
Date of Install:	System Size:	Additional Notes:	

Customer Name:		Town:	State:
Phone Number:		Email Address:	
Date of Install:	System Size:	Additional Notes:	

Form C – Core Solarize Proposal

If applying as a consortium, please submit a single Form C on behalf of all partnering installers.

Bidding company or consortium:

QUESTION 1 – Provide a narrative summary of your company's/consortium's Solarize bid.

QUESTION 2 – Please outline a contingency plan in the event that the flow of leads is greater than anticipated and you are unable to provide timely and high-quality customer service to all Solarize Brunswick leads.

QUESTION 3 – One goal of Solarize Brunswick is to help guide customers who don't go solar through Solarize toward other energy-related resources (e.g. an energy audit, energy efficient appliances, other renewable energy resources). How will your company/consortium support these efforts? Include any existing consumer education practices, relationships with other energy-related companies, and/or any unique in-house expertise.

QUESTION 4 – As stated in the [Program Summary](#), the Town is committed to supporting the Solarize Brunswick program for Brunswick’s commercial establishments. Please describe any experience you have with commercial installations. Include any relevant concerns, considerations or limitations.

QUESTION 5 – As stated in the [Program Summary](#), the Town is interested in supporting the Solarize Brunswick program for CSFs within Brunswick. Please describe any experience you have working with CSFs. Indicate whether your bid would support CSFs. Include any relevant concerns, considerations or limitations.

QUESTION 6 – If applicable, list marketing services your company/consortium will provide to complement and support the Town’s outreach (e.g. paying for lawn signs, postcard mailings, vehicle magnets).

Form D – Equipment and Pricing Proposal

*If applying as a consortium, please submit a single Form D for all consortium partners.
Note that all information provided in Form D will be publicly available throughout the Solarize program.*

Bidding company or consortium:

Proposed Standard Equipment

The chart below must include all equipment required for a typical Solarize solar PV installation (all-inclusive, roof-mount) as represented in the standard tiered pricing proposal outlined on the next page. If more than one variety of equipment might be used without impacting project cost, please indicate below. Please also write in any relevant items not listed here and any available warranties on individual components.

<i>Major Component</i>	<i>Manufacturer, Model#, Country Where Produced</i>	<i>Warranty</i>	<i>Notes</i>
<i>Inverter(s)</i>			
<i>PV Modules</i>			
<i>Mounting System</i>			
<i>Production Meter</i>			
<i>Data Acquisition System</i>			
<i>Other (list; use add'l pages if necessary)</i>			

Tiered Standard Pricing Proposal

Installers are expected to offer a purchase model for pricing. Other lease/PPA/financing options will be considered. All installers interested in proposing anything other than a purchase model for pricing should contact the Town prior to submitting a bid.

Please Identify 3-5 Standard Pricing Tiers in the chart provided below. Tier levels indicate total aggregated amounts of contracted solar. Pricing at each tier should reflect the total installed cost of a typical installation, including the standard equipment outlined on the previous page. The proposed price to the customer must decrease for each of the proposed tiers. The price drop and total capacity jump can be different between tiers.

Note: Prices indicated below do not take into account system size. Any variations in installed cost resulting from system size should be defined in the next section under “Increased Pricing Factors.”

	<i>Tier 1</i> <i>(e.g. 0-30kW)</i>	<i>Tier 2</i> <i>(e.g. 30-50kW)</i>	<i>Tier 3</i>	<i>Tier 4</i> <i>(optional)</i>	<i>Tier 5</i> <i>(optional)</i>
<i>Tier bracket, in kW</i>					
<i>Purchase Price (\$/W)</i>					

What electricity pricing escalator will be used to calculate return on investment for customers?

Adjusted Pricing Factors Chart

List any factors that will increase or decrease the standard tiered pricing proposed above. Indicate the impact on total project cost in \$/W or as a flat cost

	Description of Cost Adder	Increased Cost (\$/W)	Notes
Site Specific, e.g. multiple roofs, tilt racking, roof material, steep/tall roof, ground mount			
Electrical, e.g electrical panel upgrade / sub-panel, meter upgrade, interior conduit run			
System Monitoring			

	<i>Description of Cost Adder</i>	<i>Increased Cost (\$/W)</i>	<i>Notes</i>
System Size e.g. additional cost per kW for systems under X kW, or discount for larger systems			
Other, e.g. alternative inverter options, alternative panel options,			

Please also list any other services not provided by the installer that, if required, could add to total project cost (e.g. tree removal or structural reinforcement of rafters):

Please provide a narrative outlining the features and merits of the equipment you have proposed (both the standard equipment options and additional options listed under adjusted pricing factors) in terms a layperson would understand. Please also comment on any possible product sourcing issues which might arise, including your contingency plan should any of the promised equipment become unavailable during the program.

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SOLARIZE

BRUNSWICK

BUY SOLAR with your neighbors.

Enjoy substantial savings!

The Town of Brunswick is bringing the community together to lower the cost of solar.

Purchase a system with our installation partners for reduced costs.

For more information, visit our website.

WWW.SOLARIZEBRUNSWICK.ORG

Or email info@solarizebrunswick.org