

BRUNSWICK TOWN COUNCIL

Agenda

July 6, 2015

7:00 P.M.

Council Chambers

Town Hall

85 Union Street

Roll Call of Members

Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the Minutes of 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

Public Comments

Correspondence

Committee Reports

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
- (b) Nomination papers availability
- (c) Update on workshop with School Board regarding facilities
- (d) Report on Planning Board Special Permits
- (e) Acknowledgement that Downtown Brunswick is being considered for a Commercial Historic District nomination by the Maine Historic Preservation Commission

PUBLIC HEARING

- 73. The Town Council will hear public comments on the following Special Amusement license application, and will take any appropriate action. (Manager)

Special Amusement

1337 Beer LLC

D/B/A: Ebenezer's Brew Pub

112 Pleasant Street

Christopher & Jennifer Lively

PUBLIC HEARING/ACTION

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)

PUBLIC HEARING/ACTION

NEW BUSINESS

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)

ACTION

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)

ACTION

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)

ACTION

78. The Town Council will consider approving a 1% COLA for non-union hourly employees, and will take any appropriate action. (Manager)

ACTION

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

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 6, 2015
Council Notes and Suggested Motions

CONSENT AGENDA

- a) Approval of the Minutes of June 15, 2015: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of June 29, 2015: A copy of the minutes is included in your packet.
- c) Approval of a quitclaim deed for a mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 467: This item is to deed back property to the owner, who has paid owed taxes. A copy of the deed is included in your packet.

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

Suggested Motion:

Motion to approve the Consent Agenda.

COMMITTEE REPORTS:

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

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 is to inform the Council and public about the Navy's public meeting on this proposed plan to be held on July 15th and also how public comments can be made regarding the plan. A copy of the announcement is included in your packet.
- (b) 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.
- (c) Update on workshop with School Board regarding facilities: This item is to update the public on this workshop and potential future activities surrounding this issue.
- (d) Report on Planning Board Special Permits: This item is to inform the Council, as required in the Zoning Ordinance Section 701.1.G, of two Planning Board actions on Special Permits. One was a denial for a proposed Wedding Events facility at 10 Round Hill Road, and the other was an approval for a Mixed Use Permit at 31 Bath Road. Copies of a memo from Anna Breinich, along with the required notifications for the Council, are included in your packet.
- (e) Acknowledgement that Downtown Brunswick is being considered for a Commercial Historic District nomination by the Maine Historic Preservation Commission: This item is to inform the Council and public that downtown Brunswick will be considered by this Commission for nomination as a Commercial Historic District to the National Register of Historic Places. A letter from the Commission explains how citizens can provide

comments if the Downtown area should be nominated for this designation. Copies of the Commission's letter, a map, and fact sheet are included in your packet.

PUBLIC HEARING

73. This item is the Council required public hearing on a Special Amusement license application from Ebenezer's Brew Pub, located at 112 Pleasant Street. This is a renewal application for open mic on Tuesday nights and occasional afternoon or evening singers. A copy of the application is included in your packet.

Suggested Motion:

Motion to approve a Special Amusement license application from Ebenezer's Brew Pub, located at 112 Pleasant Street.

74. This is the required public hearing and request to the Town Council to approve the Town Manager's acceptance of \$72,000 through a contract amendment to assist two Brunswick businesses (\$22,000 for Anew Studio and \$50,000 for Fair Winds, Inc.). The Maine Department of Economic and Community Development (DECD) provides for individual municipalities to apply for a MicroEnterprise Assistance Program grant of up to \$150,000 maximum funding in any program year. In March 2015, DECD approved a contract awarding the Town of Brunswick \$50,000 on behalf of its business applicant, Blue Dog Day Care. Two businesses, Fair Winds, Inc. and Anew Studio, have been working with DECD and the Town to apply for MicroEnterprise Assistance Program funds. DECD recommended that the Town hold one Public Hearing and submit one contract amendment request for both applicants.

Suggested Motion:

Motion 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.

NEW BUSINESS

75. This item is 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. Included in the miscellaneous changes are the following: providing for 30 minute spots at Town Hall, 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 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.

76. This item is for the Council 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 sixty inch pedestrian walkway when placing outdoor seating on the sidewalk. This amendment comes as the result of concerns by Councilors and citizens regarding restaurants that have outdoor seating that extends too far onto the sidewalk. This will ensure that those getting town permits must provide adequate space for pedestrians to pass. A copy of the draft amendment is included in your packet.

Suggested Motion:

Motion 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 sixty inch pedestrian walkway when placing outdoor seating on the sidewalk.

77. This item is for the Council to consider providing a grant to Family Focus for 2014 taxes on their Venture Avenue property in the amount of \$17,888.08 plus interest. If the Council wishes to make the grant to Family Focus, it would need to authorize an overexpenditure of the Town’s appropriation for social services. Family Focus is a non-profit corporation, providing child care services to low- and middle-income children in the greater Bath-Brunswick area. It owns property at 44 Water Street, where it provides services, and for which it has been granted a property tax exemption for many years. In January of 2014, Family Focus acquired property at 31 Venture Avenue on Brunswick Landing. However, because the corporation failed to file an application for an exemption by April 1, 2014, it was assessed property taxes on the Venture Avenue property for the 2014-15 tax year. Upon being told that it needed to apply for a property tax exemption for each parcel it owns, Family Focus applied and was approved for an exemption on the Venture Avenue property beginning with the 2015-16 tax year. Family Focus asserts that paying the tax would result in a financial hardship. As the Town cannot abate the tax, it seems the only way to assist Family Focus in this matter would be for the Town to provide a grant to the organization in an amount equal to the taxes owed. Family Focus is making this request. Copies of memos from Manager Eldridge and Cathy Jamison, along with articles of incorporation for Family Focus are included in your packet.

Suggested Motion:

Motion 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.

78. This item is for the Council to consider approving a 1% COLA for non-union hourly employees for the current fiscal year. With the exception of those bargaining units with which the Town is currently negotiating, union employee wage scales will be adjusted by a 2% COLA effective July 1, 2015. Manager Eldridge is recommending that the non-union hourly employee wage scale be adjusted by a 1% COLA, also effective July 1, 2015. The finance department estimates the cost of that adjustment at \$2,826. As a reminder, non-union employees did not receive a COLA adjustment for the 2014-15

fiscal year. Copies of a memo from Manager Eldridge and a proposed pay scale are included in your packet.

Suggested Motion:

Motion to approve a 1% COLA for non-union hourly employees for the fiscal year 2015-16.

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

Suggested Motion:

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

Suggested Motion:

Motion to adjourn the meeting.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
June 15, 2015
Executive Session – 6:15 P.M.
Regular Meeting - 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; Julie Henze, Finance Director; Linda Smith, Business Development Manager; and TV video crew

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

Executive Session: Acquisition of Property [1 M.R.S.A. §405(6)(C)], and Labor Negotiations [1 M.R.S.A. §405(6)(D)] and Consultations with legal counsel regarding MRRA and the Kestrel Tax Case [1 M.R.S.A. §405(6)(E)]

Chair Brayman moved, Councilor Harris seconded, to go into executive session to discuss Acquisition of Property [1 M.R.S.A. §405(6)(C)], Labor Negotiations [1 M.R.S.A. §405(6)(D)] and consultation with legal counsel regarding MRRA and the Kestrel Tax Case [1 M.R.S.A. §405(6)(E)]. The motion carried with seven (7) yeas. Councilor S. Wilson and Councilor Walker arrived after the vote.

Meeting Resumed

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

Adjustments to Agenda *(This item was discussed at 7:06 p.m.)*

None

CONSENT AGENDA *(This item was discussed at 7:07 p.m.)*

- (a) Approval of minutes of June 1, 2015**
- (b) Approval of minutes of May 28, 2015**
- (c) Approval of the Brunswick Downtown Association's use of the Mall and sale of alcohol for an Emergency Services Tribute Community Barbeque**

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

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

Judy Gorby, 2 Westminster Avenue, spoke regarding having her street paved, which has not been done for over 35 years.

Correspondence *(This item was discussed at 7:08 p.m.)*

Councilor Perreault spoke regarding outside seating at the end of Maine Street near Great Impasta that is extending too far out onto the sidewalk. He also requested better signage on College Street indicating sections of Harpswell Road are closed.

Councilor K. Wilson added comments to the sidewalk blocking issue.

Manager Eldridge responded that the Codes Officer inspected the sidewalks and adjustments have been made to allow for 5 feet of walking space.

Councilor Millett said a landscaping company had a truck on the sidewalk and this needs to be addressed.

Committee Reports *(This item was discussed at 7:15 p.m.)*

Reports were given on the following committees:

Finance Committee, Bicycle and Pedestrian Advisory Committee, and MPIC.

Chair Brayman appointed Councilor Perreault, Councilor Harris, and Councilor K. Wilson to a new task force for funding social service agencies.

MANAGER'S REPORT:

(a) Financial Update *(This item was discussed at 7:19 p.m.)*

Manager Eldridge provided this update, and responded to questions from Councilor Harris.

(b) Update regarding NNEPRA Layover Facility and Auxiliary Power Unit (APU) *(This item was discussed at 7:20 p.m.)*

Manager Eldridge provided this update.

Councilor Walker spoke regarding this item.

(A copy of a memo from Manager Eldridge will be attached to the official minutes.)

(c) Update on the CGI Communications project *(This item was discussed at 7:26 p.m.)*

Linda Smith, Business Development Manager, provided this update.

(d) **Reminder of school facilities meeting on June 18** *(This item was discussed at 7:29 p.m.)*

Manager Eldridge provided this reminder.

PUBLIC HEARING

64. **The Town Council will hear public comments on the following Special Amusement license applications, and will take any appropriate action. (Manager)** *(This item was discussed at 7:31 p.m.)*

Special Amusement

165 Park Row, Inc

D/B/A: Brunswick Inn

165 Park Row

Eileen Horner

Raven's Roost

D/B/A: Raven's Roost

103 Pleasant Street

Raven Wing/Ronald Wing Sr. & III

Maine & Noble LLC

D/B/A: Brunswick Hotel and Tavern

4 Noble Street

J. Hilary Rockett

MCM Corp

D/B/A: Hacienda Pancho Villa Mexican

Restaurant

164 Pleasant Street

Fernando Saldana

Chair Brayman opened the public hearing.

Fran Smith, Town Clerk, introduced this item and responded to questions from Councilor Perreault and Councilor Millett.

Councilor K. Wilson spoke regarding this item.

The **Director of Sales** for the Brunswick Hotel and Tavern spoke regarding this item.

Chair Brayman closed the public hearing.

MOTION

Councilor Walker moved, Councilor K. Wilson seconded, to approve Special Amusement license applications for Brunswick Inn, 165 Park Row; Raven's Roost, 103 Pleasant Street; Brunswick Hotel and Tavern, 4 Noble Street; and Hacienda Pancho Villa Mexican Restaurant, 164 Pleasant Street.

AMENDMENT TO THE MOTION

Councilor Perreault moved, Councilor Millett seconded, to have any prior restrictions placed over the last 3 to 5 years apply to these licenses in the upcoming year. The motion failed with four (4) yeas. Councilor Watson, Councilor S. Wilson, Chair Brayman, Councilor K. Wilson and Councilor Richardson were opposed.

SECOND AMENDMENT TO THE MOTION

Councilor Harris moved, Councilor Millett seconded, to include a provision that requires activities to cease by 10:00 p.m.

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

SECOND AMENDMENT TO THE MOTION

Councilor Harris moved, Councilor Millett seconded, to include a provision that requires activities to cease by 10:00 p.m. The motion failed with one (1) yea. Councilor Watson, Councilor Walker, Councilor S. Wilson, Councilor Perreault, Chair Brayman, Councilor Millett, Councilor K. Wilson, and Councilor Richardson were opposed.

THIRD AMENDMENT TO THE MOTION:

Chair Brayman moved, Councilor Richardson seconded, to have any existing restrictions within the last year be carried forward. The motion passed with seven (7) yeas. Councilor S. Wilson and Councilor K. Wilson were opposed.

VOTE ON MAIN MOTION AS AMENDED

Councilor Walker moved, Councilor K. Wilson seconded, to approve Special Amusement license applications for Brunswick Inn, 165 Park Row; Raven's Roost, 103 Pleasant Street; Brunswick Hotel and Tavern, 4 Noble Street; and Hacienda Pancho Villa Mexican Restaurant, 164 Pleasant Street with any existing restrictions from last year to be carried forward. The motion carried with nine (9) yeas.

NEW BUSINESS

65. **The Town Council will hear a report on the Solarize Brunswick project progress, and will determine if any future action is required. (Chair Brayman and Councilor Walker) (This item was discussed at 7:48 p.m.)**

Councilor Walker introduced this item.

Alex Anesko, Recycling and Sustainability Committee, spoke regarding this item. He responded to questions from Councilor Perreault, Councilor Millett, and Councilor K. Wilson.

Chair Brayman, Councilor S. Wilson, and Councilor Richardson spoke regarding this item.

Chair Brayman asked for comments from the public.

Richard Fisco, 2 Lincoln Street, asked a question, to which Councilor Millett responded.

(A copy of the materials from the Committee will be attached to the official minutes.)

66. **The Town Council will consider setting a Public Hearing on July 6, 2015, to review 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 8:28 p.m.)**

Linda Smith introduced this item and responded to questions from Councilor Perreault, Chair Brayman, and Councilor Millett.

Councilor S. Wilson moved, Councilor Walker seconded, to set a public hearing for July 6, 2015, to review a Community Development Block Grant MicroEnterprise Assistance Program contract amendment to assist two Brunswick businesses, Anew Studio and Fair Winds, Inc., with grant funds to undertake building/leasehold improvements and technical system enhancements. The motion carried with nine (9) yeas.

67. **The Town Council will consider adopting “A Resolution Authorizing a Transfer of the Balance of Funds From the Town’s Industrial Park Fund and the Appropriation and Expenditure of Those Funds for the Purpose of Acquiring Real Estate and Razing Building(s) Located at the Northwest Corner of Pleasant and Mill Street,” and will take any appropriate action. (Manager) (This item was discussed at 8:42 p.m.)**

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

Councilor Millett and Councilor Walker spoke regarding this item.

Councilor K. Wilson moved, Councilor Millett seconded, to adopt “A Resolution Authorizing a Transfer of the Balance of Funds From the Town’s Industrial Park Fund and the Appropriation and Expenditure of Those Funds for the Purpose of Acquiring Real Estate and Razing Building(s) Located at the Northwest Corner of Pleasant and Mill Street.”

Chair Brayman opened the floor to public comments.

The following people made comments:

Richard Fisco, 2 Lincoln Street

Judy Gorby, 2 Westminster Avenue

Margo Knight, 22 Page Street and Chair of MPIC

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Councilor S. Wilson, Councilor Perreault, Councilor Harris, Councilor Watson, and Councilor Millett spoke regarding this item.

Councilor Watson asked questions, to which Manager Eldridge responded.

AMENDMENT TO MOTION

Chair Brayman moved, Councilor Millett seconded, to amend the Resolution to add at the end of Section 2 “Execution of a Purchase and Sales Agreement will be subject to appropriate conditions to protect the Town from potential environmental or other liabilities as determined by the Town Attorney.” The motion carried with eight (8) yeas. Councilor Perreault was opposed.

VOTE ON MAIN MOTION AS AMENDED

Councilor K. Wilson moved, Councilor Millett seconded, to adopt “A Resolution Authorizing a Transfer of the Balance of Funds From the Town’s Industrial Park Fund and the Appropriation and Expenditure of Those Funds for the Purpose of Acquiring Real Estate and Razing Building(s) Located at the Northwest Corner of Pleasant and Mill Street” with the additional language provided by the adopted amendment. The motion carried with eight (8) yeas. Councilor Perreault was opposed.

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

- 68. The Town Council will consider amending the Council Rules regarding how Council action items will be handled at Council meetings, and will determine if any future action is needed. (Chair Brayman) (This item was discussed at 9:09 p.m.)**

Chair Brayman introduced this item.

Chair Brayman moved, Councilor Millett seconded, to amend the Council Rules regarding how Council action items will be handled at Council meetings. The motion carried with nine (9) yeas.

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

- 69. The Town Council Chair will appoint Council members to the Finance Committee, and will take any appropriate action. (Chair Brayman) (This item was discussed at 9:12 p.m.)**

Chair Brayman reappointed the following Councilors to this Committee: Councilor Millett, Chair Brayman, and Councilor Richardson.

- 70. The Town Council will consider allowing the Town to apply for a DEP grant for Stream Crossing Public Infrastructure Improvement Projects in an amount up to \$95,000, to be used to replace the River Road culvert, and will take any appropriate action. (Manager) (This item was discussed at 9:14 p.m.)**

Town Council Minutes

June 15, 2015

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Manager Eldridge introduced this item.

Councilor Walker spoke regarding this item.

Councilor Watson moved, Councilor Millett seconded, to allow the Town to apply for a DEP grant for Stream Crossing Public Infrastructure Improvement Projects in an amount up to \$95,000 to be used to replace the River Road culvert. The motion carried with nine (9) yeas.

The Council resumed their executive session.

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

The meeting adjourned at 10:01 p.m.

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

*Frances M. Smith
Town Clerk
June 22, 2015*

July 6, 2015
Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
Special Meeting
June 29, 2015
6:00 P.M.
Council Chambers
Town Hall
85 Union Street

Councilors Present: W. David Watson, John M. Perreault, Daniel E. Harris, Jane F. Millett, Sarah E. Brayman, and Katherine E. Wilson

Councilors Absent: Stephen S. Walker, Suzan Wilson, John Richardson, Jr.

Town Staff Present: John S. Eldridge, III, Town Manager; Elin M. Gould, Deputy Town Clerk; Julie Henze, Finance Director; 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 *(This item was discussed at 6:02 p.m.)*

Add committee reports to tonight's agenda

COMMITTEE REPORTS

On behalf of the Cable TV Advisory Committee, Councilor Watson announced that on July 6, 2015, TV3 will begin showing college level educational courses on the US Constitution.

CONSENT AGENDA *(This item was discussed at 6:03p.m.)*

(a) Abatement of certain uncollectable outstanding real and personal property taxes

Councilor Millett moved, Councilor Perreault seconded, to approve the Consent Agenda. The motion carried with six (6) yeas.

(A copy of a memo from the Finance Director will be attached to the official minutes.)

ACTION ITEMS:

71. The Town Council will consider adopting "A Resolution Authorizing the Transfer of Funds Between Municipal Departments, Offices, and Agencies," and will take any appropriate action. (Manager) *(This item was discussed at 6:04p.m.)*

Manager Eldridge explained the resolution, listing the accounts that are over-expended.

Councilor Millett asked questions about Emerson Station and Councilor Perreault asked questions about wage adjustments, to which Manager Eldridge responded.

Town Council Minutes

June 29, 2015

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Councilor Perreault moved, Councilor Watson seconded, to adopt “A Resolution Authorizing the Transfer of Funds Between Municipal Departments, Offices, and Agencies.” The motion carried with six (6) yeas.

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

- 72. The Town Council will consider adopting “A Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2015,” and will take any appropriate action. (Manager) (This item was discussed at 6:11 p.m.)**

Manager Eldridge explained this item and, responding to a question from Councilor Harris, said this type of resolution has rarely been used in the past.

Councilor Perreault moved, Councilor Watson seconded, to adopt “A Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2015.” The motion carried with six (6) yeas.

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

- 73. The Town Council will consider any other action necessary to close the 2014-15 fiscal year, and will take any appropriate action. (Manager) (This item was discussed at 6:13 p.m.)**

No other action was necessary.

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

The meeting adjourned at 6:14 p.m.

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

*Elin M. Gould
Deputy Town Clerk
June 30, 2015*

July 6, 2015
Date of Approval

Council Chair

CONSENT AGENDA - C BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 6, 2015 for consideration paid, release to **Baker, Steven & Susan**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
23027	316	August 16, 2005	2004
24264	229	August 15, 2006	2005
25404	329	August 22, 2007	2006

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 467 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2004, April 1, 2005, and April 1, 2006.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this **6th** day of **July 2015**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

July 6, 2015

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

Before me,

Ashley L. Wright
Notary Public
Commission expires – October 12, 2021

MANAGER REPORT A BACK UP MATERIALS



**NOTICE OF AVAILABILITY
AND
PUBLIC COMMENT PERIOD**

Proposed Plan

**Installation Restoration Site 12
Former Naval Air Station Brunswick, Maine**



The Department of the Navy announces the availability for public comment of the Proposed Plan for Site 12, Explosive Ordnance Disposal (EOD) Area, at the former Naval Air Station Brunswick, Maine. This plan was prepared as required by the Comprehensive Environmental Response, Compensation, and Liability Act (also known as Superfund). The results of site investigations have shown that releases of chemicals from munitions items disposed of at the site do not present unacceptable risks to human health or the environment, and no further action is required to address chemical contamination. Although extensive munitions removal actions have occurred that have eliminated explosive hazards on the ground surface across the entire site and in the subsurface in many areas of the site, the potential exists that munitions items may be present in the subsurface soils at the site. The Navy considered the effectiveness, implementability, and cost of several alternatives when evaluating response actions. Based on the results of this evaluation, implementing Land Use Controls (LUCs) is the Navy's preferred method for addressing potential munitions hazards at Site 12.

PUBLIC COMMENT PERIOD

The Proposed Plan is available for public review, and the Navy will accept comments from July 10 to August 7, 2015. Public comments submitted in writing must be postmarked or e-mailed no later than August 7, 2015. If you have any questions or wish to comment, please contact:

Mr. Paul Burgio
BRAC PMO East
Building 679, Naval Business Center
4911 South Broad Street
Philadelphia, PA 19112-1303
paul.burgio@navy.mil
Phone: 215-897-4903; fax: 215-897-4902

PUBLIC MEETING

On July 15, 2015, the Navy will hold a public meeting at the Best Western in Brunswick, Maine, consisting of an informational session from 5:00 to 7:00 pm and a public meeting at 7:00 pm where the Navy will accept oral and written comments from the public.

FOR MORE INFORMATION

Community input is integral to the remedy selection process. The Proposed Plan for Site 12 is available on the Department of the Navy BRAC Program Management Office website, www.bracpmo.navy.mil, and also at the Information Repository listed below during normal hours of operation:

Curtis Memorial Library
23 Pleasant Street
Brunswick, Maine 04011
207-725-5242

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

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

MANAGER'S REPORT - D BACK UP MATERIALS



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, FAICP
DIRECTOR OF PLANNING & DEVELOPMENT

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

July 1, 2015

Memo to: Brunswick Town Council
John Eldridge, CPFO, Town Manager

From: Anna Breinich, FAICP

Subject: Planning Board Special Permit Denial Clarification: Proposed Wedding Events at 10 Round Hill Road

As stated in the previous memo you received on Monday, June 29th, on June 23, 2015, the Planning Board voted unanimously (7-0) to deny a Special Permit application requested by Ian Talmadge and Jennifer Banis for seasonal weekend rentals of their property for outdoor weddings, which is an omitted use in the Brunswick Zoning Ordinance, thereby requiring a Special Permit. The property is located at 10 Round Hill Road (private lane accessed from Casco Road) (Map U21, Lot 20) in the Coastal Protection 1 (CP1) Zoning District.

As is stated in the approved findings of fact, if the Planning Board denies an application for a Special Permit, the Planning Board's decision is not subject to any appeal. However, the applicant may apply to the Town Council for a zoning amendment as provided for by Section 108 of the Town of Brunswick Zoning Ordinance (Brunswick Zoning Ordinance Section 701.1.G).

My apologies for any confusion.

cc: Charlie Frizzle, Chair, Planning Board
Jeff Hutchinson, Codes Enforcement Officer
Ian Talmadge/Jennifer Banis



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, FAICP
DIRECTOR OF PLANNING & DEVELOPMENT

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

June 29, 2015

Memo to: Brunswick Town Council
John Eldridge, CPFO, Town Manager

From: Anna Breinich, FAICP *AMB*

Subject: Planning Board Special Permit Denial: Proposed Wedding Events at 10 Round Hill Road

On June 23, 2015, the Planning Board voted unanimously (7-0) to deny a Special Permit application requested by Ian Talmadge and Jennifer Banis for seasonal weekend rentals of their property for outdoor weddings, which is an omitted use in the Brunswick Zoning Ordinance, thereby requiring a Special Permit. The property is located at 10 Round Hill Road (private lane accessed from Casco Road) (Map U21, Lot 20) in the Coastal Protection 1 (CP1) Zoning District.

Section 701.1.G of the Zoning Ordinance gives the Town Council 30 days from the day the Planning Board approves the Special Permit to exercise jurisdiction over the application. If the Council decides to exercise jurisdiction by a majority vote of the Council at a public meeting, it shall hold a public hearing and may ratify, reverse or modify the decision of the Planning Board. If the Council does not decide to exercise jurisdiction over the Special Permit application, the Planning Board's decision will take effect after 30 days from the date of approval.

Attached to this memo are the Special Permit Findings of Fact approved by the Planning Board on June 23, 2015.

cc: Charlie Frizzle, Chair, Planning Board
Anna Breinich, Director of Planning & Development
Jeff Hutchinson, Codes Enforcement Officer
Ian Talmadge/Jennifer Banis

**Approved Findings of Fact
Special Permit (Section 701)
Planning Board Review: June 23, 2015**

Project Name: Proposed Wedding Events at 10 Round Hill Road
Case Number: 14-034
Tax Map: Map 21, Lot 20
Zoning District: Coastal Protection 1
Applicant: Ian Talmage and Jennifer Banis
10 Round Hill Road
Brunswick, ME 04011

Staff has reviewed the Special Permit application and has determined it is complete.

PROJECT SUMMARY

The Planning Board will hold a Public Hearing and then review and take action on a Special Permit application submitted by Ian Talmage and Jennifer Banis, for proposed seasonal weekend rentals of their property for weddings, which is an omitted use in the Brunswick Zoning Ordinance, and therefore requires a special permit. The property is located in the Coastal Protection 1 (CP1) Zoning District. In accordance with Appendix 1 of the Brunswick Zoning Ordinance, this project is located within the Rural Coastal Protection Planning Area.

The following standards set forth herein shall be applied, where applicable, by the Planning Board when considering an application for Special Permit. The burden of proof for compliance with these standards rests solely with the applicant.

A2.3 Rural Coastal Protection Planning Areas

1. The purpose of this area is to protect marine resources and the largely undeveloped watershed that drains into Brunswick's coastal waters, necessary to sustain and support marine economic, environmental, and recreational resources. Commercial and multi-family uses are discouraged, unless they are designed and operated in a manner that would have no more impact on water quality than permitted residential development.
2. The Rural Coastal Protection Planning Area is intended to protect coastal embayments from the potential impacts of excessive nutrient loading and other non-point source pollution, to maintain and enhance the economic resources of these coastal embayments and their associated watersheds. These goals are achieved by:
 - a. A reduction in allowable net density of population through density controls.
 - b. The provision of appropriate storm water management practices.
 - c. The provision of specific requirements regarding the installation and maintenance of individual sewage disposal systems.
 - d. The application of reasonable and appropriate restrictions on residential lawn maintenance and agricultural practices.

No new permanent structures or additional impervious surfaces are proposed. Tents will be rented by individual wedding parties, and set up and taken down each weekend, which will allow for grass to revitalize itself between events. While exact times can vary, the average operation times for wedding events will be from 4 PM to 12 AM. Accommodations for weddings would include portable toilets, tents, tables, chairs, and other amenities typically associated with outdoor weddings. The applicant has indicated that most wedding guests will need to be dropped off and picked up at the site via vans or buses from nearby hotels, and that a maximum of 10 vehicles would be permitted on-site. The applicant has indicated that they will be on-site during all wedding events, to ensure compliance with these restrictions. If not managed properly, and too much parking is allowed on grass / lawn areas, there could be the potential for some erosion, although those impacts would be negligible to the surrounding watershed. Overall, there will be no increase in net density, no need for the application of stormwater management practices, and no apparent undue impacts to the existing septic system.

The Planning Board finds the proposed use has no impact on the planning goals of the Rural Coastal Protection Planning Area.

Review Standards from Special Permits Section 701.2 of the Town of Brunswick Zoning Ordinance

- A. The application is compatible in scale to its surroundings. In making this finding, the Planning Board shall consider the size and mass of buildings where new structures are being proposed, the number of employees, residents or customers, and the size and number of vehicles servicing the use. Notwithstanding the foregoing, when the Special Permit is proposed for a pre-existing structure, the Planning Board may find that the proposed use is compatible with its surroundings, even though it is out of scale and design with such surrounding properties if the applicant can demonstrate that the proposal will achieve mutual benefits without compromising any of the standards found in this ordinance.

No new permanent structures are proposed, and the renovated barn and house are pre-existing. Accommodations for weddings would include portable toilets, tents, tables, chairs, and other amenities typically associated with outdoor weddings. The applicant has indicated that most wedding guests will need to be dropped off and picked up at the site via vans or buses from nearby hotels, and that a maximum of 10 vehicles would be permitted on-site. The applicant has indicated the weddings would vary in size from as few as 40 guests up to 200 guests. While the applicant has outlined clear policies to mitigate traffic and parking impacts, the celebratory nature of large weddings - with alcohol, music, dancing, and similar activities - tends to generate a level of noise and activity that is not compatible with rural, residential neighborhoods. These concerns, coupled with the frequency and number of proposed weddings, suggest a lack of compatibility and scale within this rural coastal protection area.

The Planning Board finds that the use is not compatible with the surrounding development.

- B. The application is harmonious in design to its surroundings. In making this finding, the Planning Board shall consider building and window proportions, roof-lines, spacing of doors and windows, as well as orientation to public streets.

No new permanent structures are proposed, and the renovated barn and house are pre-existing.

The Planning Board finds that this criterion is not applicable.

- C. The application further maintains or enhances a pedestrian oriented character in planning districts where such character is encouraged.

The Rural Coastal Protection Planning Area does not contain goals relating to pedestrian-oriented character.

The Planning Board finds that this criterion is not applicable.

- D. The application will not violate any standard of this Ordinance.

This omitted use in the Brunswick Zoning Ordinance does not violate any dimensional or performance standards within the zoning ordinance. However, there are concerns that, despite the applicant's best intentions, the size and frequency of the proposed weddings may violate Section 109 "Noise" of the Town Code. The applicant used a decibel meter "app" on their smartphone to conduct their own noise study on May 26th, 2015. They rented DJ equipment and played music that they considered approximate to a wedding event, and then measured decibel levels at the property line. The results of the noise study are shown on the site plan. Staff is concerned that a large wedding event was not sufficiently replicated during their noise study, so measurements / results may not be accurate. Staff suggested that the applicant hire a qualified sound engineer to conduct a study, but the applicant, citing excessive cost (\$7,000 - \$10,000), decided to conduct the study on their own. However, in accordance with Section 109, the sound meter used to test noise levels "shall meet Type I or Type II specifications for ANSC standards". The applicant would need to confirm their methodology and equipment meets applicable standards. Anecdotal testimony from neighbors indicates that wedding events from the summer of 2014 were audible from significant distances away, which negatively impacted enjoyment of their property and quality of life.

The Board finds that the application will not violate any standard in the Zoning Ordinance, with the exception for the potential to be in violation Section 109 "Noise" of the Town Zoning. Should the Board consider approving the application, staff recommends adding a condition of approval that "a noise study be conducted by a qualified professional sound engineer and documentation provided to the Director of

Planning and Development, confirming that noise from wedding events are highly unlikely to produce violations of Section 109 of the Zoning Ordinance.”

Notwithstanding the foregoing, the Planning Board shall deny an application for a Special Permit if, in its determination, substantive, objective evidence from one or more persons entitled to notice is presented that reasonably demonstrates that:

1. The proposal will adversely affect the enjoyment or use of that person’s property; or
2. The proposal will devalue such property.

Multiple abutters and neighbors have presented anecdotal evidence, both in writing and verbally, that the wedding events during the summer of 2014 adversely affected enjoyment of their property, and if allowed to continue will devalue their properties. In accordance with Section 701.2.E. the Board must find that this anecdotal testimony qualifies as “substantive, objective evidence” that the proposal adversely affects the enjoyment and use of their property ad will devalue such property.

**APPROVED MOTIONS
SPECIAL PERMIT APPLICATION FOR PROPOSED WEDDING EVENTS AT
10 ROUND HILL ROAD
CASE NUMBER: 14-034**

Motion 1: That the Special Permit application is deemed complete.

Motion 2: That the Special Permit is *denied* based on objective analysis of the criteria listed for the rural coastal protection area and Section 701.2 of the Zoning Ordinance.

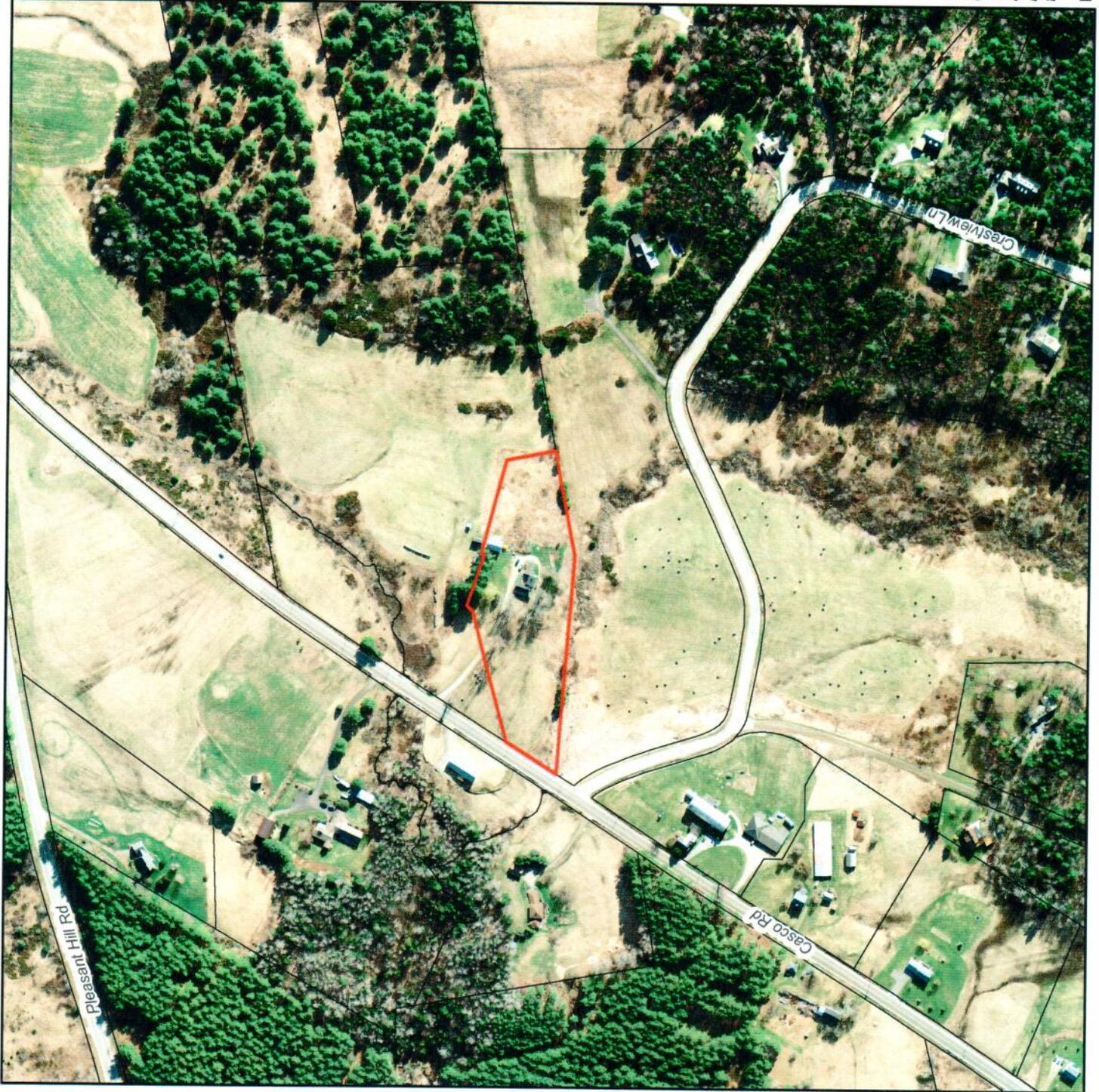
Planning Board Denial of Special Permits

If the Planning Board denies an application for Special Permit, the Planning Board’s decision is not subject to any appeal. However, the applicant may apply to the Town Council for a zoning amendment as provided for by Section 108 of the Town of Brunswick Zoning Ordinance.

Brunswick Maine



ROUND HILL SITE WALK



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

Map generated on: 6/18/2015



TOWN OF BRUNSWICK, MAINE

INCORPORATED 1739

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

ANNA M. BREINICH, FAICP
DIRECTOR OF PLANNING & DEVELOPMENT

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

June 29, 2015

Memo to: Brunswick Town Council
John Eldridge, CPFO, Town Manager

From: Anna Breinich, FAICP *AMB*

Subject: Planning Board Special Permit Approval: Mixed Use Project at 31 Bath Road

On June 23, 2015, the Planning Board voted unanimously (7-0) to approve a Special Permit application requested by Greg and Peter Leonard for the conversion of a vacant, retail building into a mixed use building consisting of a medical office and one residential apartment unit. The property is located at 31 Bath Road (Map U03, Lot 3) in the Highway Commercial 2 (HC2) Zoning District. A Special Permit is required for a mixed use in this zoning district.

Section 701.1.G of the Zoning Ordinance gives the Town Council 30 days from the day the Planning Board approves the Special Permit to exercise jurisdiction over the application. If the Council decides to exercise jurisdiction by a majority vote of the Council at a public meeting, it shall hold a public hearing and may ratify, reverse or modify the decision of the Planning Board. If the Council does not decide to exercise jurisdiction over the Special Permit application, the Planning Board's decision will take effect after 30 days from the date of approval.

Attached to this memo are the Special Permit Findings of Fact approved by the Planning Board on June 23, 2015.

cc: Charlie Frizzle, Chair, Planning Board
Anna Breinich, Director of Planning & Development
Jeff Hutchinson, Codes Enforcement Officer
Greg Leonard by email

**Approved Findings of Fact
Special Permit (Section 701)
Planning Board Approval: June 23, 2015**

Project Name: Mixed Use Project at 31 Bath Road
Case Number: 15-026
Tax Map: Map U03, Lot 3
Zoning District: Highway Commercial 2
Applicant: Greg & Peter Leonard
119 Highlands Farm Road
Yarmouth, ME 04096

Staff has reviewed the Special Permit application and has determined it is complete.

PROJECT SUMMARY

The Planning Board will hold a Public Hearing and then review and take action on a Special Permit application submitted by Greg & Peter Leonard, for the conversion of a vacant, former retail building into a mixed use building consisting of a medical office and residential apartment unit. A mixed use requires a special permit in the Highway Commercial 2 (HC2) Zoning District. In accordance with Appendix 1 of the Brunswick Zoning Ordinance, this project is located within the Highway Commercial Planning Area.

The following standards set forth herein shall be applied, where applicable, by the Planning Board when considering an application for Special Permit. The burden of proof of compliance with these standards rests solely with the applicant.

A1.6 Highway Commercial Planning Areas

- A. Highway Commercial Planning Areas encompass portions of the town that currently have commercial strip development. These areas encourage commercial uses that are automobile dependent and therefore not compatible with the town center or neighborhood shopping areas or within a residential neighborhood.
- B. It is a Town goal to improve the aesthetic quality and traffic conditions in Highway Commercial Planning Areas through improvements in landscaping, reduction of curb cuts and other measures.
- C. The portion of this planning area which is located near the Brunswick Naval Air Station and within its flight path has special restrictions as indicated in Section 214 of this Ordinance.
- D. The Highway Commercial Planning Areas are growth center areas which include the following zoning districts: HC (Highway Commercial).

The proposed adaptive reuse and conversion into a mixed use property is appropriate for the Highway Commercial Planning Area. The site is automobile dependent, as this portion of Bath Road does not have sidewalks or bicycle facilities. No new impervious surfaces or curb cuts are proposed. The applicant is proposing new landscaping, new cedar shingle siding, and

installation of new windows. Overall, the reuse will be an aesthetic improvement, while generating new activity within the commercial corridor.

The Planning Board finds the proposed use furthers the planning goals of the Highway Commercial Planning Area.

Review Standards from Special Permits Section 701.2 of the Town of Brunswick Zoning Ordinance

- A. The application is compatible in scale to its surroundings. In making this finding, the Planning Board shall consider the size and mass of buildings where new structures are being proposed, the number of employees, residents or customers, and the size and number of vehicles servicing the use. Notwithstanding the foregoing, when the Special Permit is proposed for a pre-existing structure, the Planning Board may find that the proposed use is compatible with its surroundings, even though it is out of scale and design with such surrounding properties if the applicant can demonstrate that the proposal will achieve mutual benefits without compromising any of the standards found in this ordinance.

The structure is pre-existing, with a small addition proposed in the rear, to accommodate a one-bedroom apartment. The existing vacant structure (for retail use as a gun shop) is to remain unoccupied, but will be used for storage. A condition of approval has been added that, if this rear structure is to be occupied or used for anything other than storage, the applicant shall return to the Planning Board for an amended Special Permit. No new impervious surfaces are proposed, but a field change may require a small increase to accommodate the 9 parking spaces. The existing curb cuts will be retained, and no new curb cuts are proposed. The applicant is proposing new landscaping, new cedar shingle siding, installation of new windows, as well as stripping for 9 parking spaces. 31 Bath Road and 29 Bath Road (Durphee's Flooring Center) appear to have a shared entrance, providing access to parking in the rear of both properties. Staff has asked the applicant to research the deed regarding the existence of a shared access agreement or easement. Procurement or creation of a shared access agreement has been added as a condition of approval. Overall, the reuse will be an aesthetic improvement, while generating new activity within the commercial corridor.

The Planning Board finds that the use is compatible with the scale of surrounding development.

- B. The application is harmonious in design to its surroundings. In making this finding, the Planning Board shall consider building and window proportions, roof-lines, spacing of doors and windows, as well as orientation to public streets.

The structure is pre-existing, with a small addition proposed in the rear, to accommodate a one-bedroom apartment. The applicant is proposing new landscaping, new cedar shingle siding, installation of new windows, and the

striping of 9 parking spaces. Overall, the reuse will be an aesthetic improvement, while generating new activity within the commercial corridor. It is recommended that one parking space meet ADA-accessibility standards.

The Planning Board finds the application is harmonious in design and compatible to the surrounding area with the exception that one parking space be designed to meet ADA-accessibility standards.

- C. The application further maintains or enhances a pedestrian oriented character in planning districts where such character is encouraged.

The Highway Commercial Planning Area does not encourage a pedestrian-oriented character. There are no sidewalks or bicycle lanes on this portion of Bath Road, however, bicyclists do travel on Bath Road. It is recommended that a bike rack be provided on-site.

The Planning Board finds that this planning area does not encourage a pedestrian-oriented character. As bicyclists travel Bath Road and in accordance with Section 512.5, one bike rack shall be provided on-site.

- D. The application will not violate any standard of this Ordinance.

The proposed development will not violate any standard in the Zoning Ordinance. The western third of the property is existing pavement, and the applicant is proposing to stripe the area between the two structures to accommodate 9 parking spaces. This may require a small increase in impervious area, but the site would still be well below the 70% impervious threshold. 31 Bath Road and 29 Bath Road (Durphee's Flooring Center) appear to have a shared entrance, providing access to parking in the rear of both properties.

The Board finds that the application will not violate any standard in the Zoning Ordinance.

Notwithstanding the foregoing, the Planning Board shall deny an application for a Special Permit if, in its determination, substantive, objective evidence from one or more persons entitled to notice is presented that reasonably demonstrates that:

1. The proposal will adversely affect the enjoyment or use of that person's property; or
2. The proposal will devalue such property.

The Board finds that no person entitled to notice has presented substantive, objective evidence reasonably demonstrating that the proposed development will adversely affect the enjoyment of that person's property or that it will devalue such property.

**APPROVED MOTIONS
SPECIAL PERMIT APPLICATION FOR 31 BATH ROAD
CASE NUMBER: 15-026**

Motion 1: That the Special Permit application is deemed complete.

Motion 2: That the Special Permit is approved with the following conditions:

1. That the Board's review and approval does hereby refer to these findings of fact, the plans and materials submitted by the applicant and the written and oral comments of the applicant, its representatives, reviewing officials, and members of the public as reflected in the public record. Any changes to the approved plan not called for in these conditions of approval or otherwise approved by the Director of Planning and Development as a minor modification shall require a review and approval in accordance with the Brunswick Zoning Ordinance.
2. In the event the rear building, which is currently vacant, is occupied and used for anything other than storage, the applicant shall return to the Planning Board for an amended special permit.
3. The applicant shall locate a bike rack to the rear of the structure.

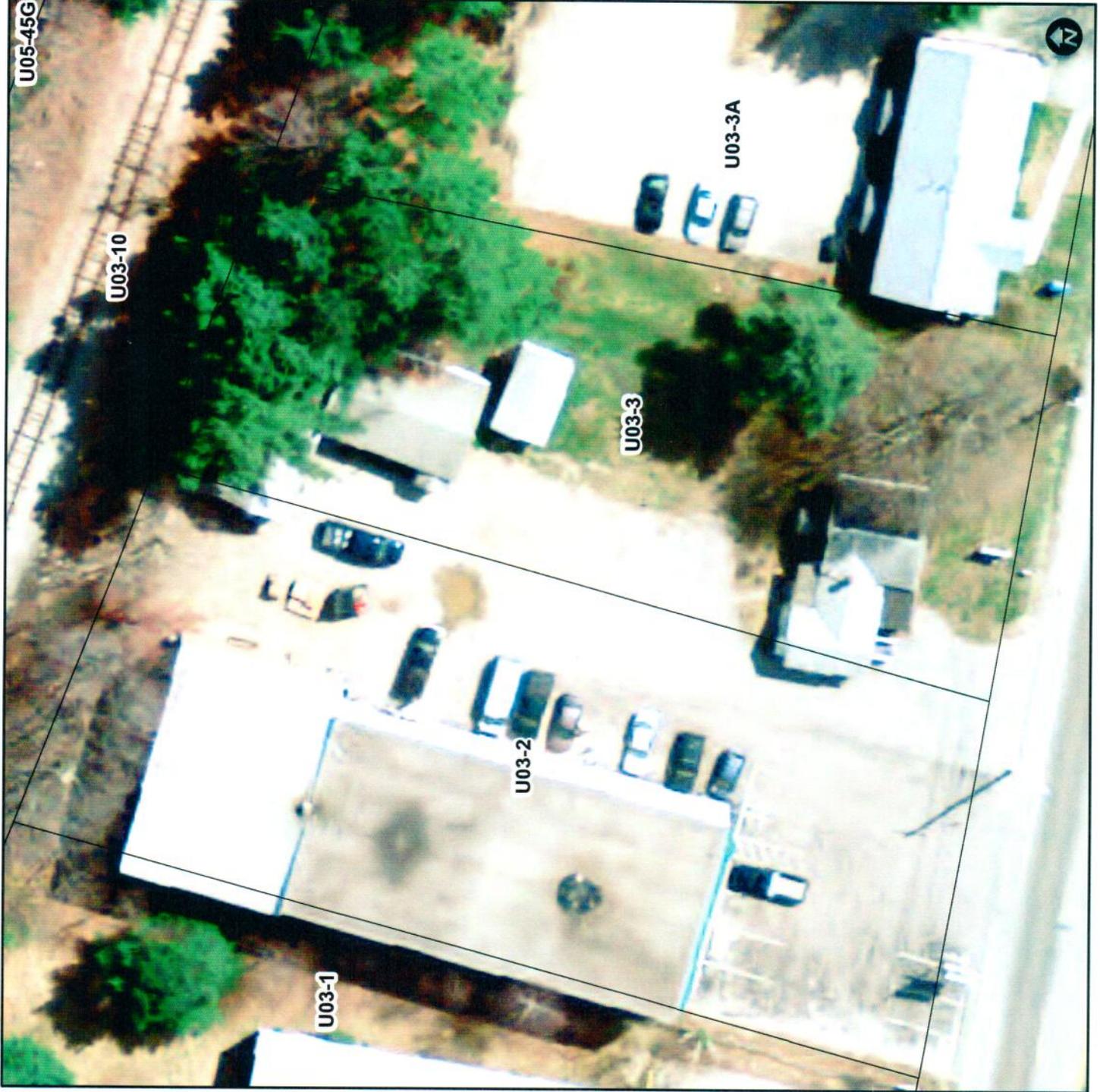
Planning Board Denial of Special Permits

If the Planning Board denies an application for Special Permit, the Planning Board's decision is not subject to any appeal. However, the applicant may apply to the Town Council for a zoning amendment as provided for by Section 108 of the Town of Brunswick Zoning Ordinance.

Brunswick Maine



title



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Map generated on: 6/17/2015

MANAGER'S REPORT - E BACK UP MATERIALS



PAUL R. LEPAGE
GOVERNOR

MAINE HISTORIC PRESERVATION COMMISSION
55 CAPITOL STREET
65 STATE HOUSE STATION
AUGUSTA, MAINE
04333

EARLE G. SHETTLEWORTH, JR.
DIRECTOR

22 June 2015

John Eldridge, Town Manager
Town of Brunswick
85 Union Street
Brunswick, Maine 04011

Re: Brunswick Commercial Historic District (map enclosed)

Dear Mr. Eldridge:

We are pleased to inform you that the above named historic district will be considered by the Maine Historic Preservation Commission for nomination to the National Register of Historic Places. The National Register is the Federal government's official list of historic properties worthy of preservation. Listing in the National Register provides recognition and assists in preserving our Nation's heritage. Enclosed is a copy of the criteria under which properties are evaluated as well as a fact sheet which discusses the effects of listing.

Owners of private properties nominated to the National Register have an opportunity to concur in or object to listing in accord with the National Historic Preservation Act and 36 CFR 60. Any owner or partial owner of private property who chooses to object to listing may submit to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and objects to the listing. Each owner or partial owner of private property has one vote regardless of what part of the property that party owns. If a majority of private property owners object a property will not be listed; however, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register for a determination of the eligibility of the property for listing in the National Register. If the property is then determined eligible for listing, although not formally listed, Federal agencies will be required to allow the Advisory Council on Historic Preservation an opportunity to comment before the agency may fund, license, or assist a project which will affect the property. If an owner chooses to object to the listing of his property, the notarized objection must be submitted to Earle G. Shettleworth, Jr., S.H.P.O., Maine Historic Preservation Commission, 55 Capitol Street, Station #65, Augusta, Maine 04333, by 23 July 2015.

-2-

If you wish to comment on whether the property should be nominated to the National Register, please send your comments to the S.H.P.O. before the Maine Historic Preservation Commission considers this nomination at its meeting to be held on July 24, 2015. You are cordially invited to attend this meeting, which will be held in the second floor conference room at the Brunswick Town Hall, 85 Union Street, Brunswick, Maine, beginning at 10:30 a.m. A copy of the nomination and information on the National Register and Federal tax provisions are also available from the above address upon request.

Sincerely,

A handwritten signature in black ink, appearing to read "Earle G. Shettleworth, Jr.", with a large, stylized flourish at the end.

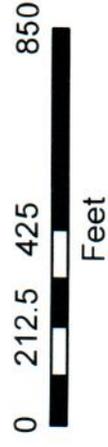
Earle G. Shettleworth, Jr.
State Historic Preservation Officer

Enc.

Brunswick Maine

- Legend**
-  Selected Parcels
 -  Parcels
 -  Buildings
 -  Town Boundary

Brunswick Commercial Historic District



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



PAUL R. LEPAGE
GOVERNOR

MAINE HISTORIC PRESERVATION COMMISSION
55 CAPITOL STREET
65 STATE HOUSE STATION
AUGUSTA, MAINE
04333

EARLE G. SHETTLEWORTH, JR.
DIRECTOR

FACT SHEET

Listing of historic properties in the National Register results in the following:

1. Consideration in planning for Federal, federally licensed, and federally assisted projects. Section 106 of the National Historic Preservation Act of 1966 requires that Federal agencies allow the Advisory Council on Historic Preservation an opportunity to comment on all projects affecting historic properties listed in the National Register. For further information please refer to 36 CFR 800.
2. Eligibility for Federal tax provisions. If a property is individually listed or contributes to the historic significance of a listed National Register district, certain Federal tax provisions may apply. The Tax Reform Act of 1986 provides a 20% investment tax credit for certified rehabilitations of historic commercial, industrial and rental residential buildings. The Tax Treatment Extension Act of 1980 provides Federal tax deductions for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. Whether such provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Because tax aspects outlined above are complex, individuals should consult legal counsel or the appropriate local Internal Revenue Service office for assistance in determining the tax consequences of the above provisions. For further information please refer to 36 CFR 67.
3. Consideration of historic values in the decision to issue a surface coal mining permit where coal is located, in accord with the Surface Mining and Control Act of 1977. For further information please refer to 30 CFR 700 et seq.
4. Qualification for Federal grants for historic preservation when funds are available. Presently funding is unavailable. Contact (S.H.P.O.) to determine the present status of such grants.



PAUL R. LEPAGE
GOVERNOR

MAINE HISTORIC PRESERVATION COMMISSION
55 CAPITOL STREET
65 STATE HOUSE STATION
AUGUSTA, MAINE
04333

EARLE G. SHETTLEWORTH, JR.
DIRECTOR

NATIONAL REGISTER CRITERIA

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, material, workmanship, feeling, and association, and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that reflect in an outstanding manner the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that have yielded or may be likely to yield information important in prehistory or history.

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the last 50 years shall not be considered for the National Register. Such properties will qualify if they are integral parts of districts that meet the criteria or if they fall within the following categories:

- A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life; or
- D. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- G. a property achieving significance within the past 50 years if it is of exceptional importance.

ITEM 73

BACK UP MATERIALS



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

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Council Chamber, Municipal Office Building, 85 Union Street, Brunswick, at 7:00 P.M. on 7/6/2015 on the following Special Amusement license applications:

Special Amusement

1337 Beer LLC

D/B/A: Ebenezer's Brew Pub
112 Pleasant St.

Christopher & Jennifer Lively

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

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

Fran Smith
Town Clerk

TOWN OF BRUNSWICK

85 Union Street Brunswick, Maine 04011 TEL: (207) 725-6658 Fax: (207) 725-6663

APPLICATION FOR SPECIAL AMUSEMENT LICENSE

Please complete:

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

Partnership-Partner's Names: _____

Corporation-Corporation Name: 1337 Beer LLC

Incorporation Date: 2/3/09 Incorporation State: Maine

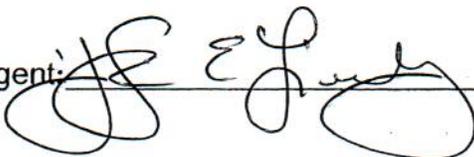
New License: Opening Date _____ Renewal License

Business Name: Ebenezers Brewpub E-Mail: ebenezersbrewpub@gmail.com

Business Address: 112 Pleasant St Brunswick Business Phone Number: 373-1840

Name of Contact Person: Jennifer Lively or mandu owens Contact's Phone Number: 699-9166

Mailing Address for Correspondence: 112 Pleasant St Brunswick

Signature of Owner, Officer, Partner or Agent: 
Date: 6/1/15

Corporations Please Complete:

Address of Incorporation: 112 Pleasant St Brunswick Phone #: 373-1840

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Jennifer Lively</u>	<u>Vice President</u>	<u>44 Allen Rd Lowell</u>	<u>50%</u>
<u>Christopher Lively</u>	<u>President</u>	<u>44 Allen Rd Lowell</u>	<u>50%</u>

Town Clerk Use Only

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

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

Mailed or Issued Date: _____

Clerk Notes:

OVER

Describe in detail the kind and nature of entertainment:

open mic every tuesday night - singer / song writer musicians
occasionally music on a afternoon or evening.

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

The Dining room, if a single musician the bar room

DIAGRAM

Please see attached

Ebenezers Brew Pub



ITEM 74

BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY

DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: Town Council Members

FROM: Linda Smith, Business Development Manager

SUBJECT: Public Hearing for MicroEnterprise Assistance Program Contract Amendment

DATE: June 29, 2015

As discussed at the June 15, 2015 Town Council meeting, the Maine Department of Economic and Community Development (DECD) provides for individual municipalities to apply for a MicroEnterprise Assistance Program grant of up to \$150,000 maximum funding in any program year. In March 2015, DECD approved a contract awarding the Town of Brunswick \$50,000 on behalf of its business applicant, Blue Dog Day Care. The Town can apply on behalf of other Brunswick microbusinesses for an additional \$100,000 as a contract amendment to this original contract award. Two businesses, Fair Winds, Inc. and Anew Studio, have been working with DECD and the Town to apply for MicroEnterprise Assistance Program funds. *[NOTE: The funds DECD used for Blue Dog and will likely use for Fair Winds, Inc. and Anew Studio are 2014 Program Funds, which means that the Town can still access the program through its 2015 program funds and via a new contract, if there are future new, interested and eligible microbusinesses.]*

Established in 2012, Fair Winds provides lab analyses including ongoing regulatory paralytic shellfish poisoning (PSP) testing of shellfish, marine environmental consulting and monitoring projects for businesses and municipalities. Fair Winds is moving from a home based business to a new location at 68 Thomas Point Road. The new building will provide professional office space as well as laboratory space and is convenient to the company's primary customers from Harpswell, Bath, West Bath and Brunswick. The building is zoned commercial, but needs extensive upgrades. The business has a good track record, but the growth to a professional location and the need to hire two lab techs to provide services in response to new contract opportunities has capped the company's ability to find financing. CEI has committed to financing the building (at \$149,000). The owner, Darcie Couture, has committed to \$40,000 in personal equity for working capital and initial building improvements. However, a gap remains of \$50,000 for completing the facility upgrades. The facilities upgrades are projected to cost \$90,000 and the request for \$50,000 to the MicroEnterprise Assistance Program addresses a part of this gap.

Established in 2010, Anew Studio provides personal beautification services to families, working professionals and retirees in the midcoast area. New clients comprise 20% of the business sales with 80% of sales coming from satisfied return customers. Since its start five

years ago, Anew Studio has more than tripled its leased space presence at 14 Middle Street and increased its independent subcontractors from one to six, including four licensed cosmetologists, one certified massage therapist, and one licensed professional social worker. To stay competitive, Anew Studio needs to upgrade its interior studio space, improve exterior access, and upgrade and enhance its website presence and visibility. The landlord has agreed to make exterior improvements including paving, fencing and landscaping. The owner is requesting funds from the MicroEnterprise Assistance grant to take on two initiatives: to make interior improvements, which include energy efficiencies, facility upgrades and general leasehold improvements for floors, walls and systems; and, to invest in new technology systems, including computer hardware and web-site improvements. The total project cost is \$28,000 with \$22,000 requested from the MicroEnterprise Assistance Program. *[NOTE: The original estimate was for a \$30,000 total project cost with \$24,000 from the MEA grant, but Anew Studio was able to revise the costs down slightly.]*

Both business owners are eligible directly under the criteria of Low Moderate Income (LMI) households; therefore, DECD is not requiring a job creation target for either of the project requests. However, Fair Winds, Inc. anticipates hiring two new lab tech level positions once the new building is rehabilitated.

DECD recommended that the Town hold one Public Hearing and submit one contract amendment request (for a total of \$72,000) for both applicants. The contract amendment request is in your packet. The Public Hearing notice was posted on June 24, 2015 in the Times Record and the public has been to review the contract amendment application in the Town Clerk's Office since that date. I would recommend that the Town Council approve this request to amend the MicroEnterprise Assistance grant contract to support the growth efforts of these two existing Brunswick microbusinesses. Darcie Couture, Fair Winds, Inc.'s owner, will be available at the July 6, 2015 Town Council meeting to answer any questions. Laine Laliberte, Anew Studio's owner, regrets that she is unable to attend the July 6, 2015 Town Council meeting due to a family memorial commitment. I am glad to represent Ms. Laliberte and to answer any general questions that you may have about either project.

Cc: John Eldridge, Town Manager

**State of Maine
Community Development Block Grant Program
2015 Micro-Enterprise Assistance Program
Town of Brunswick Request for Contract Amendment**

A. APPLICANT ELIGIBILITY

1. Legal Applicant:

Applicant:	Town of Brunswick	Phone:	207-725-6659
Address:	85 Union Street	Fax:	207-725-6663
City, ZIP+Four:	Brunswick, Maine 04011-2418	E-Mail:	jeldridge@brunswickme.org
Chief Official:	John Eldridge, Town Manager		
DPM name and date of Consultation (required):	Fair Winds: TerryAnn Holden on April 15, 2015 Anew Studio: TerryAnn Holden on April 27, 2015		
Census Tracts #(s) Where Proposed Activities Will Occur:	Brunswick - 08430		
Year of Slum & Blight Declaration	N/A	Parameters of Slum & Blight area (such as High St. to Green St. to Main St. etc.)	N/A
National Objective (Low/Mod, or S/B)	Low/Mod	Percent of blighted buildings in area	N/A

2. Applying on Behalf of:

Sub-Grantee A:	Fair Winds, Inc.	Phone:	[REDACTED]
Address:	710 River Road	Fax:	N/A
City, ZIP:	Brunswick, Maine 04011	E-Mail:	[REDACTED]
Agency Rep:	Darcie Couture	Title	Owner
For Micro-loans/grants SBDC Councilor name and date of Consultation (required):	John Egan, CEI		
For Micro-loans/grants Please attach the executive summary of your business plan (Plan must not be older than 18 months)	See attached (page 14)		
Sub-Grantee B:	Anew Studio	Phone:	[REDACTED]
Address:	14 Middle Street	Fax:	N/A
City, ZIP:	Brunswick, Maine 04011	E-Mail:	[REDACTED]
Agency Rep:	Laine Laliberte	Title	Owner
For Micro-loans/grants SBDC Councilor name and date of Consultation (required):	GiGi Guyton, Women, Work & Community		
For Micro-loans/grants Please attach the executive summary of your business plan (Plan must not be older than 18 months)	See attached (page 14)		

3. Engineer/Architect consulted for project & providing cost estimates (if applicable):

Name:	N/A	Phone:	
Firm:		Fax:	
Address:		E-Mail:	
City, ZIP:			

B. ELIGIBLE ACTIVITY CATEGORIES

Place an "X" to the left of the MEA categories for which this Intent to Apply is being made:

X	1. Micro-Enterprise Assistance (accomplishment type: 08 Businesses) - For (a) Fair Winds and (b) Anew Studio - Both business owners' household incomes are in the LMI eligibility bracket
	2. Business Façade Grants (accomplishment type: 08 Businesses)

Place an "X" in the box to the left if the statement is correct:

X	Both businesses have a business plan not older than 18 months
X	Both businesses have met with a Small Business Development Center (SBDC) business counselor in the three months prior to submitting this LOI

C. PROJECT INFORMATION

C.1 Fair Winds

Darcie Couture, owner of Fair Winds, Inc., has more than 20 years of experience in the field of marine environmental work, has established and operated two companies (Resource Access International, LLC, and Fair Winds, Inc.) in the last three years, both of which have proven successful. Ms. Couture has a unique background and skill set which has allowed her to position both companies well in a niche market.

Fair Winds current lab analyses include ongoing regulatory PSP testing of shellfish for assorted clients, which include Sea Watch International as well as clients in New Hampshire, Connecticut, New York, New Jersey, and Florida. Marine environmental consulting and monitoring projects include contracted work for small projects in the Town of Freeport, the Town of Brunswick, and the Town of Harpswell. Fair Winds, Inc. has recently expanded basic field services to new clients, such as Quahog Bay Conservancy, in Harpswell, and Hawkes Tree Service in Phippsburg. Fair Winds is also planning to establish a small Limited Purpose Aquaculture (LPA) site in 2015 to grow oysters, and to pursue the establishment of a certified shellfish dealer and seaweed processor at its new operational site.

Fair Winds has secured a loan with CEI to purchase a commercial facility at 68 Thomas Point Road (owner equity stake of \$11,000 from Fair Winds, Inc. and the remaining \$138,000 secured as a loan from CEI), in order to establish new laboratory space which will support additional lab and consulting services and create the potential for taking on at least two new employees. Ms. Couture will commit her equity of \$40,000 and is requesting \$50,000 of MEA

funding to make the interior and exterior building improvements and purchase the necessary equipment to install and furnish the laboratory space. The building has been inspected, and is found to be structurally sound, but will require gutting of the existing interior to be updated with new wiring and plumbing, removal of some windows that are not needed and replacement of windows that will remain, a high efficiency mini-split heat pump system, overhead lighting and new drywall. The main building is two stories; the first floor will be rehabilitated to open-concept space for the laboratory, with a small employee break room/kitchen in the existing kitchen area. All existing equipment and working surfaces will be moved from the current Fair Winds laboratory into the new space. The second floor will be rehabilitated into office space and a conference room.

2. Anew Studio

Established in 2010, Anew Studio, providing personal beautification services to families, working professionals and retirees in the midcoast area, has grown from the owner and one subcontractor operating in 400 square feet to seven independent contractors operating in 1,580 square feet at 14 Middle Street, Brunswick Maine. Anew Studio has increased its variety of contractors to include cosmetologists, a massage therapist and a license social worker. New clients comprise 20% of the business sales with 80% of sales coming from satisfied return customers. The Studio also provides a variety of services for skin, hair and nails with a range of cost points to accommodate a wide mix of customers.

While Anew Studio has demonstrated steady growth over the five year period, the industry is extremely competitive and the Studio needs to increase its visibility through new marketing initiatives as well as upgrade and refresh its physical infrastructure. The interior flooring and lighting, plumbing and sink set-ups as well as painting and papering of the walls in the entire leased space, including bathroom facilities, need upgrades. In addition, there are energy efficiencies to be gained with the installation of new windows and a heat exchange pump. The company also plans to invest in a new website design, Internet search engine enhancements, and additional media technology to support its marketing objectives.

D. COST ESTIMATES & PROJECT FUNDING

FAIR WINDS PROJECT			
Total Estimated Project Cost:	\$239,000	CDBG Request:	\$50,000
Funding Source	Amount	Date Secured	
Owner Equity (rehabilitation)	\$40,000	2 phases: July / August September / October	
CDBG (rehabilitation)	\$50,000	TBD	
Owner Equity (building purchase)	\$11,000	Closing in July 2015	
CEI Financing (building purchase)	\$138,000	Closing in July 2015	
TOTAL:	\$239,000		

ANEW STUDIO PROJECT			
Total Estimated Project Cost:	\$28,000	CDBG Request:	\$22,000

Funding Source	Amount	Date Secured
Owner Equity (leasehold improvements)	\$2,500	August 2015
CDBG (leasehold improvements)	\$22,000	TBD
Building Owner investment (landscaping, paving and fencing)	\$3,500	In process
TOTAL:	\$28,000	

E. COMPREHENSIVE PLAN

List the dates on which your Community’s local comprehensive plan was adopted, updated (if applicable) and deemed consistent by SPO.

Adopted Date:	9-15-2008	
Updated:	2008	
SPO Approval Date:	10-29-2003	
N/A	Community does not have an adopted and consistent comprehensive plan.	
Date Comprehensive Plan Expected to be Adopted and Consistent:	N/A	

DUNS #: 077466274
This must be the town or city number, not the Police Department, and not the sewer or water district.
 Applicant DUNS (Dunn & Bradstreet) #:(visit <http://fedgov.dnb.com/webform>.to obtain a number)

F. NATIONAL OBJECTIVE

Check all applicable boxes below indicating how the National Objectives will be met and attach all required documentation listed in the appropriate box.

BENEFITTING LOW-TO-MODERATE INCOME PERSONS (IMI)	
	<p>Community-Wide LMI National Objective</p> <p><input checked="" type="checkbox"/> Attach Census Figures indicating 51% or more of the community is LMI along with a completed <u>Beneficiary Profile</u> OR recent survey materials meeting the requirements set forth in OCD Policy Letter Number 19 and Income Survey Methodology Handbook.)</p>
	<p>Target Area LMI National Objective</p> <p><input checked="" type="checkbox"/> Attach Census Figures indicating 51% or more of the target area is LMI along with a completed <u>Beneficiary Profile</u> OR recent survey materials meeting the requirements set forth in OCD Policy Letter Number 19 and Income Survey Methodology Handbook.)</p>
X	<p>Limited Clientele LMI National Objective</p> <p><input checked="" type="checkbox"/> Attach written documentation that the proposed CDBG activity will serve only LMI persons or a HUD recognized Limited Clientele group as set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570 and the State of Maine CDBG Program.</p>

ELIMINATION OF SLUMS AND BLIGHTING CONDITIONS	
	<p>Elimination or Prevention of Slums and Blight on an Area-Wide Basis</p> <p> Attach completed Slum & Blight Declaration meeting the requirements of Maine State Statute 30-A, Chapter 205, Section 5202 and regulations set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570.</p>
	<p>Elimination or Prevention of Slums and Blight on a Spot Basis</p> <p> Attach completed Spot Blight Designation form and required attachments which meets regulations set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570.</p>

**State of Maine
Community Development Block Grant
Micro Enterprise Assistance Grant Program**

Public Hearing Notice to Comply with Title VI Requirements

Public Hearing Notice
The Town of Brunswick

The Town of Brunswick will hold a Public Hearing on July 6, 2015 at 7:00 P.M. at the Brunswick Town Hall, Council Chambers, 85 Union Street, Brunswick, Maine to discuss a request for a contract amendment being submitted to the State of Maine Community Development Block Grant MicroEnterprise Assistance Program. The purpose of the grant application is to assist Anew Studio and Fair Winds, Inc. with funds to undertake building or leasehold improvements and technical system enhancements. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. A copy of the application is available for review at the Town Clerk's Office during normal business hours (Monday to Friday, 8:30 AM to 4:30 PM). Comments may be submitted in writing to: Linda Smith at Town of Brunswick, 85 Union Street, Brunswick, Maine 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the Town's programs or services, please call Linda Smith at 207-721-0292, so that accommodations can be made.



Brunswick Town Council Resolution

Micro-Enterprise Assistance Grant Program

For Anew Studio and Fair Winds, LLC

WHEREAS, the Town of Brunswick wishes to apply to the Department of Economic and Community Development for a contract amendment to its Community Development Block Grant MicroEnterprise Assistance Program grant to carry out a community development program; and,

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with and the community has conducted at least one duly advertised public hearing; and,

WHEREAS, the Town of Brunswick is cognizant of the requirement that should the intended National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program;

NOW THEREFORE, be it resolved by the Council of the Town of Brunswick that the Town Manager:

- 1) Is authorized and directed to submit an request for a contract amendment for the following program(s) and dollar amount(s) within the State of Maine’s CDBG Program:

Program: <u>Micro-Enterprise Assistance</u>	Total Amount: <u>\$72,000</u>
<i>Anew Studio</i>	<i>Amount: \$22,000</i>
<i>Fair Winds, Inc.</i>	<i>Amount: \$50,000</i>

To the Department of Economic and Community Development on behalf of the Town of Brunswick, substantially in the form presented to this Council;

- 2) Is authorized to make assurances on behalf of the Town of Brunswick required as part of such applications, and,
- 3) Is authorized and directed, upon acceptance of said funds and any future funds to carry out the duties and responsibilities for implementing and said program(s), consistent with the Charter of the Town of Brunswick and the laws and regulations governing planning and implementation of community development programs in the State of Maine.

DATE ENACTED: _____

Applicant Certifications

- a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct;
- b. This pre-application complies with all applicable State and federal laws and regulations; and
- c. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

John Eldridge, Town Manager	Town of Brunswick	
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year

State of Maine Community Development Block Grant Micro Enterprise Assistance Grant Program

Required Responses to Impact, Development Strategy & Citizen Participation Sections

1. IMPACT

Problem Statement

The closure of Naval Air Station Brunswick (NASB) represented one of the largest single employer relocations or closings in Maine's history. Upon assessing the impact of NASB closure, the former Maine State Planning Office (SPO) revised the projected 2015 state gross state product downward by \$390 million, cutting the projected growth rate from two to approximately one percent and estimated the total job loss at 6,500, of which 5,500 would be localized in the Brunswick Labor Market Area. The SPO also revised state population growth downward by 7,400, as a result of NASB closure. State personal income was also reduced by \$370 million, with State of Maine revenue projections reduced by some \$20 million. The closure of NASB also negatively impacted the Town of Brunswick's financial viability by depressing property values, as a result of military, federal civilian employees and their families departing the area, leaving behind vacant homes and rental units. Moreover, the Brunswick School District experienced the loss of over \$1 million in annual federal transfer payments.

In the aftermath of NASB closure, job creation is the most pressing need for Brunswick and the Midcoast region. With assets including 3,300 acres of prime commercial real estate, over 2 million square feet of commercial and industrial space, a world-class aviation complex and the presence of higher education institutions, including Southern Maine Community College's new Midcoast Campus, the University of Maine and Bowdoin College, Brunswick Landing, formerly NASB, is well-positioned to become Maine's premier technology business park. Since the closing in 2011, it has attracted more than 60 companies, creating over 600 jobs, and generating a total of \$65 million in new taxable property.

But the challenge facing Brunswick is to continue to create employment and business opportunities through the redevelopment of Brunswick Landing and a continued strong business presence in the surrounding community. The \$65 million in new taxable property generates \$1.8 million in property tax revenues, of which the Town captures 50% or \$900,000. This represents half of the tax revenues that the Town of Brunswick collected before the Base closure. Therefore, new development activities in other sections of the community, in addition to the solid growth at Brunswick Landing, are key to its long-term economic well-being.

Impact on the Local Economy

The economic impact of NASB closure has been compounded by job losses due to the "great recession" and the ensuing slow national and weak state level recovery. The 2014 average annual unemployment rate for the Brunswick LMA was 4.6% (or 1,580 unemployed individuals), up from 4.3% (or 1,390 unemployed) in 2005, when the base closure was announced. Since 2005 the unemployment rate in Brunswick, Maine has ranged from 3.6% in August 2005 to 8.3% in January 2010. The current unemployment rate for Brunswick in March

2015 was 4.5%, below the State of Maine's rate of 4.8%, but still substantively higher than 2000-2007 at an average of 3.6%.

With the closure of NASB, Brunswick and surrounding communities not only lost military and civilian jobs, the community and region have experienced a significant reduction in population, through the out-migration of over 3,000 military and federal civilian employees, as well as their families. As a result, local businesses, particularly those who serve the local market, have been faced with a smaller population of customers, as well as the loss of consumption associated with NASB's \$145 million annual payroll. Many of these small local businesses, including convenience stores, personal and professional service businesses and restaurants, employed persons from low and moderate income households. These entry and middle level jobs are critical to sustain individuals and families in Brunswick.

Need for Funds

The Town of Brunswick faces significant fiscal challenges. Given the current pressure on local property taxes and diminished revenues from State Municipal Revenue Sharing, General Purpose Aid for school districts and excise taxes, towns are in a difficult position to leverage local resources to support economic development, when funding basic services is a challenge. Brunswick's and MRRA's fiscal challenges are compounded by the need to integrate 3,300 new acres into the community and provide municipal services and utilities to Brunswick Landing businesses. The Town of Brunswick's economic and community development staff has worked in concert with the Department of Economic and Community Development to support business start-ups and expansion activities, including accessing the MicroEnterprise Assistance Program.

The MicroEnterprise Assistance (MEA) Program has recently been instrumental in helping a small business successfully establish itself in Brunswick at the Brunswick Landing. The Town's Economic & Community Development staff has identified two additional Brunswick prospects for the MEA program: a professional services business, Fair Winds, which needs funds to made building improvements, create a laboratory infrastructure and to hire two new lab tech staff; and, Anew Studios, a personal services business, which needs to upgrade its facilities to remain competitive. Both businesses are seeking MEA funding to assist in as gap financing to facilitate building or leasehold improvements and technical systems upgrades, which are critical to their long term success.

As a successful small business established in 2012, Fair Winds provides lab analyses including ongoing regulatory PSP testing of shellfish, marine environmental consulting and monitoring projects for businesses and municipalities. Fair Winds is moving from a home based business to a new location on Thomas Point Road, Brunswick. The building will provide professional office space as well as laboratory space and is convenient to its primary customers from Harpswell, Bath, West Bath and Brunswick. The building is zoned commercial, but needs extensive upgrades. The business has a good track record, but the growth to a professional location and the need to hire two lab techs to provide services in response to new contract opportunities has capped the company's ability to find financing. CEI has committed to financing the building (at \$149,000) and the owner, Darcie Couture, has committed to \$40,000 in personal equity for working capital and initial building improvements, but a gap remains of \$50,000 for completing the facility upgrades. In addition, traditional financing of the entire project would incur debt beyond the company's ability to sustain itself. If CDBG funds are not available, the company will have to incrementally make the building improvements and

laboratory systems upgrades which could adversely impact its competitive advantage. The market for its specialized lab services has recently grown due to new procedures and requirements and the company may lose its contractual advantage if it cannot respond quickly.

Established in 2010, Anew Studio provides personal beautification services to families, working professionals and retirees in the midcoast area. New clients comprise 20% of the business sales with 80% of sales coming from satisfied return customers. Since its start five years ago, Anew Studio has more than tripled its leased space presence at 14 Middle Street, Brunswick and increased its independent subcontractors from one to six, including four licensed cosmetologists, one certified massage therapist, and one licensed professional social worker. To stay competitive, Anew Studio needs to upgrade its interior studio space, improved exterior access, and upgrade and enhance its website presence and visibility. The total project costs equal \$28,000, of which Anew Studio will invest \$2,500; the landlord will invest \$3,500 with a request to the MicroEnterprise Assistance Program for the remaining \$22,000 as a grant.

2. Development Strategy

Business description & needs

2.A. Fair Winds

In 2012, Darcie Couture, owner of Fair Winds, Inc., and as the principal and Lead Scientist of Resource Access International (RAI) LLC secured private investor funds to outfit a fully functional lab space in a building on her residential property in Brunswick, Maine; that lab became the first private lab in the country that has been inspected by the Food and Drug Administration (FDA) and is approved for performing Mouse Bioassay testing for shellfish toxins, which may be used to make regulatory decisions. The unique nature of this FDA approval carries tremendous value in the shellfish industry, and within the first year, Ms. Couture had secured a five-year contract with Sea Watch International, Ltd. In New Bedford, MA, to screen all of the shellfish landed from their fishing boats off Georges Bank for paralytic shellfish poisoning (PSP).

The volume of work associated with this contract was too large for one person, so Ms. Couture hired additional staff to fulfill these obligations, and now carries one additional full-time staff, and at least one seasonal staff person. In addition to this initial contract, Ms. Couture has seen increasing demand for high-quality local marine environmental services in the surrounding area, and has entered into contracts with three municipalities to pursue ongoing projects studying and improving local shellfish habitat and resources. In order to facilitate this growth, Fair Winds, Inc. needs to move out of the extremely cramped space in which it has been operating for three years, and into a larger commercial space, and expand the size of the staff.

2.A. Anew Studio

Anew Studio started in 2010 with the owner, Laine Laliberte, and one independent contractor providing cosmetology services in a single studio room at the 14 Middle Street location. The owner has consistently reinvested her time and profits to increase the Anew Studio presence and service mix. As mentioned above, Anew Studio currently hosts five cosmetologists, including Ms. Laliberte, one massage therapist and one licensed social worker. The Studio

offers a high quality line of skin care products known as “Dermalogica” to treat aging, acneic, sensitized and pigmented skin issues. “Dermlogica” is an internationally recognized skin care line promoting skin health and Ms. Laliberte has achieved expert certification in this product line. The Studio also provides a variety of services for skin, hair and nails with a range of cost points to accommodate a wide mix of customers. While Anew Studio has demonstrated steady growth over the five year period, the industry is extremely competitive and the Studio needs to increase its visibility through new marketing initiatives as well as upgrade and refresh its physical infrastructure.

MEA’s Impact

To remain competitive, both companies need to invest in the physical surroundings which support their business services. Both companies are committed to high quality services and professional standards, which bring and hold consistent return customers. The 68 Thomas Point Road and 14 Middle Street properties need improvements to sustain their business effectiveness. Anew Studio also needs to make its services more readily apparent on-line via an enhanced website, in addition to its Facebook page, and to showcase its high quality business products on line. These facility improvements and new product offerings exceed the private financing that either Anew Studio or Fair Winds, Inc. has been able to access.

Cost Estimates and Project Timeline 2015

Fair Winds Timeline	
June 30, 2015	Acquire possession/control of the property
July (week 1)	Demolition activity
July – August (weeks 2 – 9)	Replace/update major systems (electric, plumbing, heating and cooling)
August - September (weeks 10 – 15)	Replace roof, interior renovations (insulation, sheetrock, bathroom and kitchen upgrades, flooring)
October 2015	Finish work, move business into new operational space

Fair Winds Project Cost Estimates		
Material or Service	Subtotal	Total
Demolition of interior	\$5,000	\$5,000
Install mini-split heat pump system (heat and cool)	\$5,000	\$10,000
Full upgrade of electrical system	\$10,000	\$20,000
Full upgrade of plumbing	\$15,000	\$35,000
Install new sheetrock	\$12,000	\$47,000
Insulate entire building (high efficiency spray foam)	\$15,000	\$62,000
Replace windows	\$3,000	\$65,000
Replace roof	\$8,000	\$73,000
Replace flooring (first floor)	\$5,000	\$78,000
New carpet (second floor)	\$4,000	\$82,000
Update/replace bathroom fixtures (first floor and second floor)	\$5,000	\$87,000
Update and replace kitchen fixtures/appliances	\$3,000	\$90,000

Anew Studio Timeline	
July 2015	Line up contractors
August 2015	Start technology upgrades Begin flooring and restroom upgrades
September 2015	Begin salon upgrades Install heat pump and windows Install lighting
October 2015	Install awning and sign

Anew Studio Project Cost Estimates		
Material or Service	Subtotal	Total
Awning & sign		\$1,700
<i>Awning</i>	<i>\$1,250</i>	
<i>Sign</i>	<i>\$450</i>	
Flooring		\$5,500
Lighting		\$500
Restroom Upgrades		\$600
Spa Equipment		\$2,900
Salon facility upgrades		\$3,500
<i>Sinks, plumbing & framing</i>	<i>\$1,600</i>	
<i>Wall treatment</i>	<i>\$1,200</i>	
<i>Furniture</i>	<i>\$700</i>	
Energy Efficiencies		\$4,800
<i>Windows</i>	<i>\$3,800</i>	
<i>Heat Exchange pump</i>	<i>\$1,000</i>	
Paving, Landscaping and Fencing		\$3,500
Technology Upgrades		\$3,000
Contingency		\$2,000
TOTAL		\$28,000

3. Citizen Participation

The Town of Brunswick has had several Community Development Grant program applications in the past year and through the Town Council review and Public Hearing process, there has been general discussion about the programs in addition to the examination of the specific projects previously submitted to the Economic Development and MicroEnterprise programs. The Town's Department of Economic and Community Development staff has had several calls and visits from citizens to explore the intent and accountability of the programs. In general, both the Council members and general public have responded positively to opportunities that the programs offer Brunswick businesses.

Citizens were involved in the development of this application through the formal Council agenda on June 15, 2015 requesting the setting of a Public Hearing, and through their participation in the July 6, 2015 public hearing. A Public Hearing notice was published in the June 24, 2015 edition of the Times Record (copy attached; see page 15). An attested copy of the Public Hearing minutes and Town Council Resolution will be forwarded once approved by the Town Council.

Attachment 1. Business Plan Executive Summary

Attachment 1.A. Fair Winds Business Plan Executive Summary

Darcie Couture, owner of Fair Winds, Inc., has more than 20 years of experience in the field of marine environmental work, has established and operated two companies (Resource Access International, LLC, and Fair Winds, Inc.) in the last three years, both of which have proven successful. Darcie has a unique background and skill set which has allowed her to position both companies well in a niche market. Darcie is now seeking to grow and expand Fair Winds, Inc., by adding new services and creating the potential for taking on new employees by moving the base of operations from the current location at her residential property, into a new commercial space.

Fair Winds current lab analyses include ongoing regulatory PSP testing of shellfish for assorted clients, which include Sea Watch International as well as clients in New Hampshire, Connecticut, New York, New Jersey, and Florida. Marine environmental consulting and monitoring projects include contracted work for small projects in the Town of Freeport, the Town of Brunswick, and the Town of Harpswell. Fair Winds, Inc. has recently expanded basic field services to new clients, such as Quahog Bay Conservancy, in Harpswell, and Hawkes Tree Service in Phippsburg. Fair Winds is also planning to establish a small Limited Purpose Aquaculture (LPA) site in 2015 to grow oysters, and to pursue the establishment of a certified shellfish dealer and seaweed processor at its new operational site.

Attachment 1.B. Anew Studio Business Plan Executive Summary

Laine Laliberte, owner of Anew Studio, has 33 years cosmetology and 15 years of esthetics experience and has operated the Studio since 2010. Anew Studio has demonstrated steady growth in its five years in Brunswick, increasing its subcontractors from one to six and diversifying its offerings and product lines. Anew Studio has attained its growth through superior customer service and its quality products, with 80% of its business due to repeat customers. In order to remain competitive, Anew Studio seeks to improve its local and technological visibility by increasing and enhancing its community presence and improving its website and Internet marketing efforts.

INSERT COPY OF TIMES RECORD PUBLIC HEARING NOTICE

ITEM 75

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, 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, 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.

ITEM 76

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 60 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.

ITEM 77

BACK UP MATERIALS

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: June 30, 2015

SUBJECT: Family Focus
Property Taxes – 31 Venture Avenue

Family Focus is a non-profit corporation which, according to its articles of incorporation, has as its purpose, “to provide child care services to low- and middle-income children in the greater Bath-Brunswick area.”¹ It owns property at 44 Water Street, where it provides services, and for which it has been granted a property tax exemption for many years. In January of 2014, Family Focus acquired property at 31 Venture Avenue on Brunswick Landing. The property is being used to support the organization’s mission. However, because the corporation failed to file an application for an exemption by April 1, 2014, it was assessed property taxes on the Venture Avenue property for the 2014-15 tax year. Upon being told that it needed to apply for a property tax exemption for each parcel it owns, Family Focus applied and was approved for an exemption on the Venture Avenue property beginning with the 2015-16 tax year.

Prior to meeting with Cathy Jamison, Tax Assessor, and her explaining to its executive director, that an organization was required to apply for an exemption when it acquired a new property, Family Focus believed it was not required to file a tax exemption application for its property as it was already receiving an exemption on its other Brunswick property on Water Street. It then inquired about an abatement of the property tax assessed on the Venture Avenue property.

Family Focus asserts that paying the tax would result in a financial hardship. However, it appears clear that neither Family Focus, nor any other entity that made a similar error, would be eligible for a property tax abatement. As the Town cannot abate the tax, it seems the only way to assist Family Focus in this matter would be for the Town to provide a grant to the organization in an amount equal to the taxes owed. Family Focus is making this request. The 2014 tax for the Venture Avenue property is \$17,888.08 so the grant would need to be for that amount plus any accrued interest. Should the Town Council wish to make the grant to Family Focus, it would need to authorize an overexpenditure of the Town’s appropriation for social services.

Please find a chronology of events prepared by Cathy Jamison, Tax Assessor, as well as the articles of incorporation for Family Focus. Ms. Jamison will be at your July 6th meeting to answer questions. I understand Family Focus will have representatives at your meeting to formally make the grant request and answer questions.

Attachments

Cc: Cathy Jamison

¹ Incorporated in October 1985 as Bath-Brunswick Child Care Services. Name changed to Family Focus in October 2000.

Memorandum

TO: Brunswick Town Council
John Eldridge, Town Manager

FROM: Cathleen M. Jamison, Assessor

DATE: June 30, 2015

SUBJECT: Family Focus

1. Family Focus acquired property located at 31 Venture Ave on Map 40 Lot 21 on January 28, 2014.
2. Applications need to be filed by April 1 of the year in which you wish to receive the exemption under 36 MRSA §652.
3. Family Focus applied for Exemption from Property Taxation on September 17, 2014.
4. Letter received September 26, 2014 states Bob Parlin talked to Clint Swett, Asst. Assessor, when he dropped off application on September 17, 2014. Mr. Parlin state that he was unaware of exemption application requirement at the time Family Focus received the property.
5. Met with Bob Parlin on March 10, 2015 to discuss what services Family Focus provides and the exemption application.
6. Title 36 MRSA §652 - "An organization or institution that desires exemption under this section must file a written application accompanied by written proof of entitlement **for each parcel** (emphasis added) on or before the first day of April in the year in which the exemption is first requested with the assessors of the municipality in which the property would otherwise be taxable. If granted, the exemption continues in effect until the assessors determine that the organization or institution is no longer qualified. Proof of entitlement must indicate the specific basis upon which exemption is claimed. [2007, c. 627, §20 (AMD).]"
7. Granted exemption for the 2015 tax year for commitment date of April 1, 2015.
8. The Assessor can only grant abatements under Title 36 MRSA §841(1) to correct illegality, error or irregularity in assessment within one year from commitment. A late filing of an exemption application does not fit the criteria for an abatement.
9. Municipal Officers can abate after one year but within 3 years from commitment to correct illegality, error or irregularity in assessment. An example would be assessing the wrong owner.

Filing Fee \$20.00

For Use By The Secretary of State	
File No.	860094ND
Fee Paid	\$20.00
C. B.	-----
Date ..	10-2-85 2

NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF INCORPORATION

Pursuant to 13-B MRSA §403, the undersigned, acting as incorporator(s) of a corporation, adopt(s) the following Articles of Incorporation:

For Use By The Secretary of State	
FILED	
October 1, 19 85	
<i>[Signature]</i>	
Deputy Secretary of State	
A True Copy When Attested By Signature	
<i>[Signature]</i>	
Deputy Secretary of State	

FIRST: The name of the corporation is Bath-Brunswick Child Care Services

SECOND: The corporation is organized for all purposes permitted under Title 13-B, MRSA ~~and not for all such purposes~~ for the following purpose or purposes:
to provide child care services to low- and middle-income children in the greater Bath-Brunswick area.

THIRD: The name of its Registered Agent and address of registered office: (The Registered Agent must be a Maine resident, whose business office is identical with the registered office or a corporation, domestic or foreign, profit or nonprofit, having an office identical with such registered office.)

Name Laleah A. Parker

Street & Number 44 Water Street

City Brunswick, Maine 04011
(zip code)

FOURTH: The number of directors (not ~~less~~ ^{fewer} than 3) constituting the initial board of directors of the corporation, if they have been designated or elected, is 9.

The minimum number of directors (not ~~less~~ ^{fewer} than 3) shall be 9 and the maximum number of directors shall be 21.

FIFTH: Members: There shall be no members.
("X" one box only) There shall be one or more classes of members, and the information required by §402 is as follows:

Members are all persons who express an interest in writing to be members of the corporation.

All members have voting rights

SIXTH: (Check if this article is to apply)

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

SEVENTH: (Check if this article is to apply. Then fill in reference number of Section 501(c)(?) in first paragraph below.)

Upon the dissolution of the Corporation or the termination of its activities, the assets of the Corporation remaining after the payment of all its liabilities shall be distributed exclusively to one or more organizations organized and operated exclusively for such purposes as shall then qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, and as a charitable, religious, eleemosynary, benevolent or educational corporation within the meaning of Title 13B, of the Maine Revised Statutes as amended.

No part of the net earnings of the Corporation shall inure to the benefit of any member, director, or officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation in carrying out one or more of its purposes), and no member, director, or officer of the Corporation, or any private individual, shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation.

EIGHTH: Other provisions of these articles, if any, including provisions for the regulation of the internal affairs of the corporation, and distribution of assets on dissolution or final liquidation:

Dated: 9/27/85

INCORPORATORS

ADDRESSES

Leelah A. Parker
(signature)

Leelah A. Parker
(type or print name)

[Signature]
(signature)

PETER CYRANO FESSENDEN
(type or print name)

(signature)

(type or print name)

(signature)

(type or print name)

(signature)

(type or print name)

Street Upper Main Street

Bowdoinham, Me. 04008
(city, state and zip code)

Street 12 BOWDOIN STREET

BRUNSWICK ME 04011
(city, state and zip code)

Street _____

(city, state and zip code)

Street _____

(city, state and zip code)

Street _____

(city, state and zip code)

ITEM 78

BACK UP MATERIALS

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: June 30, 2015

RE: Non-Union Pay Adjustment

As you know, with the exception of those bargaining units with which we are currently negotiating, union employee wages scale will be adjusted by a 2% COLA effective July 1, 2015. I recommend that the non-union hourly employee wage scale be adjusted by a 1% COLA, also effective July 1, 2015. The finance department estimates the cost of that adjustment at \$2,826. Attached, please find the current and adjusted wage scales.

We will be reviewing non-union salaries (department heads and deputy department heads) over the next several months, at which time we may ask the Town Council to consider adjustments to those scales.

As a reminder, non-union employees did not receive a COLA adjustment for the 2014-15 fiscal year.

Attachment

NON-UNION POSITION	Grade	Step 0		Step 1		Step 2		Step 3		Step 4		Step 5		Step 6		Step 7		Step 8	
		Hour	Annual																
Hourly 2014-15																			
TV Master Contr - 35 hr/wk	9	13.7771	25,074.40	14.3282	26,077.38	14.9014	27,120.47	15.4974	28,205.29	16.1173	29,333.50	16.7620	30,506.84	17.4325	31,727.12	18.1298	32,996.20	18.8550	34,316.05
Assist Marine Res.	10	14.0618	29,248.44	14.6242	30,418.38	15.2092	31,635.11	15.8176	32,900.52	16.4503	34,216.54	17.1083	35,585.20	17.7926	37,008.61	18.5043	38,488.95	19.2445	40,028.51
Admin. Asst. - Manager	16	18.8376	39,182.26	19.5911	40,749.55	20.3748	42,379.53	21.1898	44,074.71	22.0374	45,837.70	22.9189	47,671.21	23.8356	49,578.06	24.7890	51,561.18	25.7806	53,623.63
Engineering Aide	17	19.7685	41,118.48	20.5592	42,763.22	21.3816	44,473.75	22.2369	46,252.70	23.1263	48,102.81	24.0514	50,026.92	25.0135	52,027.99	26.0140	54,109.11	27.0546	56,273.48
Office Manager - Tax	18	20.7675	43,196.40	21.5982	44,924.26	22.4621	46,721.23	23.3606	48,590.08	24.2950	50,533.68	25.2668	52,555.03	26.2775	54,657.23	27.3286	56,843.52	28.4218	59,117.26
Office Manager - Hum Serv	18	20.7675	43,196.40	21.5982	44,924.26	22.4621	46,721.23	23.3606	48,590.08	24.2950	50,533.68	25.2668	52,555.03	26.2775	54,657.23	27.3286	56,843.52	28.4218	59,117.26
Hourly + 1%																			
TV Master Contr - 35 hr/wk	9	13.9149	25,325.14	14.4715	26,338.15	15.0504	27,391.68	15.6524	28,487.34	16.2785	29,626.84	16.9296	30,811.91	17.6068	32,044.39	18.3111	33,326.16	19.0435	34,659.21
Assist Marine Res.	10	14.2024	29,540.92	14.7705	30,722.56	15.3613	31,951.46	15.9757	33,229.52	16.6148	34,558.70	17.2794	35,941.05	17.9705	37,578.69	18.6893	38,873.84	19.4369	40,428.79
Admin. Asst. - Manager	16	19.0260	39,574.08	19.7870	41,157.05	20.5785	42,803.33	21.4017	44,515.46	22.2577	46,296.08	23.1480	48,147.92	24.0740	50,073.84	25.0369	52,076.79	26.0384	54,159.86
Engineering Aide	17	19.9662	41,529.66	20.7648	43,190.85	21.5954	44,918.49	22.4592	46,715.22	23.3576	48,583.83	24.2919	50,527.19	25.2636	52,548.27	26.2741	54,650.21	27.3251	56,836.21
Office Manager - Tax	18	20.9752	43,628.36	21.8142	45,373.50	22.6867	47,188.44	23.5942	49,075.98	24.5380	51,039.02	25.5195	53,080.58	26.5403	55,203.80	27.6019	57,411.95	28.7060	59,708.43
Office Manager - Hum Serv	18	20.9752	43,628.36	21.8142	45,373.50	22.6867	47,188.44	23.5942	49,075.98	24.5380	51,039.02	25.5195	53,080.58	26.5403	55,203.80	27.6019	57,411.95	28.7060	59,708.43

ITEM 79

BACK UP MATERIALS



MEMORANDUM

TO: Town Council
FROM: Appointments Committee
SUBJECT: Report for July 6th Appointments
DATE: 6/24/2015

The Appointments Committee interviewed several people and are making 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
(She has applied for Davis Fund, but agreed to serve on this committee since there were more applicants for Davis Fund than spots available.)

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. (This allows for Sande to fill a vacant spot immediately.)

Town Board Vacancies

Cable TV Committee

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

Davis Fund

2 members – 3 year terms to begin on 06/30/2015 and expire on 06/30/2018 (Please apply by June 15)

Downtown & Outer Pleasant Street Master Plan Implementation Committee

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

1 member – Pleasant Street Business Owner

1 member – Pleasant Street Resident

1 member – Brunswick Downtown Association member

1 member – Business Owner – Downtown

1 member – Citizen at Large

Fair Hearing Authority

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

Marine Resource Committee

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

2 Commercial harvester – 3 year terms to begin on 05/01/2015 and expire on 05/01/2018 (Please apply by April 13)

Personnel Board

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

Recreation Commission

1 members – 3 year term to expire on begin on 07/01/2015 and expire on 07/01/2018 (Please apply by June 15)

Recycling and Sustainability Committee

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

Trust Fund Advisory Committee

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

1 member – 3 year term to begin on 05/10/2015 and expire on 05/10/2018 (Current opening – apply now)

Village Review Board

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

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

Water District Board of Trustees

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

Zoning Board of Appeals

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

1 Associate member – balance of 3 year term to begin immediately and expire on 07/01/2018 (Please apply by May 18)

1 Associate member – 3 year term to begin immediately and expire on 12/18/2017 (Current opening – apply now)

2 Full members – 3 year terms to begin on 11/20/2015 and expire on 11/20/2018 (Please apply by October 19)

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

Fran Smith

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

Full Name

John L. Donovan

Street Address

11 McKeen St.

Home phone #

207-725-5211

Cell/mobile phone

None

email address

jleodon@gmail.com

Committee/Board you are applying for

Trust Fund Advisory Committee

Type of Memberships

Full membership

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

- No

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

None

Your occupation (include employer and work phone #)

Retirement

List any civic organizations to which you belong

None

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

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

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

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

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

No.

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

Yes past committee service and financial employment

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

Continue my public service to the town.

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

Yes and I am retired.

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

None that I know of.

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

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

417.
6-12-15

5-22-15

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

MAY 22 2015	For Office Use Only
5/22/15	Date App. Received
	Date App. Entered
	Appointed

Full Name: Pamelia Edgerton Date 5/22/15

Street Address: 29 McLellan St Home Phone # 729-3703

Cell/mobile Phone #: 522-2044 E-mail Address: punnie@mac.com I live in Council Dist. #: 5

I wish to be considered for ^{re-} appointment to the:
Recycling & Sustainability Committee
(NAME OF BOARD/COMMISSION/COMMITTEE)

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

Do you or any relative currently serve on any Town Board/Commission/Committee? Yes If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:
Recycling & Sustainability # of Years 8? Date term exp. 2015 Relationship Member

Your occupation: Retired

Employer: _____ Work Telephone #: _____

List any civic organizations to which you belong:

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

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

Pamelia Edgerton
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

6143

Fran Smith

From: smithfm@brunswickme.org
Sent: Wednesday, May 27, 2015 10:11 AM
To: Fran Smith
Subject: New submission from Board Application

Full Name

Jessica Flaherty

Street Address

16 Coombs Road

Home phone #

207-577-5710

Cell/mobile phone

207-577-5710

email address

jabflaherty@gmail.com

Committee/Board you are applying for

Davis Fund

Type of Memberships

Full membership

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

- No

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

N/A

Your occupation (include employer and work phone #)

Volunteer Coordinator and Financial Literacy Grant Manager Curtis Memorial

List any civic organizations to which you belong

None

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

Juris Doctor, Admitted to the Maine Bar October 2009 - inactive
Certificate in Non-Profit Management, Northeastern University, May 2015
Peer Reviewer, Maine Commission for Community Service, May 2015

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

No

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

No

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

Juris Doctor, Admitted to the Maine Bar October 2009 - inactive
Certificate in Non-Profit Management, Northeastern University, May 2015
Peer Reviewer, Maine Commission for Community Service, May 2015

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

I recently purchased my first home in Brunswick, after growing up here, moving for college and graduate school and finding my way back to Maine. I am eager to get involved in my local community.

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

Yes. I have a flexible schedule and would be able to make the commitment needed.

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

No.

If you wish to upload your resume, you can do so here

- [Jessica Flaherty Resume Summer-15.docx](#)

Jessica A. Flaherty

16 Coombs Road Brunswick, ME 04011
(207) 577 – 5710 jabflaherty@gmail.com

EDUCATION

Certificate in Nonprofit Management, Northeastern University May 2015

- Balanced course load focusing on governance, fundraising through development, grant writing and leadership skills impacting a modern not for profit organization with both theoretical and practical applications

Juris Doctor, University of Maine School of Law, Portland, Maine May 2009

- Juvenile Justice Clinic, Fall 2008
- Prisoners Assistance Clinic, Academic Year 2008 – 2009
- Summer Program, Nairobi International Law Institute, Nairobi, Kenya, 2007

Bachelor of Arts, Environmental Studies, Mount Holyoke College, South Hadley, Massachusetts May 2006

- Junior Year Abroad, School for Field Studies Center for Wildlife Management Studies, Kimana, Kenya

WORK EXPERIENCE

Curtis Memorial Library, Brunswick, Maine June 2014 – Present

Making it Work in Maine: Living the Good Life, with Less Project

Sponsored by a grant from FINRA (Financial Industry Regulatory Association) and the ALA (American Library Association)

Financial Literacy Grant Manager (July 2015 – Present)

Leading community financial literacy programs helping low to moderate income individuals and families develop strategies and skills in order to increase financial health.

- Develop and manage library marketing materials to ensure.....
- Coordinate with community partner sites to.....
- Coordinating the development of participant materials.....
- Ensure effective delivery of practical, easy-to-implement education tools, online as well as classroom
- Deliver post-program assessment to ensure continuous improvement and effectiveness of the program

Volunteer Coordinator (June 2014 – Present)

- Coordinate volunteer activity in the library including recruitment, training, scheduling and recognition.
- Collaborate with library constituencies to identify and create volunteer opportunities in line with the overall goals and policies of the library
- Developed comprehensive Volunteer Handbook
- Maintain dynamic website content

Administrative Assistant, Bates College, Lewiston, Maine Jan 2013 – May 2014

- Compiled information relating to student run campus clubs, maintained the information on the Student Activities website and entered membership and leadership into Banner
- Completed a daily publication of current and upcoming events and distributed 110 paper copies and created an electronic version, distributed via a list serve.
- Conducted systematic updates of office processes, including van reservations and event sign ups, to take advantage of electronic resources.

Campus Events Scheduling Coordinator, Bates College, Lewiston, Maine

Dec 2011 – Dec 2012

- Performed all tasks related to scheduling of events in over 100 spaces on campus using the R25 system.
Compiled and disseminated weekly space usage reports
- Collaborated with Facilities Services, Dining and other campus department to ensure successful execution of events

Attorney, Conley & Wirick, P.A., Bath, Maine

Oct 2010 – March 2011

- Carried a full caseload of family and criminal cases; completed research tasks as required by superiors.
- Represented clients in various judicial proceedings.

ADDITIONAL INFORMATION

BAR MEMBERSHIP

State of Maine (Inactive)

APPOINTMENTS

Board of Directors, Huber Family Services

June 2010 – Present

- Chair of Nominating and Evaluation Committee

VOLUNTEER EXPERIENCE

Peer Reviewer, Maine Commission for Community Service, Augusta, Maine

May 2015

- Review AmeriCorp State grant proposals in order to analyze the quality of each application and rate them based on published criteria

Alumna Admission Representative, Mount Holyoke College, South Hadley, Massachusetts

Oct 2013 – Present

- Served as Central Maine admission representative on behalf of Mount Holyoke
- Built relationship with interested students, alumnae, Admission volunteers and Admission staff
- Conducted interviews and attend high school college fairs on behalf of Mount Holyoke
- Managed regional Admission Volunteers

President of the Mount Holyoke Club of Maine, Alumnae Association of Mount Holyoke College July 2014 – Present

Handler / Dog Volunteer Team, Therapy Dog, Inc.

Dec. 2013 - Present

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

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

Full Name: ALISON HARRIS Date 5/15/15
Street Address: 38 CUMBERLAND ST Home Phone # 729 0787
Cell/mobile Phone #: 332 3207 E-mail Address: alison@harbart.net I live in Council Dist. #: 6

I wish to be considered for appointment to the:

DAVIS FUND COMMITTEE

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: X TERM BEGINS: 7/1/15
and/or
ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: 6/30/18

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

DAVIS FUND COMMITTEE # of Years 3 Date term exp. 6/30/15 Relationship SELF
CABLE TELEVISION COMM 2+ 9/6/15 HUSBAND
Your occupation: RETIRED

Employer: N/A Work Telephone #: N/A

List any civic organizations to which you belong:

BRUNSWICK PUBLIC ART BOARD, RIVERWALK ADVISORY COMMITTEE MEMBER, TOPSHAM GARDEN CLUB TREASURER, FRIENDS OF TOPSHAM PUBLIC LIBRARY TREASURER, BRUNSWICK DOWNTOWN ASSOCIATION - VISITOR CENTER VOLUNTEER

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

HAVE SERVED AS PANELIST FOR GRANT-MAKING ORGANIZATIONS IN NJ & CT, SERVED ON MID ATLANTIC ARTS FOUNDATION BOARD. RECENTLY SERVED AS PANELIST FOR ME COMMUNITY FDN.

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

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: DAVIS FUND COMMITTEE

Term Length: 3 YEARS

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

NO, I AM APPLYING FOR REAPPOINTMENT.

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

BEFORE RETIRING, I WORKED IN NON-PROFIT ARTS FIELD. I HAVE EXPERIENCE SEEKING AND (AS A VOLUNTEER) AWARDED GRANTS.

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

IT'S FUN, AND IT PROVIDES AN OPPORTUNITY TO LEARN MORE ABOUT ACTIVITIES IN BRUNSWICK, WHICH IS HELPFUL TO MY WORK AS A VOLUNTEER AT THE VISITOR CENTER.

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

YES.

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

NO.

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

NO, THANK YOU.

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

Fran Smith

From: smithfm@brunswickme.org
Sent: Tuesday, June 16, 2015 11:46 AM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Sande Updegraph
Street Address
724 Durham Road
Home phone #
2077251345
Cell/mobile phone
2078389439
email address
sandeupdegraph@gmail.com
Committee/Board you are applying for
Village Review Board
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">• Yes
What Board/Commission/Committee, the number of years of service, and the relationship to this applicant
Davis Fund Committee and ZBA
Your occupation (include employer and work phone #)
Executive director, Freeport Chamber of Commerce
List any civic organizations to which you belong
Freeport Chamber, Southern Midcoast Chamber, Freeport Community Improvement Association, BDA
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
Six years as Executive Director of Freeport Economic Development Corporation 4.5 years as a Trustee of MRRA Board member of the Maine Association of Chamber of Commerce Executives
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
Davis Fund Committee - 6-8 years? ZBA - 9 years
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?

No, not at this time

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

6 years with economic development in Freeport

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

Very interested in appropriate development and re-development of the downtown, historic district

Interest in the process of reviewing change

Interest in the partnership of the Town, BDA, and other organizations in the downtown

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

Yes

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

No

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

I have watched the deliberative and thorough process that the VRB has demonstrated and I would like to be a part of that process.

Town of Brunswick

Application for

Appointment to Board/ Commission/ Committee

For Office Use Only

Date App.

Received

Date App.

Entered

Appointed

Full Name: Sandra Utegras Date 5-22-15

Street Address: 724 DORHAM RD Home Phone # 725-1345

Cell/mobile Phone #: E-mail Address: sande@tegras@gmail.com I live in Council Dist. #: 4

I wish to be considered for appointment to the: Davis Fund Committee

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: [checked]

TERM BEGINS: 7-1-15

and/or

ASSOC/ALT MEMBERSHIP STATUS: []

TERM EXPIRES: 6-30-18

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

1 ZBA Davis Fund Personnel Bd # of Years 6 Date term exp. 6-30-15 Relationship Husband

Your occupation: EXEC. DIR. Freeport Chamber

Employer: Freeport Chamber Work Telephone #: 847-5240X1

List any civic organizations to which you belong:

Freeport Community Improvement Assoc

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

Served on this committee for several years

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

above

Sandra Utegras SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION

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

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Davis Fund

Term Length: 3 yrs.

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

No

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

Knowledge of Brunswick community activities & importance of their contribution to quality of life

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

Be directly involved in support of important community activities

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

Yes

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

No

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

No

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