

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**October 19, 2015**

**7:00 P.M. – Regular Meeting**

**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 October 5, 2015

Public Comments

Correspondence

**COMMITTEE REPORTS**

- a) Report from the Bicycle and Pedestrian Advisory Committee
- b) Report from MPIC regarding their support of a Multi Family Building inspection program

**MANAGER'S REPORT**

- a) Financial update
- b) Recognition of Tom Farrell for being selected for a 2015 “Helping Hand” award from Access Health
- c) Notice of MDOT public meeting on proposed replacement of the New Meadows Bridge
- d) Announcement of Captain Fitzgerald Recreation and Conservation Area prescribed burn
- e) Election and absentee ballot reminder

**PUBLIC HEARING**

- 105. The Town Council will public comments on a “Resolution Amending the 2015-16 Budget to Appropriate \$136,481 for the Purpose of Funding the Vehicle and Equipment Reserve Funds,” and may take action at least 10 days after the hearing. (Manager)

**HEARING**

**TABLED ITEM**

- 100. The Town Council will discuss the draft “Social Services Funding Policy,” and determine if any future action is required. (Councilor Perreault, Councilor Harris, and Councilor K. Wilson)

**DISCUSSION**

**NEW BUSINESS**

106. The Town Council will hear a report regarding a single use bag fee and a ban on Styrofoam containers, and will determine if any future action is required. (Councilor K. Wilson and Councilor Walker)

**DISCUSSION**

107. The Town Council will consider setting a public hearing for November 2, 2015, on amendments to the General Assistance Maximums, and will take any appropriate action. (Manager)

**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**  
**October 19, 2015**  
**Council Notes and Suggested Motions**

**CONSENT AGENDA**

- a) Approval of the Minutes of October 5, 2015: A copy of the minutes is included in your packet.

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. There will be two Committee reports given as listed below.

- a) Report from the Bicycle and Pedestrian Advisory Committee: The committee has requested to present a report to the Council, highlighting their activities over the past year.
- b) Report from MPIC regarding their support of a Multi Family Building inspection program: The Committee will indicate their endorsement of this inspection program, to be included in the FY2017 Fire Department budget request.

**MANAGER'S REPORT**

- a) Financial update: Manager Eldridge will update the Council on the Town's financial picture to date for the current fiscal year. Copies of financial reports are included in your packet.
- b) Recognition of Tom Farrell for being selected for a 2015 "Helping Hand" award from Access Health: This item is to recognize Mr. Farrell for receiving this award. State Representative Ralph Tucker presented this award at a recent Recreation Commission meeting for Mr. Farrell's work to update and strengthen the tobacco free parks resolution to include all e-cigarette products.
- c) Notice of MDOT public meeting on proposed replacement of the New Meadows Bridge: This item is to inform the public of this meeting to be held on October 29<sup>th</sup> at 6:00 p.m. at Brunswick Town Hall. A copy of the MDOT notice is included in your packet.
- d) Announcement of Captain Fitzgerald Recreation and Conservation Area prescribed burn: This item is to let citizens know that this burn will occur sometime in the next four weeks, when weather conditions permit. Tom Farrell will provide additional information at your meeting.
- e) Election and absentee ballot reminder: Town Clerk Fran Smith will remind citizens that absentee ballots are now available for the November 3<sup>rd</sup> Election. They will be available upon request or to vote in person up to Thursday, October 29<sup>th</sup>, with the office open until 7:00 p.m. that evening. All voting on Election Day will be at the junior high school, 65 Columbia Avenue, with the polls open 7:00 a.m. to 8:00 p.m.

## **PUBLIC HEARING**

105. This item is the required public hearing on this budget amendment, a “Resolution Amending the 2015-16 Budget to Appropriate \$136,481 for the Purpose of Funding the Vehicle and Equipment Reserve Funds.” The funding is coming from a refund from Maine PERS. Action cannot be taken at this meeting, and it will come back at your next meeting. Copies of memos from Manager Eldridge and the draft resolution are included in your packet.

*(Town Charter, Section 504 Adoption and amendment of the budget states the following regarding budget amendments: “Upon the recommendation of the Town Manager, the Town Council may amend the budget. The Council shall hold a public hearing at least 10 days prior to the adoption of any amendment. Any amendment that seeks to increase the amount of the total budget appropriations for the year shall only be made from unappropriated available revenue.”)*

### Suggested motion:

No action can be taken on this item until at least ten days after the public hearing, as required by the Town Charter.

## **TABLED ITEM**

100. This item was tabled at your last meeting due to the late hour. It is for the Council to discuss the draft “Social Services Funding Policy,” as prepared by the Social Services Committee, consisting of Councilor Perreault, Councilor Harris, and Councilor K. Wilson. They have met several times and drafted a policy and application for the Council’s feedback. The Committee chose to recommend limiting grant funds to agencies that provide food, clothing, or shelter. With the difficult fiscal times, they also recommend that funding be limited to a total of \$20,000 per fiscal year. Copies of a memo, the draft policy, and application are included in your packet.

### Suggested Motion:

This is a discussion item, with the Council providing guidance for future action, if any.

## **NEW BUSINESS**

106. This item is sponsored by Councilor K. Wilson and Councilor Walker and is for the Council to hear a report regarding a single use bag fee and a ban of Styrofoam containers. The report was prepared by the Bring Your Own Bag (BYOB) group and was presented to the Recycling and Sustainability Committee on September 24. There is no expected action at this time, but a chance for the Council to hear the information for possible future Council action. A copy of the report is included in your packet.

Suggested Motion: No motion is required as this is a discussion item.

107. This item is to set a public hearing for November 2, 2015, to change the current General Assistance maximums, as required by state law. This is the annual adoption of the limits, with changes to GA overall and housing maximums. Copies of a memo and current and proposed Overall Maximum levels are included in your packet.

*Suggested motion:*

Motion to set a public hearing for November 2, 2015, on amendments to the General Assistance Maximums.

*Suggested Motion:*

Motion to adjourn the meeting.

# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**October 5, 2015**  
**Executive Session – 6:15 P.M.**  
**Regular - 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; Steve Langsdorf, Town Attorney; Dan Devereaux, Marine Resources Officer/Harbor Master; Julie Henze, Finance Director; Linda Smith, Business Development Manager; Terry Goan, Police Officer; and TV video crew

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

**Executive Session: Consultation with legal counsel regarding MRRA versus Town of Brunswick [1 M.R.S.A. §405(6)(E)] and a personnel matter [1 M.R.S.A. §405(6)(A)]**

**Chair Brayman moved, Councilor Harris seconded, to go into executive session for Consultations with legal counsel regarding MRRA versus Town of Brunswick per 1 M.R.S.A. §405(6)(E) and a personnel matter 1 M.R.S.A §405(6)(A). The motion carried with nine (9) yeas.**

**MEETING RESUMES**

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

**Adjustments to Agenda:**

- To add item 104 and to do this item prior to the public hearings
- To take up item 101 immediately following item 104
- To add an executive session regarding union negotiations, at the end of the meeting
- To move item 100 to the last action item, with the possibility it will be tabled until the next meeting

**Town Council Minutes**

**October 5, 2015**

**Page 2**

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

- a) Approval of the Minutes of September 21, 2015**
- b) Appointment of Fran Smith as Warden and Elin Gould, Sara King, and Joe Zrioka as Deputy Wardens for the November 3, 2015 Election**
- c) Approval of the Election Warrant for November 3, 2015**
- d) Appointment of the Voter Registration Appeals Board**

Councilor Millett requested item CA-b be voted on separately from the rest of the Consent Agenda.

**Councilor Richardson moved, Councilor K. Wilson seconded, to approve the Consent Agenda Items a, c, and d. The motion carried with nine (9) yeas.**

**Councilor Richardson moved, Councilor Watson seconded, to approve Consent Agenda Item b. The motion carried with eight (8) yeas. Councilor Millett was opposed.**

*(A copy of Item CA-c, the Election Warrant, will be attached to the official minutes.)*

**Public Comments**

**Rudi Smith**, Mast Lane, provided a letter regarding his support of Solarize Brunswick.

*(A copy the letter will be attached to the official minutes.)*

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

Chair Brayman announced a Spindleworks event at the Curtis Memorial Library on October 6<sup>th</sup>. She also spoke of the success of a local company, Terra Speakers, that upgraded a cathedral sound system where the Pope held Mass during his recent visit to the United States.

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

Reports were given on the following: Recycling and Sustainability Committee, Regional Shellfish Group, and the Cumberland County Finance Committee.

**MANAGER'S REPORT:**

**a) Update on Solarize Brunswick** *(This item was discussed at 7:23 p.m.)*

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

Councilor Richardson and Councilor Walker spoke regarding this item.

**b) Sewer District Election update** *(This item was discussed at 7:32 p.m.)*

**Lenny Blanchette**, from the Sewer District, provided this update.

- c) **Absentee ballot reminder** (*This item was discussed at 7:34 p.m.*)

Town Clerk Fran Smith spoke regarding this item.

- d) **Discussion of CIP process for upcoming budget year** (*This item was discussed at 7:35 p.m.*)

Manager Eldridge spoke regarding this item.

- e) **River Road update** (*This item was discussed at 7:36 p.m.*)

Manager Eldridge spoke regarding this item.

- f) **(ADDED) Reminder of Fire Prevention Open House** (*This item was discussed at 7:39 p.m.*)

Manager Eldridge spoke regarding this item.

**PUBLIC HEARINGS**

97. **The Town Council will hear public comments on applications for Special Amusement Licenses, and will take any appropriate action. (Manager)** (*This item was discussed at 7:55 p.m.*)

**Special Amusement**

**AKI, LLC**

**D/B/A: AKI Japanese Cuisine**

**94 Maine Street**

**Tina & Laura Cigri/V. Ly & B Liu**

**Frontier Group**

**D/B/A: Frontier**

**14 Maine Street**

**Michael Gilroy**

**Nelson Moody**

**D/B/A: Yankee Lanes**

**276 Bath Road**

**Nelson Moody**

Chair Brayman opened the public hearing.

Fran Smith spoke regarding this item.

Chair Brayman closed the public hearing.

**Councilor Walker moved, Councilor Watson seconded, to approve the following applications for Special Amusement Licenses: AKI Japanese Cuisine, located at 94 Maine Street; Frontier, located at 14 Maine Street; and Yankee Lanes, located at 276 Bath Road. The motion carried with nine (9) yeas.**

98. The Town Council will hear public comments for “An Ordinance Authorizing the Replacement and Upgrade of the Boiler and Domestic Hot Water System at Brunswick High School, With Total Project Costs Not to Exceed \$575,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$575,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder,” and will take any appropriate action. (Manager) (*RESCHEDULED FROM SEPTEMBER 21<sup>st</sup> MEETING*) (*This item was discussed at 7:57 p.m.*)

Chair Brayman opened the public hearing.

Manager Eldridge spoke regarding this item.

**Paul Caron**, Facilities Director for School Department, and **Michael O’Brien**, Siemen’s, made a presentation.

Paul Perzanoski spoke regarding this item.

School staff responded to questions from Councilor Millett, Councilor Watson, Councilor Perreault, Councilor Harris, Councilor Richardson, Chair Brayman, Councilor S. Wilson and Councilor Walker.

The following members of the public spoke on this item:

- **Richard Fisco**, 2 Lincoln Street,
- **Richard Ellis**, 231 Adams Road and School Board member
- **Sue Stableford**, 12 Larkspur Lane

Chair Brayman closed the public hearing.

#### **MOTION 1**

**Councilor Richardson moved, Councilor K. Wilson seconded, to suspend the Council rules to vote on this item tonight. The motion carried with six (6) yeas. Councilor Millett, Councilor Harris, and Councilor Perreault were opposed.**

#### **MOTION 2**

**Councilor Richardson moved, Councilor Walker seconded, to adopt “An Ordinance Authorizing the Replacement and Upgrade of the Boiler and Domestic Hot Water System at Brunswick High School, With Total Project Costs Not to Exceed \$575,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$575,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder.”**

A Council discussion on the motion was held with Councilor S. Wilson, Councilor K. Wilson, Councilor Millett, Councilor Harris, Councilor Richardson, Councilor Walker, Councilor Perreault, Councilor Watson, and Chair Brayman speaking.

**VOTE ON MOTION 2**

**Councilor Richardson moved, Councilor Walker seconded, to adopt “An Ordinance Authorizing the Replacement and Upgrade of the Boiler and Domestic Hot Water System at Brunswick High School, With Total Project Costs Not to Exceed \$575,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$575,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder.” The motion carried with seven (7) yeas. Councilor Harris and Councilor Millett were opposed.**

*Councilor Richardson left the meeting after the vote on this item.*

**NEW BUSINESS**

99. **The Town Council will consider a recommendation from the Rivers and Coastal Waters Commission regarding setting mooring fees in the amount of \$25 for resident, private, commercial, or rental moorings, and \$50 for nonresidents, and will take any appropriate action. (Councilor S. Wilson and Councilor Walker) (This item was discussed at 9:30 p.m.)**

Councilor Walker and Councilor S. Wilson introduced this item.

Mark Worthing, Chair of RCWC, spoke regarding this item, and responded to questions from Councilor Millett and Councilor Harris.

Councilor K. Wilson, Councilor Millett, Councilor Perreault, Chair Brayman, and Councilor Watson spoke regarding this item.

**Councilor Walker moved, Councilor Watson seconded, to direct staff to draft ordinance amendments to reflect the original staff proposal (\$50 - resident, \$100 – nonresident, \$15 commercial moorings, and \$25 residential mooring field).**

After discussion, Councilor Walker and Councilor Watson withdrew the motion.

100. **The Town Council will discuss the draft “Social Services Funding Policy,” and determine if any future action is required. (Councilor Perreault, Councilor Harris, and Councilor K. Wilson)**

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

101. **The Town Council will consider adopting “A Resolution Authorizing an Appropriation and Grant of up to \$200,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority,” and will take any appropriate action. (Councilor Watson, Councilor Perreault, and Councilor Harris) (This item was discussed at 7:46 p.m.)**

This item was discussed after Item 104

Manager Eldridge spoke regarding this item.

Councilor Watson and Councilor Perreault spoke regarding this item.

Councilor Millett asked a question, to which Mr. Blanchette responded.

**Councilor Perreault moved, Councilor Watson seconded, to adopt “A Resolution Authorizing an Appropriation and Grant of up to \$200,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority.” The motion carried with nine (9) yeas.**

102. **The Town Council will consider setting a public hearing for October 19, 2015, on a “Resolution Amending the 2015-16 Budget to Appropriate \$136,481 for the Purpose of Funding the Vehicle and Equipment Reserve Funds,” and to adopt “An Order Authorizing the Town Manager to Execute a Contract for the Purchase of a Sidewalk Tractor,” and will take any appropriate action. (Manager) (This item was discussed at 10:02 p.m.)**

Manager Eldridge introduced this item.

**Councilor Millett moved, Councilor Walker seconded, to set a public hearing for October 19, 2015, on “Resolution Amending the 2015-16 Budget to Appropriate \$136,481 for the Purpose of Funding the Vehicle and Equipment Reserve Funds” and adopt “An Order Authorizing the Town Manager to Execute a Contract for the Purchase of a Sidewalk Tractor.” The motion carried with eight (8) yeas.**

103. **The Town Council will consider appointments to the Town’s Boards and Committees, and will take any appropriate action. (Appointments Committee) (This item was discussed at 10:10 p.m.)**

Councilor Millett made the following nominations:

- Village Review Board - Karen Topp
- Downtown and Outer Pleasant Street Master Plan Implementation Committee - Lori Bourgeois as Downtown Business Owner
- Zoning Board of Appeals - Robert Thompson

The Council supported these nominations unanimously.

Town Council Minutes

October 5, 2015

Page 7

104. (ADDED) The Town Council will consider adopting “An Order Authorizing the Town Manager to Execute a Memorandum of Agreement with the MidCoast Regional Redevelopment Authority to Settle Litigation,” and will take any appropriate action. (Manager) *(This item was discussed at 7:40 p.m.)*

*(This item was done prior to the Public Hearings.)*

Manager Eldridge spoke regarding this item.

Steve Levesque, Executive Director of MRRA, spoke regarding this item.

**Chair Brayman moved, Councilor Richardson seconded, to adopt "An Order Authorizing the Town Manager to Execute a Memorandum of Agreement with the MidCoast Regional Redevelopment Authority to Settle Litigation. The motion carried with nine (9) yeas.**

*(A copy of the agreement and order will be attached to the official minutes.)*

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

**Councilor Watson moved, Councilor Perreault seconded, to go into executive session regarding union negotiations per 1 M.R.S.A. §405(6)(D). The motion carried with eight (8) yeas.**

**Councilor K. Wilson moved, Councilor Millett seconded, to adjourn the meeting. The motion passed with eight (8) yeas.**

The meeting adjourned at 10:20 p.m.

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

*Frances Smith  
Town Clerk  
October 9, 2015*

October 19, 2015  
*Date of Approval*

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Council Chair

Committee Reports – A  
NO BACK UP MATERIALS

Committee Reports - B  
BACK UP MATERIALS



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

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

October 14, 2015

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

To: Brunswick Town Council  
John S. Eldridge, CPFO, Town Manager  
From: Margo Knight, Chair  
Subject: Multi-Unit Housing Inspection Recommendation by the Downtown  
Brunswick and Outer Pleasant Street Corridor Master Plan  
Implementation Committee (MPIC)

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

**Paul Dostie**  
*Resident - Downtown*

From the Downtown and Outer Pleasant Street Corridor Master Plan, adopted January 2011:

*"Recognizing that poorly maintained housing puts life and property at risk and diminishes value for the Town, its residents, and businesses alike, a town-wide inspection program of all structures with two or more rental units should be implemented."*

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

**Laurie Bourgeois**  
*Business Owner - Downtown*

The MPIC raised this recommendation for discussion this year, in large part because of the tragic fire in Portland and that city's response to it. In essence, the city was spurred to act to address this issue because of the loss of life. This motivated our Committee to do the same.

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

**Toby Tarpinian**  
*Citizen at Large*

We dusted off a plan that the Fire Department submitted to the Town Council in 2011 and invited Deputy Chief Jeff Emerson and Code Enforcement Officer, Jeff Hutchinson to our meetings in June and August. A property owner spoke to the issue at our June meeting, which helped give us perspective on the recommendation. Deputy Chief Emerson reported that the original recommendation: to hire one person to inspect the multi-unit residences (defined in the safety code as those with three or more units, not two as addressed in the Master Plan) and to fund the position by fees paid by the property owners. This recommendation is the same in execution, if not size, to the recommendation recently adopted by the Portland City Council.

**Vacant**  
*Resident – Pleasant Street*

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

At our meeting in August, the MPIC voted unanimously to endorse that the Brunswick Fire Department include this position and funding for the program in their FY2017 budget request. At our September meeting, we discussed the fees again and recommended that the Fire Department use their discretion in creating a fee structure that takes into consideration the inspection requirements based on a property's units and infrastructure.

The Implementation Committee requests the Council's favorable consideration during budget deliberations of this request by the Brunswick Fire Department.

# MANAGER'S REPORT - A BACK UP MATERIALS

FOR 2016 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>00 Fill</u>							
19000 General Fund Transfers Out	1,368,236	1,418,236	1,418,236.00	.00	.00	.00	100.0%
TOTAL Fill	1,368,236	1,418,236	1,418,236.00	.00	.00	.00	100.0%
<u>10 General Government</u>							
11000 Administration	583,769	583,769	101,184.49	35,853.52	.00	482,584.51	17.3%
11100 Finance Department	710,161	710,161	155,573.75	55,943.68	476.56	554,110.69	22.0%
11150 Technology Services Dept	363,164	363,164	119,354.53	9,736.46	60,529.48	183,279.99	49.5%
11200 Municipal Officers	85,665	85,665	3,540.31	942.01	.00	82,124.69	4.1%
11210 Munic Bldg - 85 Union	214,863	214,863	35,940.77	9,806.96	19,070.91	159,851.32	25.6%
11220 Munic Bldg - 28 Federal	0	0	62.80	62.80	.00	-62.80	100.0%
11230 Risk Management	479,057	479,057	129,906.50	5,145.79	78,332.50	270,818.00	43.5%
11240 Employee benefits	0	0	-64,156.10	-168,533.71	.00	64,156.10	100.0%
11250 Cable TV	61,298	61,298	12,325.16	5,148.58	702.36	48,270.48	21.3%
11300 Assessing	295,863	295,863	57,030.00	20,723.79	3,832.20	235,000.80	20.6%
11600 Town Clerk & Elections	363,719	363,719	71,859.99	28,331.59	7,231.25	284,627.76	21.7%
11900 Planning Department	480,995	480,995	86,350.07	34,593.44	.00	394,644.93	18.0%
11950 Economic Development Dept	115,106	115,106	23,688.10	7,973.86	-1,620.00	93,037.90	19.2%
TOTAL General Government	3,753,660	3,753,660	732,660.37	45,728.77	168,555.26	2,852,444.37	24.0%
<u>20 Public Safety</u>							
12100 Fire Department	3,154,491	3,154,491	650,530.24	261,097.17	29,164.18	2,474,796.58	21.5%
12150 Central Fire Station	59,158	59,158	6,755.74	1,653.17	1,767.78	50,634.48	14.4%
12160 Emerson Fire Station	49,328	49,328	9,512.96	1,792.40	9,940.79	29,874.25	39.4%
12200 Police Department	3,836,175	3,836,175	766,078.51	263,696.86	300.00	3,069,796.49	20.0%
12210 Police Special Detail	0	0	19,164.05	17,178.18	.00	-19,164.05	100.0%
12220 Emergency Services Dispatch	812,214	812,214	162,053.44	62,522.09	1,245.00	648,915.56	20.1%
12250 Police Station Building	101,431	101,431	19,192.09	11,964.87	2,513.00	79,725.91	21.4%
12310 Streetlights	211,000	211,000	48,524.60	16,282.06	900.00	161,575.40	23.4%
12320 Traffic Signals	31,600	31,600	6,476.75	2,637.25	.00	25,123.25	20.5%
12330 Hydrants	465,000	465,000	4,200.95	.00	.00	460,799.05	.9%
12340 Civil Emergency Preparedness	2,000	2,000	480.00	.00	.00	1,520.00	24.0%
TOTAL Public Safety	8,722,397	8,722,397	1,692,969.33	638,824.05	45,830.75	6,983,596.92	19.9%

FOR 2016 03

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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30	Public Works							
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13100	Public Works Administration	446,577	446,577	89,370.69	32,688.95	.00	357,206.31	20.0%
13110	PW General Maintenance	1,713,865	1,713,865	250,406.08	93,841.69	42,865.38	1,420,593.54	17.1%
13130	Refuse Collection	611,556	611,556	115,160.26	46,853.83	303,081.54	193,314.20	68.4%
13140	Recycling	298,631	298,631	47,479.86	23,834.93	239,276.14	11,875.00	96.0%
13150	PW Central Garage	724,112	724,112	142,175.66	49,277.79	11,279.07	570,657.27	21.2%
	TOTAL Public Works	3,794,741	3,794,741	644,592.55	246,497.19	596,502.13	2,553,646.32	32.7%
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40	Human Services							
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14100	General Assistance	169,994	169,994	37,330.27	19,562.27	464.32	132,199.41	22.2%
14120	Health & Social Services	12,766	12,766	18,378.25	.00	.00	-5,612.25	144.0%
	TOTAL Human Services	182,760	182,760	55,708.52	19,562.27	464.32	126,587.16	30.7%
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45	Education							
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14500	School Department	36,525,855	36,525,855	4,605,180.12	2,647,425.54	.00	31,920,674.88	12.6%
	TOTAL Education	36,525,855	36,525,855	4,605,180.12	2,647,425.54	.00	31,920,674.88	12.6%
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50	Recreation and Culture							
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15000	Recreation Administration	439,700	439,700	95,829.70	31,761.17	.00	343,870.30	21.8%
15050	Rec Buildings and Grounds	699,391	699,391	141,317.74	46,193.05	3,935.58	554,137.68	20.8%
15250	Rec Building 211	173,982	173,982	5,420.24	466.68	3,935.09	164,626.67	5.4%
15300	Teen Center	15,000	15,000	15,000.00	.00	.00	.00	100.0%
15310	People Plus	118,300	118,300	119,300.00	.00	-6,000.00	5,000.00	95.8%
15400	Curtis Memorial Library	1,325,000	1,325,000	327,499.97	.00	.00	997,500.03	24.7%
	TOTAL Recreation and Culture	2,771,373	2,771,373	704,367.65	78,420.90	1,870.67	2,065,134.68	25.5%
<hr/>								
60	Intergovernmental							
<hr/>								

FOR 2016 03

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,360,042	1,360,042	.00	.00	.00	1,360,042.00	.0%
	TOTAL Intergovernmental	1,360,042	1,360,042	.00	.00	.00	1,360,042.00	.0%
70	Unclassified							
17000	Promotion and Development	161,917	161,917	124,178.13	727.83	.00	37,738.87	76.7%
17010	Additional School Assistance	10,000	10,000	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000	4,250.00	2,250.00	.00	-1,250.00	141.7%
17030	Wage Adjustment Account	43,000	43,000	.00	.00	.00	43,000.00	.0%
	TOTAL Unclassified	217,917	217,917	128,428.13	2,977.83	.00	89,488.87	58.9%
80	Debt Service							
18020	2006 CIP G/O Bonds	244,000	244,000	.00	.00	.00	244,000.00	.0%
18030	2011 GO CIP Bonds	255,380	255,380	.00	.00	.00	255,380.00	.0%
18040	Police Station Bond	400,125	400,125	.00	.00	.00	400,125.00	.0%
	TOTAL Debt Service	899,505	899,505	.00	.00	.00	899,505.00	.0%
	GRAND TOTAL	59,596,486	59,646,486	9,982,142.67	3,679,436.55	813,223.13	48,851,120.20	18.1%

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

FOR 2016 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>10 Taxes</b>						
<a href="#">111190 41101 Property Taxes</a>	38,824,828	38,824,828	37,993,814.58	37,993,103.60	831,013.42	97.9%
<a href="#">111190 41103 Deferred Property Tax</a>	-200,000	-200,000	.00	.00	-200,000.00	.0%
<a href="#">111190 41104 Tax Abatements</a>	-75,000	-75,000	-5,892.71	-2,136.17	-69,107.29	7.9%
<a href="#">111190 41105 Interest on Taxes</a>	65,000	65,000	18,736.35	1,563.74	46,263.65	28.8%
<a href="#">111190 41106 Tax Lien Costs Revenu</a>	13,000	13,000	16,249.80	.00	-3,249.80	125.0%
<a href="#">111190 41107 Tax Lien Interest Rev</a>	13,000	13,000	19,091.21	.00	-6,091.21	146.9%
<a href="#">111190 41109 Payment in Lieu of Ta</a>	175,000	175,000	31,465.42	31,465.42	143,534.58	18.0%
<a href="#">111190 41198 Homestead exemption r</a>	0	0	332,248.00	332,248.00	-332,248.00	100.0%
<a href="#">111190 41199 Miscellaneous tax adj</a>	4	4	.00	.00	4.00	.0%
<a href="#">111191 41110 Excise Tax - Auto</a>	2,865,000	2,865,000	817,042.01	272,609.07	2,047,957.99	28.5%
<a href="#">111191 41111 Excise Tax Boat/ATV/S</a>	25,000	25,000	3,125.10	216.10	21,874.90	12.5%
<a href="#">111191 41112 Excise Tax - Airplane</a>	3,500	3,500	.00	.00	3,500.00	.0%
TOTAL Taxes	41,709,332	41,709,332	39,225,879.76	38,629,069.76	2,483,452.24	94.0%
TOTAL REVENUES	41,709,332	41,709,332	39,225,879.76	38,629,069.76	2,483,452.24	
<b>20 Licenses &amp; Fees</b>						
<a href="#">121111 42207 Passport Fees</a>	9,500	9,500	2,350.00	950.00	7,150.00	24.7%
<a href="#">121111 42209 Passport Picture Reve</a>	3,000	3,000	1,065.00	435.00	1,935.00	35.5%
<a href="#">121411 42100 Building Permits</a>	145,000	145,000	52,891.92	26,116.45	92,108.08	36.5%
<a href="#">121411 42101 Electrical Permits</a>	34,000	34,000	8,654.74	2,954.64	25,345.26	25.5%
<a href="#">121411 42102 Plumbing Permits</a>	22,000	22,000	9,127.50	3,420.00	12,872.50	41.5%
<a href="#">121411 42103 Zoning Board Fees</a>	0	0	75.00	.00	-75.00	100.0%
<a href="#">121611 42200 Hunting &amp; Fishing Lic</a>	1,100	1,100	212.50	34.75	887.50	19.3%
<a href="#">121611 42201 Dog License Fee</a>	2,500	2,500	84.00	14.00	2,416.00	3.4%
<a href="#">121611 42202 Vital Statistics</a>	50,000	50,000	13,833.00	4,125.40	36,167.00	27.7%
<a href="#">121611 42203 General Licenses</a>	21,270	21,270	2,973.00	1,000.00	18,297.00	14.0%
<a href="#">121611 42204 Victulars/Innkeepers</a>	18,250	18,250	225.00	75.00	18,025.00	1.2%
<a href="#">121611 42205 Shellfish Licenses</a>	17,400	17,400	400.00	25.00	17,000.00	2.3%
<a href="#">121611 42206 Neutered/Spayed Dog L</a>	4,730	4,730	120.00	16.00	4,610.00	2.5%
<a href="#">121611 42208 Postage Fees</a>	0	0	59.97	19.99	-59.97	100.0%
<a href="#">121911 42300 Planning Board Appl F</a>	22,500	22,500	10,558.40	2,815.00	11,941.60	46.9%
<a href="#">122121 42400 Fire Permits</a>	500	500	.00	.00	500.00	.0%
<a href="#">122221 42500 Conc Weapons Permits</a>	600	600	75.00	45.00	525.00	12.5%
<a href="#">123131 42600 Public Works Opening</a>	8,000	8,000	5,030.00	1,350.00	2,970.00	62.9%
TOTAL Licenses & Fees	360,350	360,350	107,735.03	43,396.23	252,614.97	29.9%
TOTAL REVENUES	360,350	360,350	107,735.03	43,396.23	252,614.97	

FOR 2016 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<b>30 Intergovernmental</b>						
<a href="#">131122 43505 FD EMPG grant</a>	15,000	15,000	.00	.00	15,000.00	.0%
<a href="#">131132 43103 Highway Grant Fund</a>	195,000	195,000	.00	.00	195,000.00	.0%
<a href="#">131142 43104 State General Assista</a>	24,000	24,000	995.69	.00	23,004.31	4.1%
<a href="#">131190 43102 State Tax Exemption R</a>	40,000	40,000	.00	.00	40,000.00	.0%
<a href="#">131192 43101 State Revenue Sharing</a>	1,088,154	1,088,154	312,813.00	85,868.35	775,341.00	28.7%
<a href="#">131192 43106 Snowmobile Receipts</a>	1,400	1,400	.00	.00	1,400.00	.0%
<a href="#">134546 43120 State Education Subsi</a>	9,826,081	9,826,081	2,232,314.49	1,488,209.66	7,593,766.51	22.7%
TOTAL Intergovernmental	11,189,635	11,189,635	2,546,123.18	1,574,078.01	8,643,511.82	22.8%
TOTAL REVENUES	11,189,635	11,189,635	2,546,123.18	1,574,078.01	8,643,511.82	
<b>40 Charges for services</b>						
<a href="#">141111 44110 Agent Fee Auto Reg</a>	47,000	47,000	13,342.00	4,090.00	33,658.00	28.4%
<a href="#">141111 44111 Agent Fee Boat/ATV/Sn</a>	1,500	1,500	301.00	34.00	1,199.00	20.1%
<a href="#">141211 44121 Rental of Property</a>	1,200	1,200	300.00	100.00	900.00	25.0%
<a href="#">141611 44131 Advertising Fees</a>	0	0	200.17	200.17	-200.17	100.0%
<a href="#">142121 44155 Ambulance Service Fee</a>	845,000	845,000	175,710.65	17,124.92	669,289.35	20.8%
<a href="#">142121 44166 Special Detail - Fire</a>	1,000	1,000	595.76	204.16	404.24	59.6%
<a href="#">142221 44161 Witness Fees</a>	3,000	3,000	400.00	300.00	2,600.00	13.3%
<a href="#">142221 44162 Police Reports</a>	4,500	4,500	928.50	498.50	3,571.50	20.6%
<a href="#">142221 44163 School Resource Offic</a>	86,000	86,000	.00	.00	86,000.00	.0%
<a href="#">142221 44165 Special Detail - Poli</a>	3,000	3,000	8,591.00	6,270.00	-5,591.00	286.4%
<a href="#">142221 44167 Dispatch Services fee</a>	143,760	143,760	43,228.59	11,170.18	100,531.41	30.1%
<a href="#">143431 44175 Recycling Revenue</a>	25,000	25,000	5,910.20	972.40	19,089.80	23.6%
<a href="#">144545 44100 School Tuition, etc</a>	102,000	102,000	6,223.34	6,223.34	95,776.66	6.1%
TOTAL Charges for services	1,262,960	1,262,960	255,731.21	47,187.67	1,007,228.79	20.2%
TOTAL REVENUES	1,262,960	1,262,960	255,731.21	47,187.67	1,007,228.79	
<b>50 Fines &amp; Penalties</b>						
<a href="#">151621 45103 Unlicensed Dog Fines</a>	10,000	10,000	225.00	25.00	9,775.00	2.3%
<a href="#">152121 45104 False Alarm Fire</a>	1,000	1,000	.00	.00	1,000.00	.0%
<a href="#">152121 45107 Fire Code Violation F</a>	0	0	400.00	.00	-400.00	100.0%
<a href="#">152221 45100 Ordinance Fines</a>	600	600	285.00	215.00	315.00	47.5%

FOR 2016 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>152221 45101 Parking Tickets</u>	30,000	30,000	6,855.00	1,860.00	23,145.00	22.9%
<u>152221 45102 Leash Law Fines</u>	100	100	75.00	50.00	25.00	75.0%
<u>152221 45105 False Alarm Police</u>	100	100	.00	.00	100.00	.0%
<u>152221 45106 Restitution</u>	0	0	37.46	37.46	-37.46	100.0%
TOTAL Fines & Penalties	41,800	41,800	7,877.46	2,187.46	33,922.54	18.8%
TOTAL REVENUES	41,800	41,800	7,877.46	2,187.46	33,922.54	
60 Interest earned						
<u>161193 46100 Interest Earned</u>	20,000	20,000	1,707.41	853.73	18,292.59	8.5%
TOTAL Interest earned	20,000	20,000	1,707.41	853.73	18,292.59	8.5%
TOTAL REVENUES	20,000	20,000	1,707.41	853.73	18,292.59	
70 Donations						
<u>171952 47000 BDC Contrib to Econ D</u>	94,000	94,000	.00	.00	94,000.00	.0%
<u>171952 47002 MRRA - MCOG DUES</u>	15,000	15,000	15,208.50	.00	-208.50	101.4%
TOTAL Donations	109,000	109,000	15,208.50	.00	93,791.50	14.0%
TOTAL REVENUES	109,000	109,000	15,208.50	.00	93,791.50	
80 Use of fund balance						
<u>181100 48000 Unapprop General Fund</u>	825,000	875,000	.00	.00	875,000.00	.0%
<u>181100 48001 Bal of State Revenue</u>	50,000	50,000	.00	.00	50,000.00	.0%
<u>184500 48004 School Balance Forwar</u>	3,067,309	3,067,309	.00	.00	3,067,309.00	.0%
<u>184500 48005 Restricted-Sch Bond P</u>	119,800	119,800	.00	.00	119,800.00	.0%
TOTAL Use of fund balance	4,062,109	4,112,109	.00	.00	4,112,109.00	.0%
TOTAL REVENUES	4,062,109	4,112,109	.00	.00	4,112,109.00	
90 Other						
<u>191111 49000 Finance Miscellaneous</u>	4,000	4,000	2,264.52	-135,233.15	1,735.48	56.6%

FOR 2016 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<a href="#">191111 49104 Property &amp; Casualty D</a>	0	0	10,052.00	.00	-10,052.00	100.0%
<a href="#">191111 49105 Postage &amp; Handling</a>	0	0	28.00	2.00	-28.00	100.0%
<a href="#">191111 49106 W/C Proceeds</a>	0	0	5,563.01	.00	-5,563.01	100.0%
<a href="#">191111 49210 Insurance Proceeds</a>	0	0	3,014.00	3,014.00	-3,014.00	100.0%
<a href="#">191192 49100 Cable Television</a>	225,000	225,000	.00	.00	225,000.00	.0%
<a href="#">191611 49000 Town Clerk Miscellane</a>	1,300	1,300	464.50	166.25	835.50	35.7%
<a href="#">191911 49000 Planning Miscellaneou</a>	200	200	210.29	99.29	-10.29	105.1%
<a href="#">192121 49000 Fire Miscellaneous</a>	5,800	5,800	11,332.00	-2,690.00	-5,532.00	195.4%
<a href="#">192194 49151 Fire Vehicle Sales</a>	0	0	5,700.00	.00	-5,700.00	100.0%
<a href="#">192221 49000 Police Miscellaneous</a>	10,000	10,000	14,344.57	333.36	-4,344.57	143.4%
<a href="#">193131 49000 Public Works Miscella</a>	2,000	2,000	12.28	.00	1,987.72	.6%
<a href="#">194545 49000 School Miscellaneous</a>	93,000	93,000	5,244.34	1,194.71	87,755.66	5.6%
<a href="#">199980 48100 General Fund Transfer</a>	500,000	500,000	.00	.00	500,000.00	.0%
TOTAL Other	841,300	841,300	58,229.51	-133,113.54	783,070.49	6.9%
TOTAL REVENUES	841,300	841,300	58,229.51	-133,113.54	783,070.49	
GRAND TOTAL	59,596,486	59,646,486	42,218,492.06	40,163,659.32	17,427,993.94	70.8%

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

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

# MANAGER'S REPORT - C BACK UP MATERIALS



**MaineDOT**

**Notice of  
FORMAL  
PUBLIC MEETING  
IN BRUNSWICK**

**TO DISCUSS  
THE PROPOSED REPLACEMENT OF THE  
NEW MEADOWS BRIDGE**

**THURSDAY, OCTOBER 29, 2015  
AT 6:00 P.M.  
AT THE BRUNSWICK TOWN OFFICE  
ON 85 UNION STREET  
IN BRUNSWICK**

Please join MaineDOT for a formal public meeting to discuss the proposed replacement of the New Meadows Bridge, in Bath/Brunswick which carries Old Brunswick Road over the New Meadows River.

Representatives of the Maine Department of Transportation will be present on Thursday, October 29, 2015 at 6:00 p.m. to listen to concerns, receive comments, and answer questions from anyone with an interest in the project. Anyone with an interest is invited to attend and participate in the meeting.

Accommodations will be made for persons with disabilities. Auxiliary aids will be provided upon advance request.

Any inquiries regarding this project may be directed to the attention of Joel Kittredge, Project Manager, Maine Department of Transportation, Bridge Program, 16 State House Station, Augusta, Maine 04333-0016. Telephone: (207) 624-3550. Email: [joel.kittredge@maine.gov](mailto:joel.kittredge@maine.gov).

**Work Identification Number 020478.00  
Federal Aid Project Number STP-2047(800)  
TTY Telephone (888) 516-9364**

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

**ITEM 105**

**BACK UP MATERIALS**

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## MEMORANDUM

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TO: Town Council

FROM: John Eldridge  
Town Manager

DATE: October 1, 2015

SUBJECT: Proposed Budget Amendment  
Vehicle and Equipment Replacement Reserves

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Attached is a proposed resolution that would amend the adopted 2015-16 budget to add funding to the Town's Vehicle and Equipment Replacement Reserves.

As you may recall, the Maine Public Employees Retirement System (MainePERS), recently returned approximately \$136,481 to the Town of Brunswick. This refund represented the remaining surplus the Town carried into the consolidated participating local district (PLD) plan when the Town elected a PLD plan in 1993. Prior to joining the PLD plan, municipalities, including Brunswick, were treated as separate stand-alone plans for funding and benefits. In electing to join the PLD plan, municipalities brought into that plan any liability or surplus they had in their stand-alone plans. Brunswick had a surplus, however, it was the position of MainePERS that it could not return that surplus. Instead, it allowed Brunswick to use a portion of that surplus annually to reduce the required employer contribution. MainePERS recently changed its position and refunded the remaining balance of the surplus.

Brunswick could elect to continue to use a portion of the refund to offset employer costs. However, I have recommended, and the Finance Committee has agreed, to allocate these funds to the vehicle reserve accounts. In funding the reserves, we would have funds available to replace equipment that the adopted CIP recommends, or that we assumed would be funded with bonding. For instance, the CIP recommends funding a sidewalk tractor for the Parks and Recreation Department with bonds. Without sufficient funding, we anticipate that we would also need to fund a replacement ambulance with a bond.

If the Council agrees to appropriate the MainePERS refund for the vehicle replacement accounts, it would need to adopt the attached budget amendment. The process for amending the budget is similar to the one used to adopt the budget. It requires setting and holding a public hearing, and a vote on the amendment ten or more days following the public hearing.

**TOWN OF BRUNSWICK, MAINE**

**Resolution Amending the 2015-16 Budget to Appropriate \$136,481 for the Purpose of Funding the Vehicle and Equipment Reserve Funds**

**WHEREAS**, the Town of Brunswick (the “Town”) adopted a budget for the 2015-16 fiscal year (the “Budget”); and

**WHEREAS**, the Town of Brunswick (the “Town”) adopted a Capital Improvement Plan for the 2016-2021 fiscal years (the “CIP”); and

**WHEREAS**, the CIP includes Vehicle & Equipment Reserve funding as well as certain individual vehicle and equipment items to be funded individually; and

**WHEREAS**, in accordance with the CIP policy, replacement vehicles with a life expectancy of less than 15 years and a cost less than \$325,000 should be funded through the Vehicle & Equipment Reserve Funds; and

**WHEREAS**, due to insufficient balances in the Vehicle & Equipment Reserve Funds, the CIP includes certain vehicle and equipment items with a cost less than \$325,000 to be funded through the issuance of bonds; and

**WHEREAS**, in August, 2015 the Town received \$136,481 from MainePERS in payment of the Town’s Individual Unpooled Unfunded Actuarial Asset (IUUAA) balance as of June 30, 2015; and

**WHEREAS**, the Town Manager has determined that a suitable use for the \$136,481 IUUAA funds is to be appropriated for the Vehicle and Equipment Reserve Funds; and

**WHEREAS**, section 504 of the Charter of the Town of Brunswick provides a method for amending the Budget; and

**WHEREAS**, the Town Council has held a public hearing on the proposed amendments to the Budget at least ten days prior to the adoption of this resolution;

**NOW THEREFORE THE FOLLOWING RESOLUTION IS ADOPTED:**

The 2015-16 Budget is amended to appropriate a sum of one hundred and thirty-six thousand, four hundred and eighty-one dollars (\$136,481) for the Vehicle and Equipment Reserve Funds.

Proposed to Town Council:      October 5, 2015

Public Hearing:

Adopted by Town Council:

**ITEM 100**

**BACK UP MATERIALS**

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## MEMORANDUM

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TO: Town Council

FROM: John Perreault, Chair  
Kathy Wilson  
Daniel Harris

DATE: September 22, 2015

SUBJECT: Social Service Committee

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The Social Services Committee is pleased to present for the Town Council's consideration, the attached draft of a social service agency funding policy and a draft application form. The Committee began its work in mid-July and completed it on September 22<sup>nd</sup>. Our work included the review of a number of policies and applications utilized by several communities throughout the state. We also reviewed Brunswick's previous applications and funding history. As has been reported, Brunswick discontinued making grants to social service agencies beginning with the 2007-08 municipal budget.

In developing this policy, the Committee chose to recommend limiting grant funds to agencies that provide food, clothing, and shelter. Further the Committee recommends that in the year the policy is implemented, funding be limited, in total, to \$20,000. The Committee understands this will provide a limited amount of funds to a limited number of agencies. Given the difficult budgets the Town has experienced, and expects to experience in the foreseeable future, the Committee believes this modest approach is a prudent first step.

The Committee wishes to thank Fran Smith for her assistance. We look forward to discussing our recommendations with the Town Council.

# **Town of Brunswick Social Services Funding Policy**

## **Purpose of this Policy**

The purpose of this policy is to establish guidelines to be used by the Town Council in the review of grant funding requests from non-governmental charitable organizations.

## **Background**

The Town of Brunswick provides many services to its inhabitants in the course of fulfilling its responsibilities as a municipality. Certain non-governmental charitable organizations provide services to members of the public, some of which are similar to the services that the Town of Brunswick could provide in accordance with Maine law. The Town of Brunswick, acting through the Brunswick Town Council, establishes the following policy under which the Town might provide funds to certain non-governmental charitable organizations:

## **Social Services Committee**

*Committee Composition:* The committee shall consist of five (5) members. Three (3) shall be Town Councilors, appointed for annual terms. Two shall be (2) citizen members appointed to two-year staggered terms.

*Committee Responsibilities:* The committee has the following responsibilities:

- administer this policy and make recommendations regarding amendments to the policy;
- develop and administer any procedures consistent with this policy as necessary to meet the goals of this policy;
- receive and review funding requests made pursuant to this policy;
- recommend grant amounts to be awarded to eligible organizations.

## **Definitions**

*Charitable Organization:* A non-government, non-profit organization, determined to be tax-exempt by the Internal Revenue Service under section 501 (c)(3) of the United States Internal Revenue Code, that provides goods and services at low cost or no cost to Recipients (as defined herein).

*Distributions:* Goods and services which a Charitable Organization provides to Recipients.

*Recipient:* A natural person who receives goods and services from a Charitable Organization.

*Year:* A Charitable Organization's fiscal year.

## **Eligibility**

To apply for and receive funding from the Town, a Charitable Organization must meet the definition as defined herein and must at all times be qualified as a 501(c)(3) organization under the United

States Internal Revenue Code, and must provide the Town with proof of such qualification with each application to the Town for grant funds. Loss of eligibility will render an applicant ineligible for funding and from receiving grant award payments.

Further, in order to apply for and receive funding, a Charitable Organization must demonstrate to the satisfaction of the Social Services Committee that in each Year:

- Distributions made by the Charitable Organization shall be in the form of food, clothing, shelter, or a combination thereof.
- At least seventy-five percent (75%) of the Charitable Organization's Recipients shall be residents of the Town of Brunswick.
- At least seventy-five percent (75%) of the Charitable Organization's budget shall be comprised of Distributions to Recipients.

A Charitable Organization shall not be controlled by or otherwise affiliated with any religious organization. However, having an office in facilities owned or occupied by a religious organization shall not, in and of itself, be disqualifying.

A Charitable Organization shall not discriminate in any way either for or against any Recipient due to the race, creed, color, gender, national origin, or sexual orientation of that Recipient.

The Social Services Committee shall make all determinations regarding an applicant's eligibility to and the Committee's determination shall be final.

### **Applications**

A Charitable Organization must submit a timely application deemed complete by the Social Services Committee. A complete application shall include the prescribed form of application as well as all additional submissions required by this policy. The application must be certified by the Charitable Organization's chief executive to be true and complete. Further, the applicant statement shall include an agreement to fully indemnify and defend the Town against any liability that might arise out of the Charitable Organization's activities. The application shall be accompanied by the Charitable Organization's:

- Articles of Incorporation
- By-Laws
- List of Board Member and Officers
- Audited Financial Statements (most recent 3 years)
- Federal Income Tax Returns (most recent three years)
- An Annual Budget
- Property Tax Exemption Certification (if applicable)
- Certificate of Insurance (general liability minimum of \$1,000,000)

All applications for funding must be received by the Town by the date prescribed by this policy and deemed to be complete the Social Services Committee. Late or incomplete applications will not be

considered and the applicant will be deemed ineligible for funding. The Social Services Committee's determination of an application's completeness shall be final.

Applicants should be aware that documents submitted to the Town of Brunswick shall be deemed public documents under Maine's Freedom of Access Act and shall be available for public inspection and copying. It shall not submit any materials that could identify, or lead to the identification of, any individual that applied for or received assistance from the Charitable Organization.

## **Awards**

The Social Services Committee shall recommend the total amount of grant funding to be included in the Town's annual budget and make funding level recommendations for each applicant, including any recommendation that an organization not be funded. These recommendations shall not prevent individual Councilors from making his or her own recommendations during budget deliberations. However, the Council will not entertain funding proposals from Charitable Organizations that did not submit a complete and timely application under this policy. Grant awards to a Charitable Organization shall be determined in the deliberation and approval of the Town's annual budget. The amount of funds, if any, to be disbursed shall be at the sole discretion of the Town Council.

The Town Council shall not be obligated to disburse all funds made available in the adopted budget. The Town Council may, at any time, in the sole exercise of its discretion, remove in whole or in part funds that may have been previously approved as to any Charitable Organization. Funding may be withdrawn due to budgetary constraints, failure to maintain eligibility, or for any other reason the Town Council deems appropriate.

Grant payments to Charitable Organizations shall be made in two equal semi-annual payments. The Town of Brunswick may suspend funding, including any unexpended commitments, to any Charitable Organization that loses its eligibility under this policy. Further, the Town may, at its discretion, seek to recover funds granted to an organization deemed ineligible.

The Social Services Committee, in determining its level of recommended support for a Charitable Organization, shall consider the value of all property tax exemptions the Town has granted to that organization.

## **Calendar**

<u>Activity</u>	<u>Date</u>
Appointment of Social Services Committee	July or August
Social Services Committee Consults Town Manager on Funding (in total)	November
Social Services Committee Recommended Funding Levels (in total)	December
Application Period Opens	January 1
Application Period Closes	January 31
Social Services Committee Reviews Applications	February
Social Services Committee Recommendation to Town Council	March 1

Prior to, or at, the Town Council's first meeting in December, the Social Services Committee, after consultation with the Town Manager, shall recommend to the Town Council the aggregate amount of all funds available for disbursement to all Charitable Organizations in the upcoming fiscal year of the Town. During the first year following the adoption of this policy, the total amount to be distributed shall not exceed \$20,000.

DRAFT

**TOWN OF BRUNSWICK  
FY 2016-17  
SOCIAL SERVICE FUNDING REQUEST**

**APPLICATION**

Please address the following areas as completely as possible to ensure the Town Council will have all the data necessary to evaluate your request for funds. Please be advised that the Town's fiscal year runs 7/01/16 through 6/30/17.

**AGENCY:**

**Agency Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Is the Agency a 501 (c)(3) under the Internal Revenue Code? Yes \_\_\_\_\_ No \_\_\_\_\_**

**CLIENTELE:**

**Geographic Area Served:** \_\_\_\_\_

**Total Number Clients Served:** \_\_\_\_\_

**Total Clients Served from Brunswick:** \_\_\_\_\_

**Ratio (%) Brunswick Client to Total:** \_\_\_\_\_

**Client Eligibility Criteria:** \_\_\_\_\_

**PROGRAM DESCRIPTION:**

**Date Established:** \_\_\_\_\_

**Statement of Purpose:**

**Services/Program (Mandated? Voluntary?):**

**Percentage of Distributions in the form of:**

**Food: \_\_\_\_\_ Clothing: \_\_\_\_\_ Shelter: \_\_\_\_\_ Other: \_\_\_\_\_ TOTAL:: \_\_\_\_\_**

**Geographic Area Served ((Mandated? Voluntary?):**

**Staff (Full time Equivalent (FTE), Full-time, Part-time, Volunteers):**

**Relationship to Other Agencies:**

**BUDGET INFORMATION**

**Funds Requested from Brunswick last year:** \_\_\_\_\_

**Current Total Annual Budget:** \_\_\_\_\_

**Funds Granted by Brunswick FY (last year):** \_\_\_\_\_

**Funds Requested from Brunswick FY (last year):** \_\_\_\_\_

**Current FY Budget Compared to Previous Year (=/-%):** \_\_\_\_\_

**Ratio of Adm. Costs to Total Budget (%):** \_\_\_\_\_

**Total Expenses for Brunswick Clients Last FY:** \_\_\_\_\_

**% Expenses for Brunswick Clients Last FY:** \_\_\_\_\_

**Expenses per Brunswick Client Last FY:** \_\_\_\_\_

## AGENCY BUDGET

Source of Funds	Last Year	Current Year	% of Total
Federal			
State			
County			
Municipal (all)			
Gifts			
Self Generated			
Investment Earnings			
Other			
<b>Total Sources</b>			
Use of Funds	Last Year	Current Year	% of Total
Distribution to Clients			
Other Distributions			
Administrative			
Overhead			
Other			
<b>Total Uses</b>			
Fund Balance Beginning			
Fund Balance Ending			

**At least seventy-five percent (75%) of the budgeted uses shall be in the form of distributions to recipients.**

**Other Information:**

Provide any other information that will help explain and justify your request:

**Agency Certification:**

On behalf of the applicant, I certify the information contained herein to be true and complete. Further, if awarded funding, the applicant agrees to fully indemnify and defend the Town against any liability that might arise out of the applicant's activities.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

**Please attach the following documents:**

- **Articles of Incorporation**
- **By-Laws**
- **List of Board Member and Officers**
- **Audited Financial Statements (most recent 3 years)**
- **Federal Income Tax Returns (most recent three years)**
- **An Annual Budget**
- **Property Tax Exemption Certification (if applicable)**
- **Certificate of Insurance (general liability minimum of \$1,000,000)**

**\*\*\* An Application is NOT complete without these attachments \*\*\***

**Draft**  
**Social Services Policy Task Force**  
**(Council Subcommittee)**  
**Meeting – September 22, 2015**  
**6:00 P.M.**  
**Room 117 – Town Hall**  
**85 Union Street**

**Minutes**

**Present:**     Committee members: Councilor Perreault, Councilor Harris, and Councilor K. Wilson  
                  Staff:             John Eldridge, Town Manager, and Fran Smith, Town Clerk  
                  Others:            Councilor Watson

Item 1 – Discussion of Draft Policy

The Town Manager presented a revised draft policy. The committee and staff discussed the draft.

The Committee made changes to the draft language and made a motion to approve it as amendment.

The meeting adjourned at 6:45 p.m.

Minutes submitted by Fran Smith.

Intentionally left blank

ITEM 106

BACK UP MATERIALS

# **Bring Your Own Bag (BYOB) – MidCoast Briefing Packet for Bag Fee & Polystyrene Ordinances**

**October 2015**

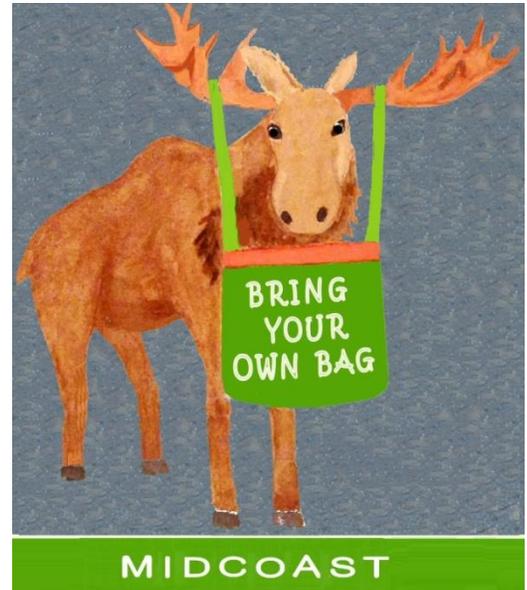
## **Table of Contents**

Bring Your Own Bag – MidCoast	
Proposal.....	2
About our Group.....	2
Website.....	2
Petition Signatures .....	2
Business Supporters .....	2
List of Outreach Activities	
Booth, Networking, Presentations.....	3
Media Publicity .....	3
Plastic Waste in the Environment.....	4
Bag Fees	
Comparison of Bag Fee Ordinances.....	5
Independent Assessment of DC’s Experience with 5-cent Bag Fee.....	6
Portland’s Experience with 5-cent Bag Fee.....	6
Resident Reaction to our Bag Fee Proposal.....	7
Business Reaction to our Bag Fee Proposal.....	8
Styrofoam	
Comparison of Polystyrene Foam Ordinances.....	9
Resident and Business Reaction to our Styrofoam Proposal.....	9

### **Our Ordinances Proposal:**

- A 5-cent fee on single-use, carry-out plastic and paper bags at all retail stores in Brunswick/Topsham, including but not limited to grocery stores, pharmacies and convenience stores, and
- A ban on polystyrene foam (“Styrofoam”) containers, such that no restaurant, store or other shop in Brunswick/Topsham may provide customers with Styrofoam containers for any food or beverage.

*These have been unanimously endorsed by Brunswick’s Recycling & Sustainability Committee*



### **About our Group:**

Bring Your Own Bag – MidCoast is a group of about 17 Brunswick and Topsham residents. We have been meeting monthly since January 2015 and are focused on both educating the community about the problem of plastics in the environment and on passing town ordinances that will limit the use of single-use disposable bags and ban Styrofoam food containers.

We have talked to over 70 local businesses in Brunswick to get their perspectives and are a member of the Brunswick Downtown Association and Southern MidCoast Chamber of Commerce.

We have reached out to area residents through our BYOB educational booth, which has been set up at over 2 dozen farmers markets, the Brunswick post office, the Wednesday night outdoor summer concerts, the Peace Fair, the monthly Art Walk, Maine Street, Tontine Mall, etc.

**Visit our website:** <http://www.BringYourOwnBag.info>

**Number of petition signers as of 10/2/2015: Over 1,000 from Brunswick, Topsham and Harpswell**

### **Business supporters:**

- |   |   |
|---|---|
| Aki Sushi and Hibachi                       | Icon Contemporary Art                     |
| Big Top Deli                                | Lamey Wellehan Shoes                      |
| Bombay Mahal                                | Lemongrass Vietnamese Restaurant          |
| Broadway Deli                               | Morning Glory Natural Foods               |
| Captain Mike’s Family Restaurant            | The Music Center                          |
| Elegance Interiors                          | Natural Resources Council of Maine (NRCM) |
| Fat Boys                                    | Pedro O’Haras                             |
| Gelato Fiasco                               | Saltwater Financial, LLC                  |
| The Great Impasta                           | Sierra Club of Maine                      |
| Goodwill Industries of Northern New England | Timeless Cottage                          |
| Gulf of Maine                               | Wilbur’s of Maine Chocolate Confections   |
| Henry and Marty Restaurant                  | Wild Oats Bakery & Café                   |

## Bring Your Own Bag - MidCoast Outreach Activities in Brunswick\*

1. BYOB Presentation: Brunswick Recycling & Sustainability Committee, Thurs, March 26
2. Visited all businesses on Maine Street – June & July
3. Booth: Wild Oats at Tontine Mall – Fri, May 22
4. Booth: “Healthy Oceans, Healthy Mainers” event at Unitarian Universalist – Fri, June 5
5. Booth: Maine Street (Morning Glory) –Sat, June 13
6. Booth: Farmer’s Market– Fri, June 19
7. Booth: BDA Concert – Wed, June 24
8. Booth: Farmer’s Market – Fri, June 26
9. Booth: Brunswick Post Office – Fri, July 24
10. MidCoast Chamber of Commerce networking event at The Daniel– Wed, July 22
11. Booth: BDA Concert – Wed, July 29
12. Booth: Peace Fair – Sat, Aug. 1
13. Outreach to businesses in Cook’s Corner, Old Bath Rd – July & August
14. MidCoast Chamber Networking Event 12 x 12 luncheon– Tues, Aug 4
15. Booth: Fri, Aug 14 5:30 – 7:30 pm, Maine Street (Art Walk)
16. Booth: Mon, Aug 17, 11:00 am – 1:30 pm, Brunswick Post Office
17. MidCoast Chamber Networking at Thornton Oaks – Tues, Aug 18
18. Meeting with Rick Wilson at Brunswick H.S. to discuss ways to reach H.S. community
19. Booth: Fri, Sept. 4, 10:30 – 1:00, Tontine mall
20. Presentation to Brunswick Recycling & Sustainability Committee, Sept. 24, 7:30 pm
21. First Parish Church BYOB booth: Sept 27, 11 am – 1 pm
22. Booth at Bowdoin College: Connecting Racism, Climate Change & Social Justice Teach-In, Thurs. Oct 1
23. Booth: Maine Street –Fri, Oct. 2, 10 am – 12 pm
24. BYOB Presentation: The Highlands – Tues, Oct 6 at 2 pm
25. BYOB Presentation: Thornton Oaks – Fri, Oct 9 at 2 pm
26. Sierra Club Climate Action Team Bag Ordinance Training for other towns – Dec. 12

\* Booth refers to our educational booth where we talked to residents about plastic waste in the environment and need for the ordinances

### List of publicity

1. Times Record – 4/24/2015 “Bag Fee Eyed for Brunswick, Topsham, ” p. 1  
<http://www.timesrecord.com/news/2015-04-24/>
2. Coastal Journal – 4/30/2015 “The Push Against Plastic: MidCoast Communities Consider Fees on Plastic Bags,” p. 1, <http://digital.olivesoftware.com/Olive/ODE/CoastalJournal/> (← Go to Back Issues)
3. Coastal Journal – 7/23/2015, “Climate Action Teams Deliver Solar – and People – Power,” p. 6  
<http://digital.olivesoftware.com/Olive/ODE/CoastalJournal/> (← Go to Back Issues)
4. Times Record – 8/3/2015, “Peace Fair Advocate for the Environment, Palestine,”  
[http://www.timesrecord.com/node/822022?pk\\_campaign=Newsletter](http://www.timesrecord.com/node/822022?pk_campaign=Newsletter)
5. Maine Sunday Telegram – 8/30/2015, “Austin’s plight doesn’t reflect Maine’s handling of plastic bags.” Another View column, written by Marcia Harrington, BYOB co-founder.  
<http://www.pressherald.com/2015/08/30/another-view-writer-lets-texas-citys-experience-color-views-on-plastic-bag-rules/>
6. Maine Sunday Telegram – 10/11/2015, “Plastic bag bans and fees catching on in Maine.” Source S1.  
<http://www.pressherald.com/2015/10/11/as-portland-goes-so-goes-maine/>
7. MWCME 900 AM Radio interview with BYOB Co-founders– Taped Aug 30; broadcast TBD.

## PLASTIC WASTE IN THE ENVIRONMENT

There are 8 million tons of plastic waste getting into oceans each year, according to the New York Times 2/13/15. Much of the plastic litter is from single-use, disposable items like plastic bags and Styrofoam cups.

On average, Americans use 78 Styrofoam cups and 300 plastic bags per person each year. Lightweight by nature, these Styrofoam items and plastic bags are easily picked up by the wind where they get blown into the landscape, from where they travel to lakes, rivers and, ultimately, the ocean.

Plastics in the ocean is a huge problem. There are no less than 5 giant gyres (or “garbage patches”) of swirling plastic soup, with trillions of tiny and teeny-tiny “microplastics.” Large numbers of sea turtles, fish and other wildlife are perishing after mistaking the microplastics for food. These microplastics have made their way into mussels, clams, wild and farmed fish—all part of the human food chain.



Because of its durability, plastic breaks apart but never biodegrades. While some types of plastic are successfully recycled, the recycling of plastic bags and Styrofoam is problematic. Because of their bulk, it generally takes more money to ship them than their value as a commodity.

For this reason, more than 150 communities throughout the United States and 22 countries have passed laws limiting access to plastic bags and/or Styrofoam.

For more information about plastics in the ocean, visit our website ([www.BringYourOwnBag.info](http://www.BringYourOwnBag.info)) or visit the 5 Gyres Institute (<http://www.5gyres.org/> )

**Brunswick Town Council ordinances cosponsors: Steve Walker and Kathy Wilson**

**A) FIVE-CENT BAG FEE ORDINANCE**

**Comparison of Bag Fee Ordinances**

Our proposal would be similar to Portland and South Portland’s EXCEPT that it would include ALL retail stores. This is what Washington DC and Montgomery County, MD have done.

The rationale for including all retail stores is that it is fairer to merchants. i.e. Why should a candy store have to charge for a bag when the t-shirt seller does not have to?

<b>DISPOSABLE BAG FEE</b>	<b>Brunswick, ME proposal</b>	<b>Portland, ME &amp; South Portland, ME ordinance</b>	<b>Montgomery Co., MD ordinance</b>
Fee for carryout bags	5-cents	5-cents	5-cents
Affected establishments	All Retail	All Retail with > 2% food sales	All Retail
Phase-In Period	6 months	9 ½ months (P) 6 months (SoPo)	8 months
Itemize charge-receipt	Yes	Yes	Yes
Beneficiary of 5-cents	The retailer	The retailer	A stormwater mgmt fund
<b>Exceptions</b>			
• Once-used bags, such as those given out at thrift/antique stores	Exempt	Exempt because not 2% food sales	Not Exempt
• Dry cleaners	Exempt	Exempt because not 2% food sales	Exempt
• Restaurants	Exempt	Not considered retail under “store” definition, so exempt	Restaurants, delis, etc., are exempt <b><i>if they provide paper bags</i></b>
• An "occasional retailer" that does retail sales <6 days of year (ex. yard sale)	Exempt	Exempt because not 2% food sales	Exempt
• Seasonal stand or street fair stall such as a farmer’s market	TBD	Exempt b/c store is defined as “operating year-round”	Exempt
• Newspaper bags	Exempt	Exempt because not 2% food sales	Exempt

Ordinance Sources:

Portland bag: <http://www.portlandmaine.gov/DocumentCenter/Home/View/5874>

Montgomery County bag: [http://www6.montgomerycountymd.gov/content/council/pdf/bill/2011/20110503\\_8-11A.pdf](http://www6.montgomerycountymd.gov/content/council/pdf/bill/2011/20110503_8-11A.pdf)

## One-page Summary of Washington D.C. Experience<sup>1</sup>

DC implemented a 5-cent tax on all single-use bags in all retail stores (food and non-food alike) in 2010.

In 2013, OpinionWorks Inc. conducted a survey of 600 randomly selected residents and 177 businesses that produced the following findings:

- An overwhelming number of residents (80%) said they have reduced their usage of disposable bags since the law went into effect.
- Two-thirds of residents (67%) are seeing fewer littered plastic bags compared to 3-4 years ago.
- More than three-quarters of businesses are providing fewer disposable bags to their customers, resulting in 50% fewer disposable bags being purchased by businesses compared to before the law was implemented.
- Overall, substantial majorities of both residents and business owners and managers support the bag fee personally, with 53% of residents and 63% of businesses supporting the law outright.
  - Only 16% of residents and 8% of businesses said they were bothered by the law, while the rest (29%) said they had no feelings either way.
  - Fifty percent of businesses reported that they were saving money as a result of this law, and only one business in four said they were experiencing any negative impacts from the bag fee.

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How do Brunswick/Topsham compare to DC?

- Income
  - Median HH income in Brunswick: \$50,779 (50% are <\$50,000)
  - Median HH income in Topsham: \$59,391 (40% are >\$50,000)
  - Median HH income in Wash DC: \$64,267 (41% are <\$50,000)
- Source: [2008-2012 American Community Survey 5-Year Estimates](#)<sup>2</sup>

## Portland's Experience with the 5-Cent Bag fee (after enactment on 4/15/2015)

The Portland Press Herald first ran a story, "Complaints few as Portland adapts to plastic bag fee Some store owners are surprised by how many shoppers remember to bring their reusable bags," on April 21, 2015. <http://www.pressherald.com/2015/04/21/portland-adapts-as-nickel-talks/>

On Oct 11, 2015, the Press Herald reported that , "Before the ordinance went into effect on April 15, about 10 percent of Hannaford customers came in with reusable bags. Now more than 80 percent do." <http://www.pressherald.com/2015/10/11/as-portland-goes-so-goes-maine/>

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<sup>1</sup> Summarized from full 18 page report, available at: <http://ddoe.dc.gov/sites/default/files/dc/sites/ddoe/publication/attachments/DDOE%202013%20Bag%20Law%20Survey%20Final%20Report%20%282%29.pdf> Accessed 7/1/2015

<sup>2</sup> Source: [http://factfinder2.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](http://factfinder2.census.gov/faces/nav/jsf/pages/community_facts.xhtml) Accessed 11/24/2014.

## Resident Reaction to 5-Cent Bag fee

At neutral venues like the Brunswick Post Office, we found that about 70 percent of residents were supportive of the bag fee

A high number said, “We should just do this!” Other common reactions were “The 5-cent fee will help me remember my bags” and even, “I re-use my plastic bags for trashliners/dog poop/cat litter but I am willing to pay the 5-cent fee for the privilege.”

The 30% who disagreed usually had one of the following concerns. Our responses are given to each:

- Isn't this government telling us what to do?
  - No. Plastic bags cost society about 17 cents because of litter, storm sewer clogging and jammed recycling equipment. We are proposing a fee that recognizes the fair cost to society.
  - See Letter to Editor ----- →
- How will lower-income people pay for the bag fee?
  - We have raised \$2,000 to pay for bags to give away to low-income households, seniors and developmentally disabled adults
  - There is hope Hannaford's will give out free reusable bags for 2 weeks as they did in Portland
- What is wrong with the current system of recycling plastic bags at the grocery store?
  - Less than 12% get recycled nationally
  - Plastic bags are costly to society
- What if I need the bags for cat litter, dog clean-up or lining my trashcans at home?
  - There are alternatives such as reusing bread bags, re-using trashliners each week, composting cat litter
  - This bill doesn't prevent anyone from buying bags at the store for this purpose
- Won't this hurt small businesses?
  - No because they keep the 5-cent fee
- Why are we including paper bags?
  - Because paper bags take more energy, and thus greenhouse gases, to manufacture and ship

## Portland Press Herald Letter-to-Editor. Sept. 28, 2015

Re: “Letter to the editor: Bans keep chipping away at our freedoms” (Sept. 21): Portland’s 5-cent fee on plastic bags is not an infringement on your freedom any more than speed limits or taxes on cigarettes are. Free plastic bags are not a right, they are an entitlement, so calm down and stop being so hyperbolic about it. You can still have your bag – you just need to pay 5 cents for it.

If you don't want to pay, you can find a reusable bag. So, you see, you still have your freedoms. Perhaps they are slightly more of an inconvenience than before, but that convenience was creating an inconvenience for the rest of us.

Those bags cost us as a society. There is the cost of the proper disposal of the bags (they usually can't be recycled very efficiently and cause problems with waste collection) and the cleanup of the bags that were not properly disposed of. And then there is the cost of harming the environment.

The only difference is that those of us willing to “inconvenience” ourselves by refusing to use plastic bags were still having to pay for your convenience. And that, sir, was not fair, because that was a choice that we were not making. So be happy that you have choice, and remember that all freedom is, is the opportunity to make a choice.

*Johnny Gagnon*  
Portland

## **Business Reaction to 5-Cent Bag fee**

**Noted:** Fee would not apply to restaurants, similar to Portland ordinance.

BYOB-MidCoast members visited 42 retailers in Brunswick to get their reactions to the 5-cent disposable bag fee.

- Of the 42 stores we visited, 14 stores would be minimally or not at all affected by the bag fee ordinance.
- Of the 28 stores *greatly* or *somewhat* affected, 10 were favorable to the ordinance with only 3 opposed. (The remaining stores were either neutral on the issue or owned by outside corporations and unable to take a stand.)
- So the bottom line is that, among stores that would be affected by the bag fee, supporters greatly outweigh opponents.

In the process of talking to these stores we garnered the public support of over 2 dozen area businesses, who share our support and commitment to the environment. They range from Fat Boys to Big Top Deli, from Timeless Cottage to The Music Center, and we are grateful to them all for their support. The list of all 25 of these public business supporters can be seen on our website: <http://bringyourownbag.info/supporting-businesses-and-organizations/>

We would especially appreciate of the endorsements and assistance we have gotten from Wild Oats Bakery and Café, Morning Glory Natural Foods, Wilbur's of Maine Chocolate Confections, and Goodwill Industries of Northern New England.

The support of Goodwill Industries has been a particularly gratifying because their clients come from a wide range of socio-economic backgrounds. They have two stores in this area – one each in Brunswick and Topsham. If a retailer with this diverse customer base feels they can manage a 5-cent bag fee, it should tell us all that this can work in all retail stores!

# POLYSTYRENE BAN ORDINANCE

## Comparison of Polystyrene Foam Ordinances

Our proposal would be identical to Portland and South Portland's.

POLYSTYRENE FOAM BAN	Brunswick, ME proposal	Portland, ME & South Portland, ME ordinance
Applies to: All food and beverages prepared and served within City/Town limits	Yes Fine ≤ \$250 first time ≤ \$500 2nd time	Yes Fine ≤ \$250 first time ≤ \$500 2nd time
Affected establishments	Any person, restaurant, store, shop, sales outlet or other establishment, that offers prepared food for retail sale.	Any person, restaurant, store, shop, sales outlet or other establishment, that offers prepared food for retail sale.
Exemptions:	1) Packaging of raw seafood 2) Retailer can prove hardship 3) Town Manager claims emergency	1) Packaging of raw seafood 2) Retailer can prove hardship 3) City Manager claims emergency
Phase-in Period	6 months	9 ½ months (P) 6 months (SoPo)

Ordinance Sources:

Portland polystyrene foam: <http://www.portlandmaine.gov/DocumentCenter/Home/View/5875>

## Resident and Business Reaction to Styrofoam Ban

### Residents

- **Almost no residents were opposed to the ban on Styrofoam**

### Businesses

We also paid visits to 32 RESTAURANTS and FAST FOOD PLACES to discuss the ban on Styrofoam food and beverage packaging.

- 22 do not use any Styrofoam at all.
- Of the remaining 10 who do use Styrofoam, only 3 were dead set against it, with the rest being either neutral or owned by outside corporations.
- So, like the bag fee, we feel the opposition from food establishments will be minimal.

We distributed price list sheets of alternative types of containers to restaurants as seen in Figure 1.

Figure 1

		Price/Quantity	Price per
16 oz cold cup	Styrofoam	\$22.50 for 500	\$0.05
	Styrofoam - Dart	\$33.25 for 500	\$0.07
	Paper	\$51.75 for 1,000	\$0.05
	Greenware Corn Plastic	\$82.10 for 1,000	\$0.08
	Fabrical Recyclable	\$75.50 for 1,000	\$0.08
16 oz hot cup	Styrofoam	\$22.50 for 500	\$0.05
	Styrofoam - Dart	\$33.25 for 500	\$0.07
	Paper	\$63.25 for 1,000	\$0.06
	Dual Paper	\$91.00 for 1,000	\$0.09
Take-out containers (6x6")	Styrofoam-hinged	\$36.00 for 500	\$0.07
	Paper - hinged	\$58.50 for 500	\$0.12
	Plastic 6x5" Recyclable	\$40.80 for 500	\$0.08
	Aluminum 7" round recyclable with lid	\$49.75 for 250	\$0.20
	Aluminum 9" round recyclable with lid	\$76.00 for 250	\$0.30
Take-out containers (9x9")	Styrofoam-hinged	\$18.75 for 200	\$0.09
	Paper - hinged	\$45.50 for 200	\$0.23
	Plastic 8x8" Recyclable	\$33.00 for 200	\$0.17
	Aluminum 9" round recyclable with lid	\$76.00 for 250	\$0.30
	Aluminum 9" round recyclable with lid	\$76.00 for 250	\$0.30

ITEM 107

BACK UP MATERIALS

Date: October 5, 2015  
To: John Eldridge  
From: Judy Hardy-Goddard, GA Administrator  
Re: Adoption of GA Maximums  
Appendixes A, B, C and D

The enclosed Appendix A - D has been revised for your municipality's General Assistance Ordinance. These new Appendices, once adopted, should replace the existing Appendixes A – D. Even if you have already adopted MMA's model General Assistance Ordinance, the municipal officers must approve/adopt the new Appendixes yearly.

#### The Adoption Process

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

At the hearing, the municipal officers should:

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

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

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

Old Maximums

Persons in Household

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

New Maximums

Persons in Household

	1	2	3	4	5
Cumberland County	638	773	1,025	1,466	1,747

HOUSING MAXIMUMS

(Old)

Cumberland County Bedrooms	Unheated		Heated	
	Weekly	monthly	Weekly	Monthly
0	111	479	133	573
1	131	563	157	674
2	167	720	204	876
3	228	982	272	1168

(New)

Cumberland County Bedrooms	Unheated		Heated	
	Weekly	monthly	Weekly	Monthly
0	111	471	134	575
1	133	574	163	703
2	182	783	219	943
3	273	1175	319	1371

The only other change in the maximums was the electricity maximum for single household with electric hot water. Old maximum was \$82.00 and the new maximum is \$86.00.

**GENERAL ASSISTANCE ORDINANCE  
APPENDICES A-D  
2015-2016**

The Municipality of \_\_\_\_\_ adopts the MMA Model Ordinance GA Appendices (A-C) for the period of Oct. 1, 2015—September 30, 2016. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)  
by the municipal officers:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)