

**BRUNSWICK TOWN COUNCIL**  
**Agenda**  
**December 21, 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

Recognition of U12 Girls Soccer team

Recognition of outgoing Councilor Richardson

**CONSENT AGENDA**

- a) Approval of the Minutes of December 7, 2015
- b) Approval of Games of Chance for Knights of Columbus, 2 Columbus Drive
- c) Permission for Town offices to close at noon on Christmas Eve

Public Comments

Correspondence

Committee Reports

**MANAGER'S REPORT:**

- a) Financial Update
- b) Report on the solar project at Recreation Center
- c) Report on River Road resident's concerns on vibration
- d) Report on NNEPRA layover facility
- e) Report on Growstown School repairs
- f) Report on Maine Natural Gas rate increase case
- g) Report on Cable TV Franchise negotiations
- h) Report on holiday trash and recycling pick-up schedule

**PUBLIC HEARING**

121. The Town Council will hear public comments on an application for a special amusement license, and will take any appropriate action. (Manager)

**Special Amusement**

Brunswick Lodge of Elks #2043  
D/B/A: Brunswick Lodge of Elks  
179 Park Row

Ms. Angela Brackett

**HEARING/ACTION**

**NEW BUSINESS**

122. The Town Council will consider setting a public hearing for January 19, 2016, for amendments to Chapter 4 of the Municipal Code of Ordinance regarding changing the domestic chicken licensing period from one to two years at a fee of \$30 per license and requiring only an initial coop inspection, and will take any appropriate action. (Chair Brayman and Councilor Walker)

**ACTION**

123. The Town Council will considering establishing a Race and Gender Task Force to review and make recommendations regarding race and gender issues, and will take any appropriate action. (Chair Brayman)

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

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

**Brunswick Town Council**  
**Agenda**  
**December 21, 2015**  
**Council Notes and Suggested Motions**

**COMMITTEE REPORTS**

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

*Recognition of U12 Girls Soccer team*

This item is to recognize this team for winning the Soccer Maine State Championship in November. A resolution will be provided on Friday afternoon via email, to allow for a surprise for the girls.

*Recognition of outgoing Councilor Richardson*

This item is to recognize and thank Councilor Richardson for his service to the Town.

**CONSENT AGENDA**

- a) Approval of the Minutes of December 7, 2015: A copy of the minutes is included in your packet.
- b) Approval of Games of Chance for Knights of Columbus, 2 Columbus Drive: This is the semi-annual approval of games of chance. A copy of their application is included in your packet.
- c) Permission for Town offices to close at noon on Christmas Eve: This item is to request authorization to close Town Hall and the Public Works Department offices at noon on Thursday, December 24th. The practice for at least three years has been to close these offices. Those with negotiated contracts will be paid, while others will either take vacation or work the remainder of the day. A copy of a memo from Manager Eldridge 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.

**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) Report on the solar project at Recreation Center: This item is an update on the December 7<sup>th</sup> Council action directing staff to continue work towards analyzing data and evaluating recommendations on the proposed solar project on the Recreation Center Building. Based on the financial assumptions provided by ReVision Energy, it appears that the Power Purchase Agreement (PPA) with a buyout option in year 7 produces the best financial outcome for the Town. Staff continues to working on developing information prior to any final recommendation. A copy of a memo from Manager Eldridge is included in your packet.

*Items MR-C through MR-H have one memo summarizing them and is included in your packet.*

- c) Report on River Road resident's concerns on vibration: This will update the Council and public about vibration concerns on River Road. The Town continues to work on solutions to resolve this issue, prior to requesting MDOT review the speed limit, as that could result in an increased limit vs a decreased one.
- d) Report on NNEPRA layover facility: This item is to update the Council and public on the meeting held on December 12<sup>th</sup> that looked to address the concerns of neighbors about noise and excessive vibration coming from the construction site.
- e) Report on Growstown School repairs: This will update the Council and public on Public Works' completion of work at the school, including installing a catch basin and underdrain along the Woodside Road frontage. Planning work continues on the long term solution for foundation/crawl space issues.
- f) Report on Maine Natural Gas rate increase case: This will update the Council and public on this case. The Maine Public Utilities Commission (PUC) has scheduled to deliberate this rate case on Tuesday, December 22<sup>nd</sup> at 10:00 a.m. Additional information is outlined in Manager Eldridge's memo, including the potential impacts on Brunswick.
- g) Report on Cable TV Franchise negotiations: This will update the Council and public on where the negotiations stand, with the Town readying a list of items to be discussed. Negotiations will begin after the new year.
- h) Report on holiday trash and recycling pick-up schedule: Public Works announced in observance of Christmas and New Year's Day there will be no curbside collection of trash or recycling materials on Friday, December 25<sup>th</sup> and Friday, January 1<sup>st</sup>. Pine Tree Waste will run a make-up collection on Saturday, December 26<sup>th</sup> and January 2<sup>nd</sup>.

## **PUBLIC HEARING**

- 121. This item is the required public hearing on a renewal application for a special amusement license for the Brunswick Lodge of Elks. They are requesting occasional DJs or small bands from either 5 to 9 p.m. or 7 to 11 p.m. Staff recommends approval. Copies of the public hearing notice and application are included in your packet.

### *Suggested Motion:*

Motion to approve a renewal application for a special amusement license for the Brunswick Lodge of Elks, located at 179 Park Row.

## **NEW BUSINESS**

- 122. This item, sponsored by Chair Brayman and Councilor Walker, is for the Council to consider setting a public hearing for January 19, 2016, for amendments to Chapter 4 of the Municipal Code of Ordinance regarding changing the domestic chicken licenses from one to two years at a fee of \$30 per license and requiring only an initial inspection. The changes to the 2009 ordinance will reduce staff time and simplify the process for homeowners. A copy of a memo from Fran Smith, Town Clerk, is included in your packet.

Suggested Motion:

Motion to set a public hearing for January 19, 2016, for amendments to Chapter 4 of the Municipal Code of Ordinance regarding changing the domestic chicken licensing period from one to two years at a fee of \$30 per license and requiring only an initial inspection of the coop.

123. This item, sponsored by Chair Brayman, is for the Council to consider establishing a Race and Gender Task Force to address race and gender issues. This stems from a meeting of community leaders held on December 2<sup>nd</sup> and now it is time to consider the next steps. Copies of a memo from Chair Brayman and a draft charge are included in your packet.

Suggested Motion:

Motion to establish the Race and Gender Task Force and adopt the proposed charge.

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

Suggested Motion:

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

Suggested Motion:

Motion to adjourn the meeting.

# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**December 7, 2015**  
**Executive Session – 6:45 P.M.**  
**Regular Meeting – 7:00 P.M.**  
**Council Chamber**  
**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; Derek Scrapchansky, Assistant Town Manager; Richard Rizzo, Police Chief; Tom Farrell, Parks and Recreation Director; 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: Acquisition of real property [1 M.R.S.A. §405(6)(C)]**

**Chair Brayman moved, Councilor Millett seconded, to go into executive session to discuss acquisition of real property per 1 M.R.S.A. §405(6)(C). The motion carried with nine (9) yeas.**

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

**Adjustments to Agenda - None**

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

- a) **Approval of the Minutes of November 16, 2015**
- b) **Acceptance of Forfeited Asset in the form of a 1988 Ford F150**

Chief Rizzo responded to questions from Councilor Perreault and Councilor Millett.

**Councilor Millett moved, Councilor Walker seconded, to approve item CA-b. The motion carried with nine (9) yeas.**

**Councilor Perreault moved, Councilor Walker seconded, to approve item CA-a. The motion carried with eight (8) yeas. Chair Brayman abstained since she was not at the November 16<sup>th</sup> meeting.**

## Town Council Minutes

December 7, 2015

Page 2

### **Public Comments** *(This item was discussed at 7:08 p.m.)*

**Richard Fisco**, 2 Lincoln Street, spoke regarding the high school boiler and previous inspections, which contradicted what Paul Caron, Facilities Director of the School Department, stated at an earlier Council meeting.

Councilor Harris, Councilor Millett, Councilor K. Wilson, and Councilor Walker spoke regarding Mr. Fisco's comments and expressed their desire to get additional information on this subject.

### **Correspondence** *(This item was discussed at 7:15 p.m.)*

Councilor Millett spoke regarding comments from Sandy Buckle indicating there had been no meeting for the layover facility construction as promised by NNEPRA and there are still noise issues. There will be a meeting this upcoming Saturday.

Councilor Perreault said that **Bernie Coombs** is willing to donate \$500 for Growstown School and is asking others to do so with the hope of fundraising for the bigger project. Second, **Paula Kappel** of River Road spoke with him about vibrations resulting from dump trucks on the road. This is causing damage to her foundation. The Town may need to reduce the speed limit to reduce the vibration.

Councilor Walker said a resident of Chestnut Road thanked the town for having Public Works repair and resolve a drainage problem on their road. Councilor Walker also said he continues to get questions regarding the street light pilot program.

### **Committee Reports** *(This item was discussed at 7:22 p.m.)*

Reports were given from the Master Plan Implementation Committee, BPAC, River and Coastal Waters Commission, Cable TV Committee, and Finance Committee.

### **MANAGER'S REPORT**

#### **a) Update on Growstown School repairs** *(This item was discussed at 7:34 p.m.)*

Manager Eldridge provided this update and thanked Public Works for the repairs they made.

**Wayne Thibodeau**, 17 McLellan Street, spoke regarding this item.

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

#### **b) Introduction of Derek Scrapchansky, Assistant Town Manager** *(This item was discussed at 7:31 p.m.)*

Manager Eldridge introduced Mr. Scrapchansky as the new Assistant Town Manager, who spoke briefly.

**Town Council Minutes**

**December 7, 2015**

**Page 3**

- c) **(Added) Maine Natural Gas Rate increase case** *(This item was discussed at 7:38 p.m.)*

Manager Eldridge provided an update on this case. He and Attorney Langsdorf responded to questions from Councilor Millett.

- d) **(Added) Executed Sales and Purchase Agreement for old Cumberland Farms** *(This item was discussed at 7:42 p.m.)*

Manager Eldridge spoke regarding this item.

- e) **(Added) Community Leader Meeting last week** *(This item was discussed at 7:44 p.m.)*

Manager Eldridge reported on this meeting and responded to questions from Councilor Harris and Councilor Millett.

Councilor Millett and Councilor Walker spoke regarding this issue.

**PUBLIC HEARING**

116. **The Town Council will hear public comments on an application for an alcohol license, and will take any appropriate action. (Manager)** *(This item was discussed at 7:53 p.m.)*

**Full-Time Spirituous, Vinous & Malt  
Brunswick Pie, LLC  
D/B/A: Portland Pie Company  
92 Maine Street**

Chair Brayman opened the public hearing.

Fran Smith, Town Clerk, spoke on this item.

**Mike Jerome**, 13 Meredith Drive, owner of Portland Pie, spoke regarding this item.

Chair Brayman closed the public hearing.

**Councilor Walker moved, Councilor Harris seconded, to approve an application for an alcohol license for Portland Pie Company, 92 Maine Street. The motion carried with nine (9) yeas.**

**NEW BUSINESS**

117. **The Town Council will consider enacting a ban on polystyrene foam in consumer packaging, and will determine if any future action is necessary. (Councilor Walker and Councilor K. Wilson)** *(This item was discussed at 7:55 p.m.)*

**Town Council Minutes**

**December 7, 2015**

**Page 4**

Councilor Walker introduced the item.

**Alex Anesko**, Recycling and Sustainability Committee, spoke regarding this item.

**Punnie Edgerton**, Recycling and Sustainability Committee, made a presentation on this item.

There was a discussion among Council and Ms. Edgerton, with questions from Councilor Perreault, Councilor Walker, and Councilor S. Wilson.

Councilor Richardson, Councilor Millett, Councilor Harris, Councilor Perreault, Councilor K. Wilson, and Attorney Langsdorf spoke regarding this item.

Chair Brayman opened the floor to public comments:

An audience member asked those who were there to support the ban to please stand up and many did so.

**Phoebe Oehmig**, 11 Boody Street, spoke regarding this item.

**Ruth and Wayne Thibodeau**, 17 McLellan Street, spoke regarding this item.

**Councilor Walker moved, Councilor K. Wilson seconded, to direct staff to review the draft ordinance for its applicability to Brunswick and to answer questions that originated from the Council discussion of the proposal. The motion carried with nine (9) yeas.**

*(A copy of the Ms. Edgerton's presentation will be attached to the official minutes.)*

**118. The Town Council will consider a solar project at the Brunswick Recreation Center, and will determine if any future action is necessary. (Councilor Richardson and Councilor Walker) (This item was discussed at 8:37 p.m.)**

Councilor Richardson introduced this item.

Manager Eldridge provided additional information.

Manager Eldridge and Councilor Richardson responded to questions from Councilor Watson, Councilor S. Wilson, and Councilor Walker.

Councilor Perreault asked a question, to which Manager Eldridge and Julie Henze, Finance Director, responded.

**Steve Hinchman**, representing ReVision Energy, responded to questions from Councilor Perreault, Councilor Walker, and Councilor Harris.

Councilor S. Wilson, Councilor K. Wilson, and Councilor Millett spoke regarding this item.

**Alex Anesko**, Recycling and Sustainability Committee, spoke regarding this item.

Chair Brayman asked a question, to which Manager Eldridge responded.

**Councilor Walker moved, Councilor K. Wilson seconded, to direct staff to continue analyzing data and evaluating recommendations on this proposed solar project on the Recreation Center Building. The motion carried with nine (9) yeas.**

*(A copy of the PowerPoint presentation and Committee's memo will be attached to the official minutes.)*

119. **The Town Council will consider amending the "Town Boards, Commissions, and Committees Appointment Policy" to limit the boards included under Conflict of Interest Section 16(a), and will take any appropriate action. (Appointments Committee) (This item was discussed at 9:42 p.m.)**

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

**Councilor Millett moved, Councilor K. Wilson seconded, to amend the "Town Boards, Commissions, and Committees Appointment Policy" to limit the boards included under the Conflict of Interest Section 16(a) to the following: Planning Board, Village Review Board, Zoning Board of Appeals, Assessment Review Board, and Marine Resource Committee. The motion carried with eight (8) yeas. Councilor Richardson was not present at the time of the vote.**

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

120. **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 9:47 p.m.)**

Councilor Millett presented the following uncontested slate of nominations:

Cable TV Committee

Charles Priest– reappointment for a term to expire on 09/06/2018

Recycling and Sustainability Committee

Alex Anesko – reappointment for a term to expire on 01/01/2019

Holly Greene - reappointment for a term to expire on 01/01/2019

Michael Wilson - reappointment for a term to expire on 01/01/2019

**The Council approved the appointments with eight (8) yeas.**

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

The meeting adjourned at 9:47 p.m.

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

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

December 21, 2015  
*Date of Approval*

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*Council Chair*

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# CONSENT AGENDA - B BACK UP MATERIALS



**STATE OF MAINE**  
**DEPARTMENT OF PUBLIC SAFETY GAMING & WEAPONS SECTION**  
 164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164  
 (207) 624-7210

**B  
1Y**  
**RECEIVED**  
**NOV 30 2015**  
**MAIP/BIH**

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

1. License you are requesting is for: **BEANO**  OR **GAMES OF CHANCE**   
(PLEASE CHECK ONE)

2. Organization Name is: Knights of Columbus Council 1947

IF YOU CHECKED GAMES OF CHANCE:  
 Name of Game: SEALED TICKETS  
 Number of Games: 1  
 Open to Public? Yes  No

Beano/Games Organization Number is: 5008

Business Address: 2 Columbus Drive Brunswick, ME 04011

Mailing Address: 2 Columbus Drive Phone: 207 7296552

3. Date of Founding \_\_\_\_\_ Place of Founding \_\_\_\_\_

4. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
<u>William H. Stutzberger</u>	<u>22 Peary Dr</u>	<u>Brunswick ME 04011</u>	<u>729821</u>	<u>Jun-2016</u>
<u>ERIC W Thibodeau</u>	<u>28 Primrose Lane</u>	<u>Brunswick ME 04011</u>	<u>891-3899</u>	<u>June-2016</u>
<u>William O'Connell</u>	<u>17 Randall Road</u>	<u>Hampswell 04077</u>	<u>833-6048</u>	<u>June-2016</u>
<u>ANTONIO G COULOMBE</u>	<u>579 MEADOW RD</u>	<u>TOPSHAM 04086</u>	<u>7294761</u>	<u>6/30/16</u>

5. Location of Beano/Bingo or Game of Chance:

2 Columbus Dr Brunswick ME 04011  
 BUILDING ADDRESS CITY

6. Person responsible for operation of Beano/Bingo or Games of Chance:

Name: William O'Connell 833-6048  
 DAYTIME PHONE & EVENING PHONE

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

E-Mail Address: kcbrows@koc1947.comcastbiz.net

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

8. For Beano/Bingo Only: How many times per month do you plan to run Beano/Bingo? \_\_\_\_\_  
 What time do doors open for Beano/Bingo? \_\_\_\_\_

9. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply for up to six months of licenses in advance. See back of this form for yearly rates.

YEAR 2016 \_\_\_\_\_

Complete this application – both front & back. Sign, date, and return it to the Gaming & Weapons Section at the address shown above.

**FOR OFFICE USE ONLY**  
 Check # \_\_\_\_\_  
 Amount \$ \_\_\_\_\_

*will pick up*

10. Does the organization own all the equipment used in operating this amusement? Yes  No   
If "NO", please explain the circumstances under which the equipment is to be used: \_\_\_\_\_

11. Has any current officer of this organization or association ever been convicted of violating the gambling or lottery laws of the United States or of the State of Maine? Yes  No   
If "YES", give name and address of the person and the date and place of conviction: \_\_\_\_\_

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

\_\_\_\_\_  
APPLICANT SIGNATURE

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

Signed: \_\_\_\_\_

Name: William H. Subberger Title: Grand Knight Date: 10-13-15  
(Please print - must be duly authorized officer of this organization - title is required)

The Licensing Unit must receive this application at least eight days prior to first day on which you plan to conduct Beano/Bingo or a Game of Chance.

\_\_\_\_\_  
BLANKET LETTER

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

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

\_\_\_\_\_  
CONSENT

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
FEES

Beano - \$12.00/Week or \$36.00/Month or \$400.00/Year      Games - \$15.00/Week or \$60.00/Month or \$700/Year  
Video Poker - \$15.00/Week or \$60.00/Month      Card / Cribbage - \$30.00 Per Calendar Year  
Tournament Game (up to 100 players) - \$150.00/Per Tournament or \$250.00/Month (Two Tournaments) or \$3,000.00/Year (Two Tournaments per Month)

Make check payable to Treasurer, State of Maine

1246  
11-24-15

# CONSENT AGENDA - C BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

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## MEMORANDUM

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**TO:** Town Council

**FROM:** John Eldridge  
Town Manager

**DATE:** December 15, 2015

**SUBJECT:** Request for Holiday Closure

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I request authorization to close Town Hall and the Public Works Department offices at noon on Thursday, December 24<sup>th</sup>.

In accordance with their current contracts, employees of the AFSCME and Teamsters bargaining units will receive a paid half day off (holiday pay) for Christmas Eve. The practice for at least three years has been to close Town Hall and the Public Works Department offices at noon on December 24<sup>th</sup>. Assuming you approve my request, all non-union personnel will have the option to take vacation time or to remain at work for the remainder of the day.

The Recreation Center will be open on the 24<sup>th</sup>, and will be staffed by seasonal workers in the afternoon. Both the Recreation Center and the Graham Road Landfill will be open on Saturday, December 26<sup>th</sup>.

# MANAGER'S REPORT - A BACK UP MATERIALS

FOR 2016 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
00 Fill							
<hr/>							
19000 General Fund Transfers Out	1,368,236	1,554,717	1,554,717.00	136,481.00	.00	.00	100.0%
TOTAL Fill	1,368,236	1,554,717	1,554,717.00	136,481.00	.00	.00	100.0%
10 General Government							
<hr/>							
11000 Administration	583,769	583,769	193,028.90	35,647.75	1,218.50	389,521.60	33.3%
11100 Finance Department	710,161	710,161	279,761.06	51,676.12	915.98	429,483.96	39.5%
11150 Technology Services Dept	363,164	363,164	168,233.27	18,732.79	47,976.27	146,954.46	59.5%
11200 Municipal Officers	85,665	85,665	31,259.80	26,069.85	.00	54,405.20	36.5%
11210 Munic Bldg - 85 Union	214,863	215,063	74,172.17	19,510.62	11,451.55	129,439.19	39.8%
11230 Risk Management	479,057	479,057	169,356.42	-5.19	78,332.50	231,368.08	51.7%
11240 Employee benefits	0	0	-99,807.59	-17,075.28	.00	99,807.59	100.0%
11250 Cable TV	61,298	61,298	22,426.00	4,725.48	150.36	38,721.64	36.8%
11300 Assessing	295,863	295,863	109,525.40	21,764.11	2,901.00	183,436.60	38.0%
11600 Town Clerk & Elections	363,719	364,119	137,523.62	27,486.79	717.88	225,877.50	38.0%
11900 Planning Department	480,995	483,088	171,255.60	35,047.10	1,693.03	310,139.40	35.8%
11950 Economic Development Dept	115,106	116,726	43,513.31	8,464.09	.00	73,212.69	37.3%
TOTAL General Government	3,753,660	3,757,973	1,300,247.96	232,044.23	145,357.07	2,312,367.91	38.5%
20 Public Safety							
<hr/>							
12100 Fire Department	3,154,491	3,167,016	1,222,433.54	220,605.72	29,437.09	1,915,145.37	39.5%
12150 Central Fire Station	59,158	59,158	10,989.65	1,680.98	2,400.85	45,767.50	22.6%
12160 Emerson Fire Station	49,328	49,328	24,115.99	2,346.66	3,512.84	21,699.17	56.0%
12200 Police Department	3,836,175	3,836,175	1,467,270.42	313,017.01	9,084.75	2,359,819.83	38.5%
12210 Police Special Detail	0	0	23,865.81	1,209.21	.00	-23,865.81	100.0%
12220 Emergency Services Dispatch	812,214	812,214	310,558.00	71,027.36	10,640.00	491,016.00	39.5%
12250 Police Station Building	101,431	101,431	35,956.04	8,928.28	79.26	65,395.70	35.5%
12310 Streetlights	211,000	211,000	84,818.36	18,179.06	.00	126,181.64	40.2%
12320 Traffic Signals	31,600	31,600	9,672.83	819.00	.00	21,927.17	30.6%
12330 Hydrants	465,000	465,000	116,257.59	.00	.00	348,742.41	25.0%
12340 Civil Emergency Preparedness	2,000	2,000	480.00	.00	.00	1,520.00	24.0%
TOTAL Public Safety	8,722,397	8,734,922	3,306,418.23	637,813.28	55,154.79	5,373,348.98	38.5%
30 Public Works							
<hr/>							

FOR 2016 05

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13100	Public Works Administration	446,577	446,577	168,104.71	32,974.58	.00	278,472.29	37.6%
13110	PW General Maintenance	1,713,865	1,802,351	545,395.98	112,540.43	224,026.91	1,032,928.03	42.7%
13130	Refuse Collection	611,556	611,556	236,053.12	100,798.06	243,607.08	131,895.80	78.4%
13140	Recycling	298,631	298,631	108,664.69	60,926.83	191,606.28	-1,639.97	100.5%
13150	PW Central Garage	724,112	724,112	267,660.09	76,881.55	27,033.03	429,418.88	40.7%
	TOTAL Public Works	3,794,741	3,883,227	1,325,878.59	384,121.45	686,273.30	1,871,075.03	51.8%
<hr/>								
40	Human Services							
14100	General Assistance	169,994	169,994	60,450.77	9,347.93	216.76	109,326.47	35.7%
14120	Health & Social Services	12,766	12,766	19,082.88	.00	.00	-6,316.88	149.5%
	TOTAL Human Services	182,760	182,760	79,533.65	9,347.93	216.76	103,009.59	43.6%
<hr/>								
45	Education							
14500	School Department	36,525,855	36,525,855	10,471,961.18	2,450,183.32	.00	26,053,893.82	28.7%
	TOTAL Education	36,525,855	36,525,855	10,471,961.18	2,450,183.32	.00	26,053,893.82	28.7%
<hr/>								
50	Recreation and Culture							
15000	Recreation Administration	439,700	440,780	180,711.88	35,784.39	1,080.00	258,988.12	41.2%
15050	Rec Buildings and Grounds	699,391	707,371	280,220.11	69,900.18	30,505.38	396,645.51	43.9%
15250	Rec Building 211	173,982	173,982	17,763.10	2,615.67	14,544.00	141,674.90	18.6%
15300	Teen Center	15,000	15,000	15,000.00	.00	.00	.00	100.0%
15310	People Plus	118,300	124,300	119,300.00	.00	.00	5,000.00	96.0%
15400	Curtis Memorial Library	1,325,000	1,325,000	545,833.31	109,166.67	.00	779,166.69	41.2%
	TOTAL Recreation and Culture	2,771,373	2,786,433	1,158,828.40	217,466.91	46,129.38	1,581,475.22	43.2%
<hr/>								
60	Intergovernmental							
16000	County tax	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%

FOR 2016 05

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL Intergovernmental	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%
70 Unclassified								
17000	Promotion and Development	161,917	161,917	127,708.13	15.00	.00	34,208.87	78.9%
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	.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	131,958.13	15.00	.00	85,958.87	60.6%
80 Debt Service								
18020	2006 CIP G/O Bonds	244,000	244,000	224,000.00	.00	.00	20,000.00	91.8%
18030	2011 GO CIP Bonds	255,380	255,380	493,690.00	-82,060.00	.00	-238,310.00	193.3%
18040	Police Station Bond	400,125	400,125	338,937.51	.00	.00	61,187.49	84.7%
18050	2010 Elementary School Bond	0	0	1,309,886.38	.00	.00	-1,309,886.38	100.0%
	TOTAL Debt Service	899,505	899,505	2,366,513.89	-82,060.00	.00	-1,467,008.89	263.1%
	GRAND TOTAL	59,596,486	59,903,351	23,056,099.03	3,985,413.12	933,131.30	35,914,120.53	40.0%

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

FOR 2016 05

	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	37,996,099.68	.00	828,728.32	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	-13,374.08	-1,236.50	-61,625.92	17.8%
<a href="#">111190 41105 Interest on Taxes</a>	65,000	65,000	25,446.00	3,315.32	39,554.00	39.1%*
<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	100,286.42	66,100.00	74,713.58	57.3%*
<a href="#">111190 41198 Homestead exemption r</a>	0	0	332,248.00	.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	1,327,457.06	226,429.49	1,537,542.94	46.3%*
<a href="#">111191 41111 Excise Tax Boat/ATV/S</a>	25,000	25,000	3,234.10	6.00	21,765.90	12.9%*
<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	39,806,738.19	294,614.31	1,902,593.81	95.4%
TOTAL REVENUES	41,709,332	41,709,332	39,806,738.19	294,614.31	1,902,593.81	
<b>20 Licenses &amp; Fees</b>						
<a href="#">121111 42207 Passport Fees</a>	9,500	9,500	4,225.00	875.00	5,275.00	44.5%*
<a href="#">121111 42209 Passport Picture Reve</a>	3,000	3,000	1,650.00	345.00	1,350.00	55.0%*
<a href="#">121411 42100 Building Permits</a>	145,000	145,000	65,046.60	3,683.00	79,953.40	44.9%*
<a href="#">121411 42101 Electrical Permits</a>	34,000	34,000	16,577.07	4,181.31	17,422.93	48.8%*
<a href="#">121411 42102 Plumbing Permits</a>	22,000	22,000	13,527.50	2,040.00	8,472.50	61.5%*
<a href="#">121411 42103 Zoning Board Fees</a>	0	0	150.00	.00	-150.00	100.0%*
<a href="#">121611 42200 Hunting &amp; Fishing Lic</a>	1,100	1,100	313.75	24.20	786.25	28.5%*
<a href="#">121611 42201 Dog License Fee</a>	2,500	2,500	306.00	110.00	2,194.00	12.2%*
<a href="#">121611 42202 Vital Statistics</a>	50,000	50,000	21,555.80	3,411.60	28,444.20	43.1%*
<a href="#">121611 42203 General Licenses</a>	21,270	21,270	3,461.00	313.00	17,809.00	16.3%*
<a href="#">121611 42204 Victulars/Innkeepers</a>	18,250	18,250	350.00	125.00	17,900.00	1.9%*
<a href="#">121611 42205 Shellfish Licenses</a>	17,400	17,400	450.00	25.00	16,950.00	2.6%*
<a href="#">121611 42206 Neutered/Spayed Dog L</a>	4,730	4,730	494.00	184.00	4,236.00	10.4%*
<a href="#">121611 42208 Postage Fees</a>	0	0	59.97	.00	-59.97	100.0%*
<a href="#">121911 42300 Planning Board Appl F</a>	22,500	22,500	11,453.40	595.00	11,046.60	50.9%*
<a href="#">122121 42400 Fire Permits</a>	500	500	60.00	.00	440.00	12.0%*
<a href="#">122221 42500 Conc Weapons Permits</a>	600	600	135.00	30.00	465.00	22.5%*
<a href="#">123131 42600 Public Works Opening</a>	8,000	8,000	6,796.00	995.00	1,204.00	85.0%*
TOTAL Licenses & Fees	360,350	360,350	146,611.09	16,937.11	213,738.91	40.7%
TOTAL REVENUES	360,350	360,350	146,611.09	16,937.11	213,738.91	

FOR 2016 05

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>30 Intergovernmental</u>						
<a href="#">131122 43505 FD EMPG grant</a>	15,000	15,000	5,055.90	.00	9,944.10	33.7%*
<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	13,140.06	10,612.63	10,859.94	54.8%*
<a href="#">131190 43102 State Tax Exemption R</a>	40,000	40,000	11,346.86	11,346.86	28,653.14	28.4%*
<a href="#">131192 43101 State Revenue Sharing</a>	1,088,154	1,088,154	510,734.20	84,829.93	577,419.80	46.9%*
<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	4,111,222.52	.00	5,714,858.48	41.8%*
TOTAL Intergovernmental	11,189,635	11,189,635	4,651,499.54	106,789.42	6,538,135.46	41.6%
TOTAL REVENUES	11,189,635	11,189,635	4,651,499.54	106,789.42	6,538,135.46	
<u>40 Charges for services</u>						
<a href="#">141111 44110 Agent Fee Auto Reg</a>	47,000	47,000	21,197.00	3,562.00	25,803.00	45.1%*
<a href="#">141111 44111 Agent Fee Boat/ATV/Sn</a>	1,500	1,500	370.00	29.00	1,130.00	24.7%*
<a href="#">141211 44121 Rental of Property</a>	1,200	1,200	500.00	100.00	700.00	41.7%*
<a href="#">141611 44131 Advertising Fees</a>	0	0	322.72	.00	-322.72	100.0%*
<a href="#">142121 44155 Ambulance Service Fee</a>	845,000	845,000	390,748.77	100,834.94	454,251.23	46.2%*
<a href="#">142121 44166 Special Detail - Fire</a>	1,000	1,000	1,984.40	549.12	-984.40	198.4%*
<a href="#">142221 44161 Witness Fees</a>	3,000	3,000	550.00	.00	2,450.00	18.3%*
<a href="#">142221 44162 Police Reports</a>	4,500	4,500	1,636.50	.00	2,863.50	36.4%*
<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	12,980.50	769.50	-9,980.50	432.7%*
<a href="#">142221 44167 Dispatch Services fee</a>	143,760	143,760	65,568.95	11,170.18	78,191.05	45.6%*
<a href="#">143431 44175 Recycling Revenue</a>	25,000	25,000	7,871.00	970.20	17,129.00	31.5%*
<a href="#">144545 44100 School Tuition, etc</a>	102,000	102,000	7,977.52	505.52	94,022.48	7.8%*
<a href="#">145051 44121 Rental of Property</a>	0	0	300.00	.00	-300.00	100.0%*
TOTAL Charges for services	1,262,960	1,262,960	512,007.36	118,490.46	750,952.64	40.5%
TOTAL REVENUES	1,262,960	1,262,960	512,007.36	118,490.46	750,952.64	
<u>50 Fines &amp; Penalties</u>						
<a href="#">151621 45103 Unlicensed Dog Fines</a>	10,000	10,000	400.00	50.00	9,600.00	4.0%*
<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%*

FOR 2016 05

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
<u>152221 45100 Ordinance Fines</u>	600	600	345.00	60.00	255.00	57.5%*
<u>152221 45101 Parking Tickets</u>	30,000	30,000	11,580.00	1,510.00	18,420.00	38.6%*
<u>152221 45102 Leash Law Fines</u>	100	100	75.00	.00	25.00	75.0%*
<u>152221 45105 False Alarm Police</u>	100	100	5.00	.00	95.00	5.0%*
<u>152221 45106 Restitution</u>	0	0	126.89	.00	-126.89	100.0%*
TOTAL Fines & Penalties	41,800	41,800	12,931.89	1,620.00	28,868.11	30.9%
TOTAL REVENUES	41,800	41,800	12,931.89	1,620.00	28,868.11	
60 Interest earned						
<u>161193 46100 Interest Earned</u>	20,000	20,000	2,785.05	429.36	17,214.95	13.9%*
TOTAL Interest earned	20,000	20,000	2,785.05	429.36	17,214.95	13.9%
TOTAL REVENUES	20,000	20,000	2,785.05	429.36	17,214.95	
70 Donations						
<u>171952 47000 BDC Contrib to Econ D</u>	94,000	94,000	94,000.00	94,000.00	.00	100.0%*
<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	109,208.50	94,000.00	-208.50	100.2%
TOTAL REVENUES	109,000	109,000	109,208.50	94,000.00	-208.50	
80 Use of fund balance						
<u>181100 48000 Unapprop General Fund</u>	825,000	1,011,481	.00	.00	1,011,481.00	.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	4,248,590	.00	.00	4,248,590.00	.0%
TOTAL REVENUES	4,062,109	4,248,590	.00	.00	4,248,590.00	
90 Other						
<u>191111 49000 Finance Miscellaneous</u>	4,000	4,000	3,940.37	1,710.54	59.63	98.5%*

FOR 2016 05

	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	40.00	2.00	-40.00	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	.00	-3,014.00	100.0%*
<a href="#">191192 49100 Cable Television</a>	225,000	225,000	65,120.61	65,120.61	159,879.39	28.9%*
<a href="#">191611 49000 Town Clerk Miscellane</a>	1,300	1,300	826.00	165.25	474.00	63.5%*
<a href="#">191911 49000 Planning Miscellaneou</a>	200	200	1,267.04	1,016.75	-1,067.04	633.5%*
<a href="#">192121 49000 Fire Miscellaneous</a>	5,800	5,800	11,002.00	.00	-5,202.00	189.7%*
<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	.00	-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="#">194141 49103 General Assistance Re</a>	0	0	1,440.00	.00	-1,440.00	100.0%*
<a href="#">194545 49000 School Miscellaneous</a>	93,000	93,000	14,163.99	8,767.48	78,836.01	15.2%*
<a href="#">199980 48100 General Fund Transfer</a>	500,000	500,000	500,000.00	500,000.00	.00	100.0%*
TOTAL Other	841,300	841,300	636,485.87	576,782.63	204,814.13	75.7%
TOTAL REVENUES	841,300	841,300	636,485.87	576,782.63	204,814.13	
GRAND TOTAL	59,596,486	59,782,967	45,878,267.49	1,209,663.29	13,904,699.51	76.7%

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

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# MANAGER'S REPORT - B BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

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## MEMORANDUM

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TO: Town Council

FROM: John Eldridge  
Town Manager

DATE: December 17, 2015

SUBJECT: Brunswick Recreation Center Solar Project

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On December 7, 2015 the Town Council approved a motion directing staff to continue work towards analyzing data and evaluating recommendations on the proposed solar project on the Recreation Center Building. Based on the financial assumptions provided by ReVision Energy, it appears that the Power Purchase Agreement (PPA) with a buyout option in year 7 produces the best financial outcome for the Town. This is the project staff has been working to develop.

An important consideration in this project has been fitting the work into ReVision's 2016 schedule. We have prepared the attached table and Gantt chart that depicts the tentative schedule for the tasks associated with this project.

Prior to the authorization of the PPA, and ideally before the public hearing for the bond ordinance, there are several other issues to be resolved. Following is a list of the current tasks:

1. Review of the PPA contract with the Town Attorney.
2. Approval from the US Department of the Interior of the PPA contract for the Rec Center.
3. Estimate of property taxes on solar array; determination of impact on TIF revenues.
4. Insurance requirements and cost.
5. Question of private purpose use for tax exempt bond issuance on building.
6. Agreement with MRRA for electricity metering and rates.
7. Proposal for maintenance contract with ReVision.

We have already engaged Michael Cunningham of Lincoln Haney Engineers to review the structural capacity of the roof and to design the anchoring system for the solar array. Mr. Cunningham's preliminary assessment is that the roof will support the array. We are meeting with both Mike and Walter Barschdorf of Independent Roof Services to discuss the solar design and how that design might impact the cost of the roof project. We expect Independent Roof Systems will issue and evaluate the request for proposals (RFP) for the roof replacement.

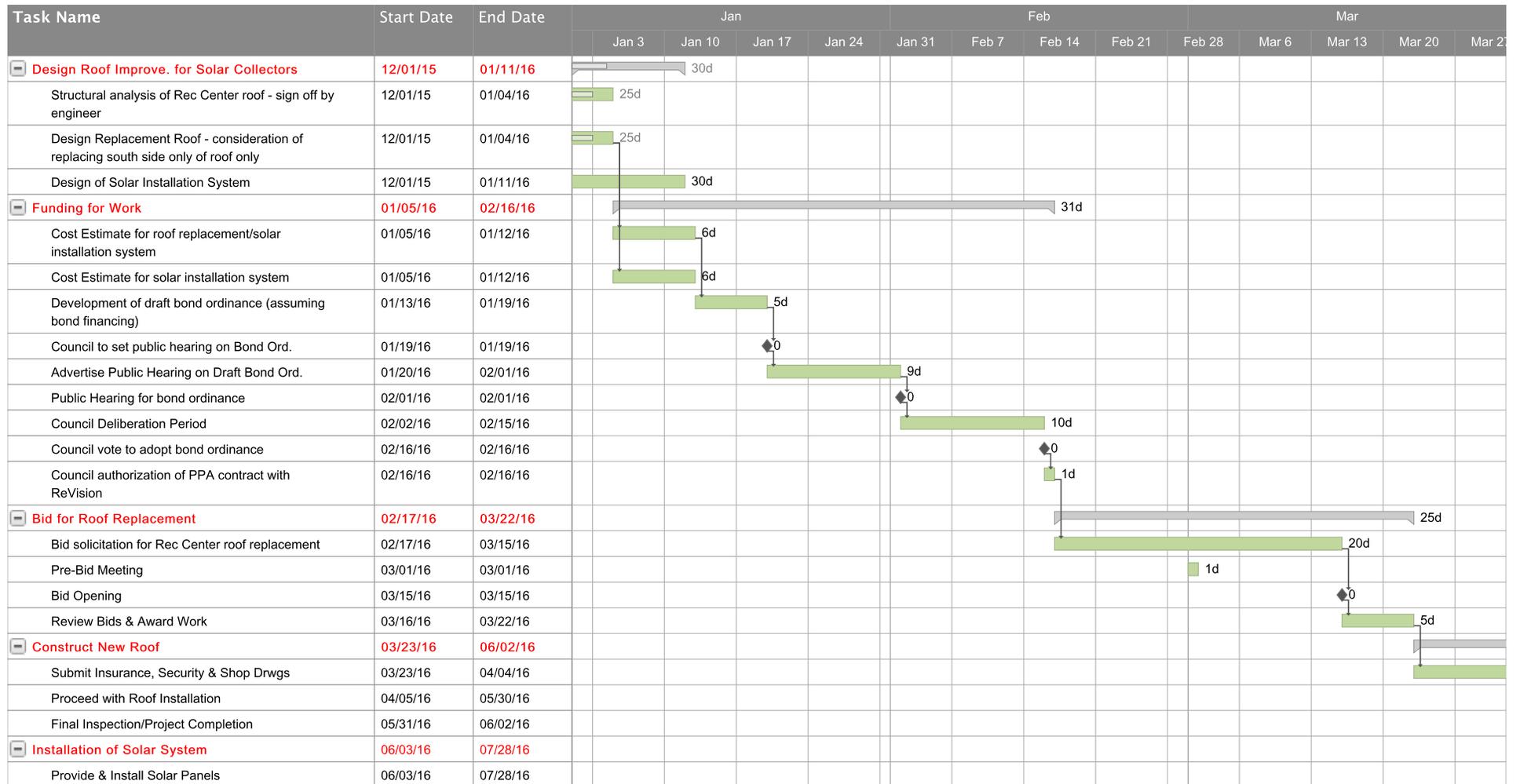
We welcome any questions the Council may have on this project.

Attachments

# Roof Replace & Solar System Install at Rec. Center

Task Name	Start Date	End Date	Duration	Assigned To
<input type="checkbox"/> <b>Design Roof Improve. for Solar Collectors</b>	<b>12/01/15</b>	<b>01/11/16</b>	<b>30d</b>	
Structural analysis of Rec Center roof - sign off by engineer	12/01/15	01/04/16	25d	Lincoln-Haney Eng.
Design Replacement Roof - consideration of replacing south side only of roof only	12/01/15	01/04/16	25d	Independent Roof Svcs.
Design of Solar Installation System	12/01/15	01/11/16	30d	ReVision Energy LLC
<input type="checkbox"/> <b>Funding for Work</b>	<b>01/05/16</b>	<b>02/16/16</b>	<b>31d</b>	
Cost Estimate for roof replacement/solar installation system	01/05/16	01/12/16	6d	Independent Roof Svcs.
Cost Estimate for solar installation system	01/05/16	01/12/16	6d	ReVision Energy LLC
Development of draft bond ordinance (assuming bond financing)	01/13/16	01/19/16	5d	Finance Dept
Council to set public hearing on Bond Ord.	01/19/16	01/19/16	0	Town Council
Advertise Public Hearing on Draft Bond Ord.	01/20/16	02/01/16	9d	Town Clerk
Public Hearing for bond ordinance	02/01/16	02/01/16	0	Town Council
Council Deliberation Period	02/02/16	02/15/16	10d	Town Council
Council vote to adopt bond ordinance	02/16/16	02/16/16	0	Town Council
Council authorization of PPA contract with ReVision	02/16/16	02/16/16	1d	Town Council
<input type="checkbox"/> <b>Bid for Roof Replacement</b>	<b>02/17/16</b>	<b>03/22/16</b>	<b>25d</b>	
Bid solicitation for Rec Center roof replacement	02/17/16	03/15/16	20d	Independent Roof Svcs.
Pre-Bid Meeting	03/01/16	03/01/16	1d	Independent Roof Svcs.
Bid Opening	03/15/16	03/15/16	0	Town Manager
Review Bids & Award Work	03/16/16	03/22/16	5d	Town Manager
<input type="checkbox"/> <b>Construct New Roof</b>	<b>03/23/16</b>	<b>06/02/16</b>	<b>52d</b>	
Submit Insurance, Security & Shop Drwgs	03/23/16	04/04/16	9d	Roofing Contractor TBD
Proceed with Roof Installation	04/05/16	05/30/16	40d	Roofing Contractor, TBD
Final Inspection/Project Completion	05/31/16	06/02/16	3d	Independent Roof Svcs.
<input type="checkbox"/> <b>Installation of Solar System</b>	<b>06/03/16</b>	<b>07/28/16</b>	<b>40d</b>	
Provide & Install Solar Panels	06/03/16	07/28/16	40d	ReVision Energy LLC

# Roof Replace & Solar System Install at Rec. Center



Manager Report – Items C - H  
BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

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## MEMORANDUM

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**TO:** Town Council

**FROM:** John Eldridge  
Town Manager

**DATE:** December 16, 2015

**SUBJECT:** Town Manager's Report (c) – (g)

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Below is a brief summary of items included in the December 21 Manager's Report.

### **River Road – Vibration- Manager's Report (c)**

This is to follow up on the concern raised by Councilor Perreault at your December 7<sup>th</sup> meeting. Paula Kappel, who resides at 236 River Road, indicated that her house is subject to severe vibrations when trucks pass her house. She felt the vibrations were being caused by trucks that were overweight or speeding. We reviewed the Maine Department of Transportation (Maine DOT) criteria for speed limits, since that is the department responsible for their establishment, even on local roads.

I recently spoke with Ms. Kappel and advised her that Maine DOT could possibly increase speeds if we requested a speed study. After discussing the issue at length, I suggested that we first have Public Works check the road for any obvious reasons for the vibration issues. I suggested that we could run a loaded Public Works vehicle over the area in an attempt to replicate the problem. Public Works plans to visit the area this week. I also have asked our code enforcement officer to visit the residence to observe the cracks Ms. Kappel says were caused by the vibrations.

### **NNEPRA Layover Facility – Manager's Report (d)**

On Saturday, December 12<sup>th</sup>, Consigli Construction conducted a tour of the Layover facility site. Neighbors to the project have expressed concerns over noise and excessive vibration coming from the construction site. Consigli said it would consider installing vibration monitors and would remind all contractors to comply with construction hours specified by the Town.

Consigli indicated that construction was ahead of schedule because of the favorable weather. Attached is a copy of the Gantt chart (project schedule) that was distributed at the tour. The chart reflects anticipated project completion in the summer 2016.

### **Growstown School Repairs – Manager's Report (e)**

As previously reported, a crew from the Public Works Department repaired the floor that had collapsed. This will allow the school to open for the living history program conducted in the spring. This week crews finished installing a catch basin and underdrain along the frontage on Woodside

Memo to Town Council  
December 16, 2015  
Manager's Report

Road. The catch basin will collect surface run-off while the underdrain will collect ground water. These improvements should help to reduce the moisture accumulating in the crawl space under the floor.

We have engaged a structural engineer to evaluate the building and design a long-term solution to the foundation/crawl space issues.

**Maine Natural Gas Rate Increase – Manager's Report (f)**

Commissioners of the Maine Public Utilities Commission (PUC) are scheduled to deliberate on the rate case Tuesday, December 22 at 10:00 AM. Last Friday, Commission staff issued a favorable Examiner's Report recommending rejection of the proposed Stipulation that was entered into between Maine Natural Gas (MNG), the Office of the Public Advocate (OPA) and the City of Augusta.

MNG had filed for a rate increase that would have increased the cost of gas delivery by 21%, 21% and 39% over the next three years. Much of the proposed increase is attributable to an expansion in the Augusta service area. The Town, MRRA, and Bowdoin College (the Brunswick Intervenors) intervened in the rate case believing that the proposal unfairly impacted Brunswick area gas customers. PUC staff has been critical of the proposed increase and its impact on non-Augusta area ratepayers. The Brunswick Intervenors believe the Stipulation, while an improvement on MNG's original proposal, is still very unfavorable to Brunswick customers. While we are encouraged by the PUC staff recommendation that the Stipulation be rejected, the decision rests with the Commissioners.

**Cable TV – Franchise Negotiations – Manager's Report (g)**

We have prepared a list of items to be negotiated in the franchise renewal with Comcast. We expect to begin negotiations after the start of the new year.

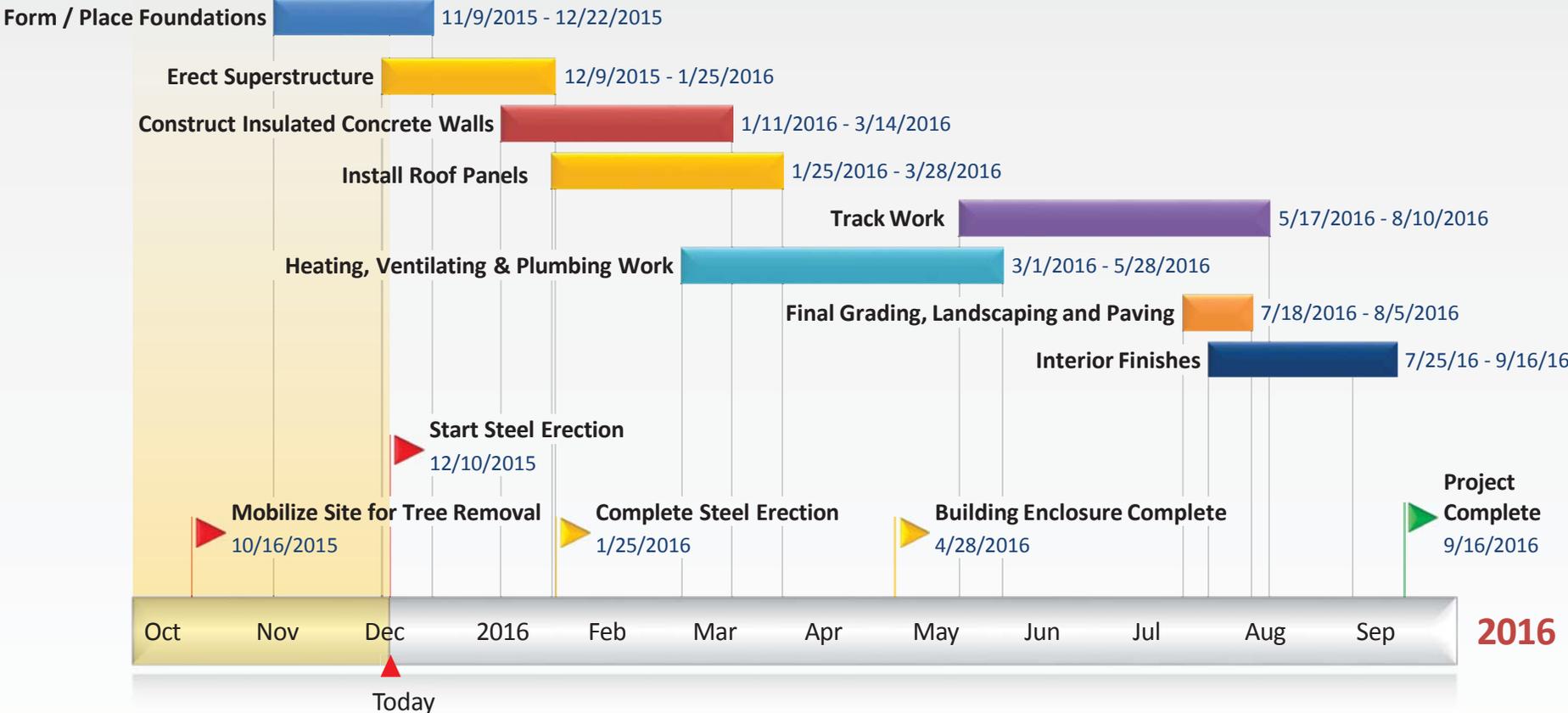
**Holiday Trash and Recycling Schedule – Manager's Report (h)**

Public Works has announced that there will be no curbside collection of trash or recycling materials on Friday, December 25<sup>th</sup> and Friday, January 1<sup>st</sup>, due to the observance of Christmas and New Year's Day. Pine Tree Waste will run a make-up collection on Saturday, December 26<sup>th</sup> and Saturday, January 2<sup>nd</sup>.

Attachment: Gantt chart

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# Anticipated Milestone Schedule



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ITEM 121

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 12/21/2015 on the following Special Amusement license applications:

### Special Amusement

Brunswick Lodge of Elks # 2043  
D/B/A: Brunswick Lodge of Elks  
179 Park Row

Ms. Angela Brackett

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

EIKs

**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: Brunswick Lodge of EIKs #2043

Incorporation Date: 6-29-57 Incorporation State: \_\_\_\_\_

New License: Opening Date \_\_\_\_\_  Renewal License

Business Name: Brunswick Lodge of EIKs #2043 E-Mail: \_\_\_\_\_

Business Address: 179 Park Row, Brunswick, Me Business Phone Number: 725-8265

Name of Contact Person: Angela Brackett Contact's Phone Number: 725-8265-129-957

Mailing Address for Correspondence: 179 Park Row, Brunswick, Me 04011

Signature of Owner, Officer, Partner or Agent: Gayle D. Brown - Treasurer

Date: 12/09/15

**Corporations Please Complete:**

Address of Incorporation: Brunswick Lodge of EIKs #2043 Phone #: 725-8265 (office)

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Adam Belmore</u>	<u>EWALDED Ruler</u>	<u>1 Prospect St</u>	
<u>Kevin Keeman</u>	<u>Trustee</u>	<u>Whispering Pines</u>	
<u>Gilbert Wildes</u>	<u>Trustee</u>	<u>108 Valentine Rd. Bowdoinham, Me</u>	
<u>Regis Leclair</u>	<u>Trustee</u>	<u>156 Tondreaus Point Rd - Harpswell</u>	

**Town Clerk Use Only**

License Fee \$100.00  Paid **DEC - 9 2015** Advertising Fee \$ \_\_\_\_\_ 0 Paid

Required Approvals: 0 Finance 0 Codes/Fire 0 Council PH Date: \_\_\_\_\_

Mailed or Issued Date: \_\_\_\_\_

Clerk Notes:

OVER

**Describe in detail the kind and nature of entertainment:**

Occasional D.J or Small Band 2-3 band members

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

Lounge Area on First Floor  
Hall Area on First Floor

**During what hours will your live entertainment occur?**

Normally 5-9 P.M. or 7-11 P.M.

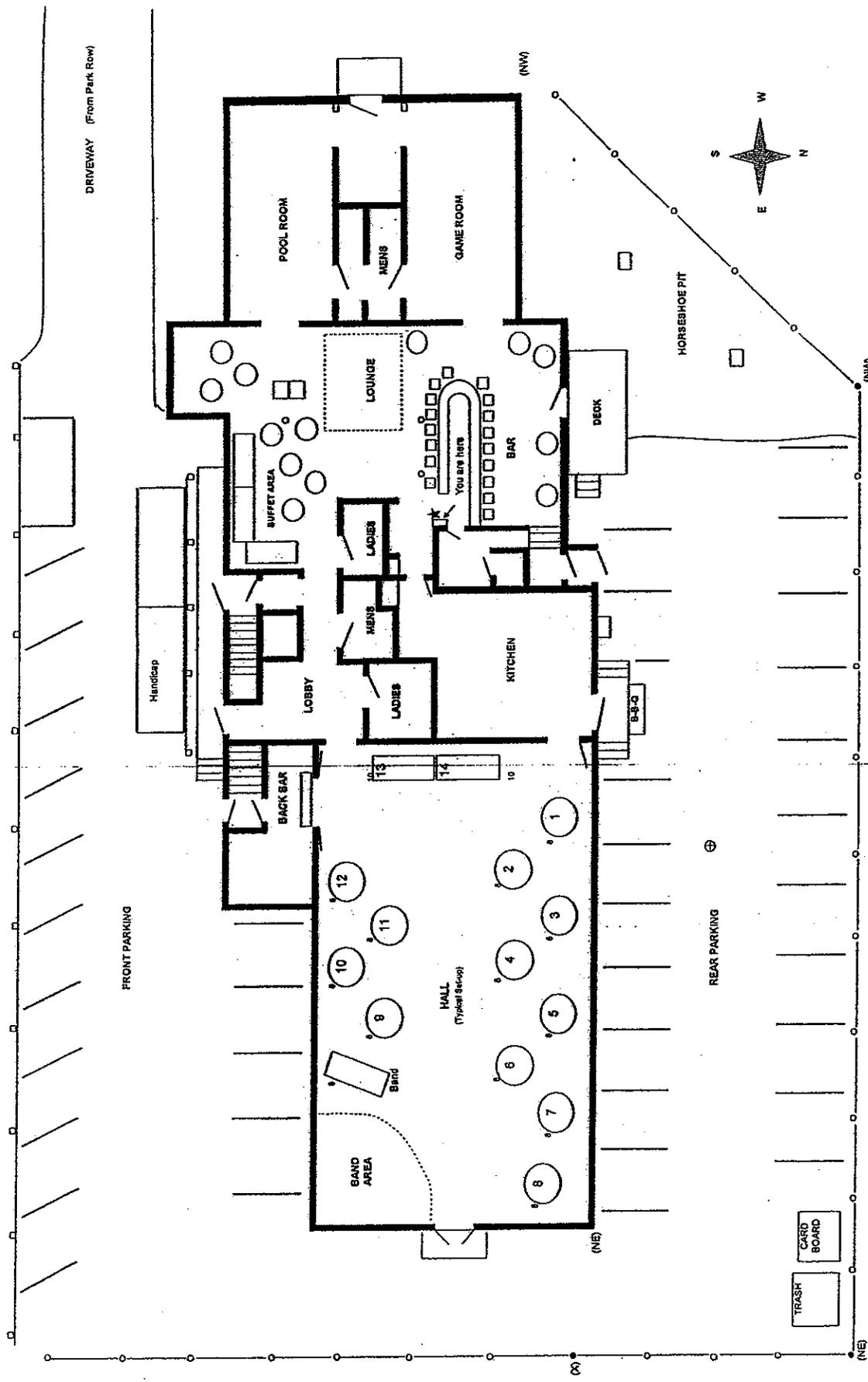
**Did the Town Council place any specific restrictions on your license over the past three years? If so, what was that restriction?** No

**DIAGRAM**

(ATTACH SEPARATE SHEET, IF NECESSARY)

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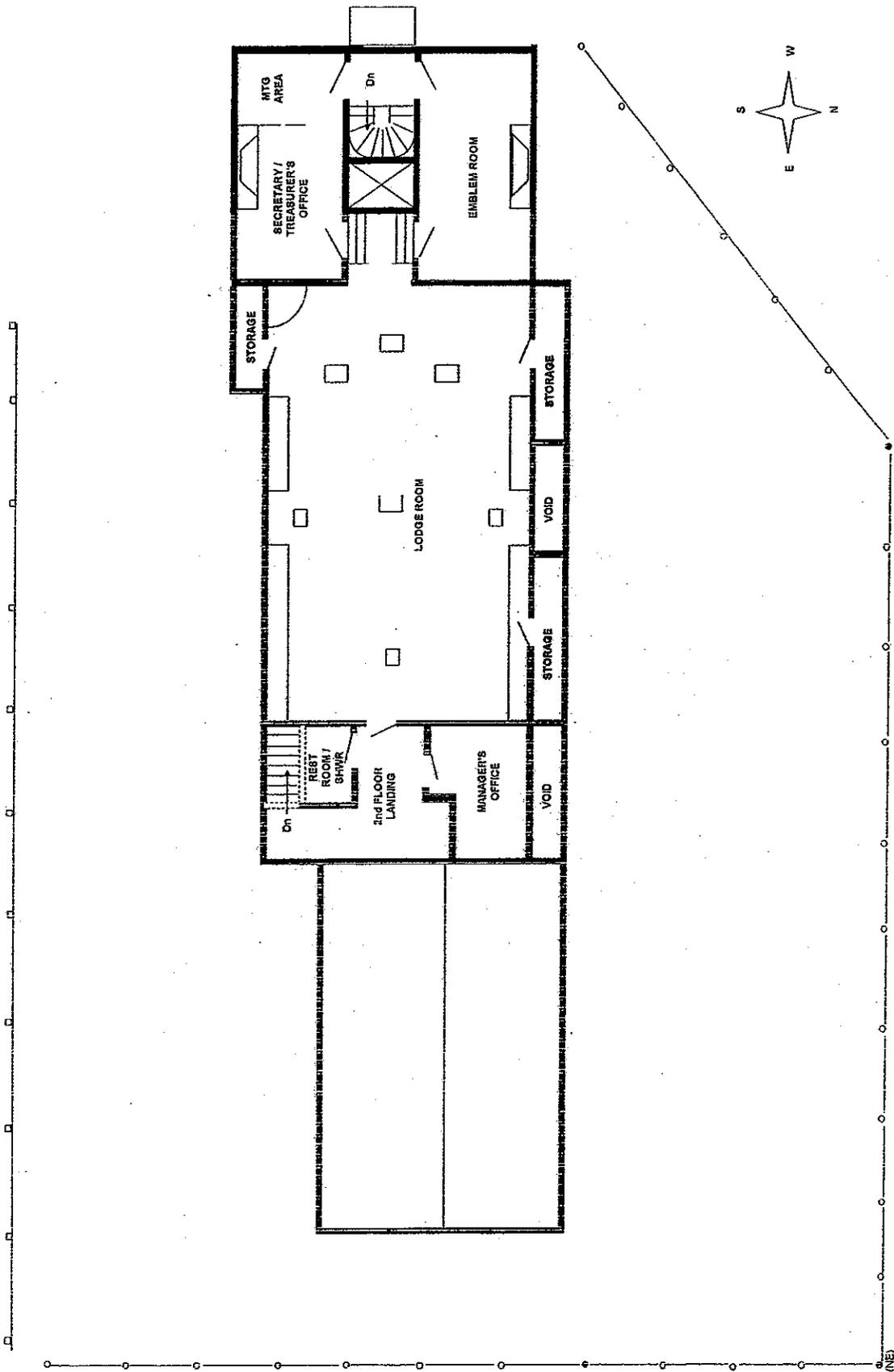
See attached



BRUNSWICK ELKS LODGE - Building 1st Floor and Parking  
(NOT TO SCALE)

*Downstairs*

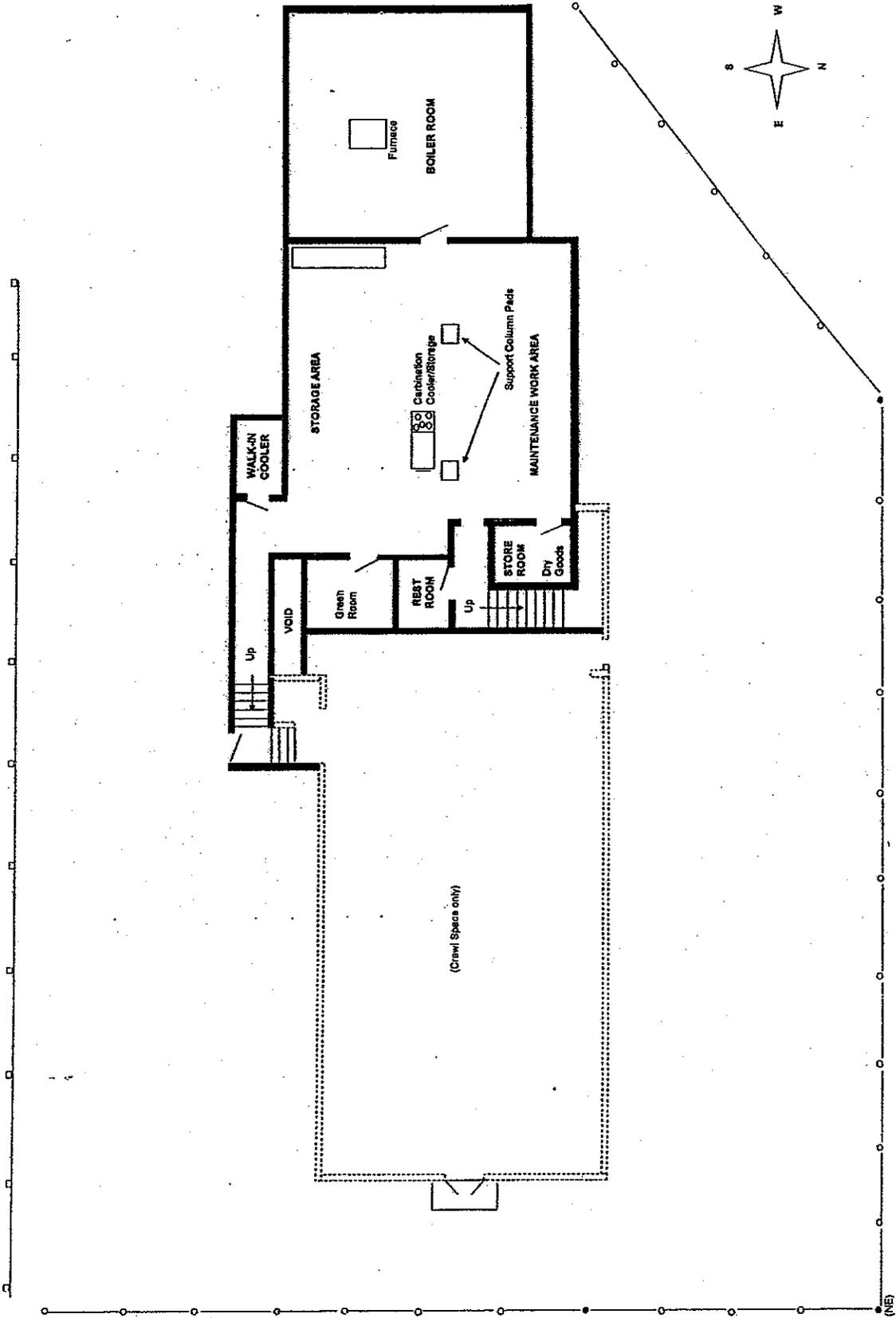
From the North Eastern most fence post. South along the fence to the fence post (X) most adjacent to the North East corner of the Building. Then West along the North wall of the Building to the North Western most corner of the building. Then North to the North Western most fence post. Then East along the fence to the North Eastern most fence post.



BRUNSWICK ELKS LODGE - Building 2nd Floor

(NOT TO SCALE)

*wp STAIRS*



BRUNSWICK ELKS LODGE - Building Basement Level  
 (NOT TO SCALE)  
*Basement*

ITEM 122

BACK UP MATERIALS



## MEMORANDUM

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**TO:** Town Council  
**FROM:** Fran Smith, Town Clerk  
**SUBJECT:** Proposed Changes to Domesticated Chicken Ordinance  
**DATE:** December 16, 2015  
**CC:** John Eldridge, Town Manager

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This memo introduces the proposed changes to Chapter 4 (Animals) of the Municipal Code of Ordinance, Article III (Domesticated Chickens). The item is being sponsored by Chair Brayman and Councilor Walker. The initial ordinance, adopted on October 19, 2009, allows up to six licensed domesticated chickens in a single family home within the growth zone. In 2015, the Clerk's office issued 21 licenses. There are two proposed changes to the ordinance:

- 1) Requirements were developed for the chicken coops to ensure safety for the animals and keep the chickens from straying in dense neighborhoods. There is a required one-time inspection for the building permit, which remains the same, and a required annual inspection by the Animal Control Officer. What is now being proposed is a one-time inspection by the Animal Control Officer prior to the issuance of the initial license. Any other inspection would be contingent on public concerns or changes to the original coop, which shall be noted on the renewal application. This change requires less staff time and only one inspection for the applicant.
- 2) Currently, the license is an annual one, expiring on April 30<sup>th</sup> of each year, at a cost of \$10.00. What is now being proposed is a two-year license expiring on April 30<sup>th</sup> of each even year, with a cost increase to \$30.00. There is a prorated amount for licenses issued within 6 months of expiration. This represents an overall increase to the annual cost, but better reflects the staff time needed to process the license, plus makes the process easier for the applicants. (Reminder notices are provided.)

Heidi Nelson, the Animal Control Officer, will be at your meeting to answer any questions. A copy of the proposed amendment is attached to this memo.

**Proposed Ordinance Amendments**  
**Changes to Chicken Licensing Ordinance**  
**Public Hearing –**  
**Adopted –**  
**Effective –**

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 4, Article III, the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language and removing the strike-out language as follows:

**ARTICLE III. DOMESTICATED CHICKENS** <sup>[3]</sup>

Sec. 4-61. Purpose.

The purpose of this article is to provide standards for the keeping of domesticated chickens. The article is intended to enable residents to keep a small number of female chickens while limiting the potential adverse impacts on the surrounding neighborhood.

(Ord. of 10-19-09)

**Sec. 4-62. Definitions.**

[The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

*Chicken pen.* An enclosure connected to a henhouse for the purpose of allowing chickens to leave the henhouse while remaining in an enclosed, predator-safe environment.

*Enclosure.* The combined area of a henhouse and chicken pen.

*Henhouse.* A structure for the sheltering of female chickens. A legally existing nonconforming detached shed, garage or barn that may be located within the required district setback can be used for this purpose if it meets all other standards contained in this article.

(Ord. of 10-19-09)

**Sec. 4-63. Keeping of domesticated chickens located in the growth area.**

- (a) No more than six (6) chickens shall be allowed per single-family detached dwelling property. No chickens shall be permitted within multi-family complexes, including duplexes.
- (b) Only female chickens are permitted with no restriction on chicken species.
- (c) Chickens shall be kept only for personal use.
- (d) Advertising the sale of eggs, chicken breeding or fertilizer production is prohibited.
- (e) Outside slaughtering of chickens is prohibited.

(Ord. of 10-19-09, § I)

**Sec. 4-64. Enclosure.**

- (a) Chickens must be kept in a secure henhouse or chicken pen area at all times. At no time shall chickens be kept in a residence including attached structures.
- (b) Chickens shall be secured within the henhouse during nondaylight hours.

- (c) Enclosures must be clean, dry and odor-free, kept in a neat and sanitary condition at all times, in a manner that will not disturb the use or enjoyment of abutters due to noise, odor or other adverse impact.
- (d) An enclosure shall not be located in the front yard.

(Ord. of 10-19-09, § II)

**Sec. 4-65. Henhouse.**

- (a) A henhouse shall be provided and designed to provide safe and healthy living conditions for the chickens while minimizing adverse impacts to abutters.
- (b) The structures shall be fully enclosed with latchable doors and windows. Windows and vents must be covered with predator and birdproof wire of less than one-inch openings.
- (c) The henhouse shall be well maintained. The use of scrap, waste board, sheet metal, or similar materials for the construction of the structure is prohibited.
- (d) Henhouses shall only be located in rear yards. In the case of a corner lot, a side yard may be used in accordance with applicable zoning district setbacks but in no case shall the henhouse be closer than ten (10) feet to the side property line.
- (e) No henhouse shall be located within ten (10) feet of a rear or side property line.

(Ord. of 10-19-09, § III)

**Sec. 4-66. Chicken pens.**

- (a) Chicken pens may be provided. Where provided, the chicken pen shall be attached to the henhouse and the walls shall be constructed of sturdy wire fencing, other than chicken wire, and buried at least twelve (12) inches in the ground. The roof shall be covered with wire, aviary netting, chicken wire or solid roofing in a manner to prevent the escape of chickens.
- (b) Chicken pens shall only be located in rear yards. In the case of a corner lot, a side yard may be used in accordance with applicable zoning district setbacks but in no cases shall the henhouse be closer than ten (10) feet to the side property line.
- (c) No chicken pen shall be located within ten (10) feet of a rear or side property line.

(Ord. of 10-19-09, § IV)

**Sec. 4-67. Odor, noise and lighting.**

- (a) Odors from chickens, chicken manure, or other chicken-related substances shall not be perceptible at the property boundaries.
- (b) Perceptible noise from chickens shall not be a disturbance to abutters.
- (c) Only motion-activated lighting may be used to light the exterior of the henhouse.

(Ord. of 10-19-09, § V)

**Sec. 4-68. Waste storage and removal.**

Provision must be made for the storage and removal of chicken manure. All stored manure shall be covered by a fully enclosed structure with a roof line or lid over the entire structure. All other manure not used for composting or fertilizing shall be removed from the property.

(Ord. of 10-19-09, § VI)

**Sec. 4-69. - Licensing requirements.**

A person who keeps domesticated chickens shall obtain a license for a fee in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances. The license shall expire annually on the last day of April every even year. Any license applied for less than six months from expiration shall be half the fee. The initial license shall be issued by the town clerk after favorable inspection by the Brunswick Animal Control Officer or designee. The fee is nonrefundable if the license is not approved. There will be a late fee assessed to licenses that have expired, in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances. The fine will double after the license has been expired for more than thirty (30) days.

(Ord. of 10-19-09, § VII, Ord. of 11-16-15)

**Sec. 4-70. Penalty.**

In addition to any other enforcement action which the town may take, violation of any provision of this article shall be a civil violation and a fine may be imposed in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances not exceeding one hundred dollars (\$100.00) may be imposed. Each day that a violation continues will be treated as a separate offense.

(Ord. of 10-19-09, § VIII)

**Sec. 4-71. Removal of chickens.**

Any violation of the provisions of this article or of the license shall be grounds for an order from the code enforcement officer to remove the chickens and the chicken-related structures. The animal control officer may also order the removal of the chickens upon a determination that the chickens pose a health risk. If a chicken dies, it must be disposed of promptly in a sanitary manner.

(Ord. of 10-19-09, § IX)

<b>Chapter 4 - Animals</b>			
Sec. 4-31	11/1/2006	Impounding a dog (1st/2nd/3rd and subsequent impoundment of same dog)	\$25/\$50/\$100
		Keeping the dog	\$5 per day
		Notice by mail or by posting	\$3
Sec. 4-38	4/22/1997	Violation of any provision of this chapter (1st/2nd/3rd and subsequent offense)	not more than \$25/\$200/\$500
Sec. 4-69	10/19/2009	A person who keeps domesticated chickens shall obtain a license	<del>\$30</del> \$10, late fee <del>\$30</del> \$10
<b>Sec. 4-70</b>	<b>10/19/2009</b>	Violation of any provision, each day a separate offense	\$100
Sec. 4-97	10/17/2011	Initial license for domesticated farm animal/renewal	\$100/\$50
		Late fee for expired license/doubled after thirty days	\$25/\$50
Sec. 4-99	10/17/2011	Violation of any provision, each day a separate offense	\$100

ITEM 123

BACK UP MATERIALS

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## MEMORANDUM

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**TO:** Town Council

**FROM:** Sarah Brayman, Chair  
Town Council

**DATE:** December 17, 2015

**SUBJECT:** Race and Gender Issues

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As reported at the December 7<sup>th</sup> Town Council meeting, community leaders were invited to a discussion held at Town Hall on December 2<sup>nd</sup>. The purpose was to discuss an increase in the reported use of racial and gender slurs occurring in the downtown area. The meeting participants also discussed general safety concerns in the downtown area and neighborhoods adjacent to Bowdoin College in light of two recent assaults and suspicious activity near the College.

Many at the meeting were concerned about “next steps.” I am proposing that the Town Council establish a task force to address race and gender issues. Attached is a proposal that would establish the task force and charge it with reporting back to the Council by June 30, 2016.

I look forward to discussing this issue in greater detail with the full Town Council.

**Town of Brunswick, Maine  
Race and Gender Task Force**

*Background.* In August of 2015, members of the Town Council were told of an increase in the number of reported incidents of the use of racial and gender-based slurs in and around downtown Brunswick. The Chair and Vice Chair of the Town Council, along with staff from the Town of Brunswick, met with officials of Bowdoin College to discuss the concern. On December 2<sup>nd</sup>, a roundtable of community leaders was invited to participate in a discussion of these matters. In addition to the race and gender issues, participants at the roundtable also discussed two recently reported assaults and general safety concerns for downtown. The discussion concluded with suggestions for potential next steps to address these issues.

The Town establishes this task force to explore the race and gender issues and to recommend how the Town and other civic organizations might be engaged to address these issues.

*Members.* The task force shall be comprised of the following members:

- Three (3) members of the Town Council as chosen by the Council chair.

*Task Force Charge.* Explore the increase in the reported use of race and gender slurs in and near downtown Brunswick. At a minimum, the task force should consider the following:

- Town hall and neighborhood group conversations
- Involvement of the Brunswick Downtown Association and other community organizations as determined by the task force to develop recommendations for the Town and other stakeholders
- Development of reporting mechanisms to ensure that incidents of bias are reported and documented
- Community dialogue through newspapers, publications, websites, and social media
- Establishment of safe houses

The task force shall prepare and deliver a report with its recommendations to the Town Council as soon as possible, but no later than June 30, 2016.

*Staff.* The task force shall be staffed by the Assistant Town Manager who shall be responsible to provide for the administration of the affairs of the task force, including preparing agendas and minutes, posting public hearings, handling correspondence, and maintaining all official records.

*Funding.* The activities of the task force shall be funded from the Town's Council's appropriation.

Proposed to Town Council: December 21, 2015

Adopted by Town Council: