

BRUNSWICK TOWN COUNCIL
Agenda
February 1, 2016
Executive Session – 6:15 P.M.
Regular Meeting - 7:00 P.M.
Council Chambers
Town Hall
85 Union Street

Roll Call of Members

Acknowledgement of Meeting Notice

Executive Session: [1 M.R.S.A. §405(6)(D)] on Union Negotiations and [1 M.R.S.A. §405(6)(A)] Personnel Matter

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the minutes of January 19, 2016

Public Comments

Correspondence

COMMITTEE REPORTS

- Bicycle and Pedestrian Advisory Committee
- Finance Committee
- Human Rights Task Force
- Mare Brook Watershed Committee
- Recycling and Sustainability Committee
- Rivers and Coastal Waters Commission

MANAGER'S REPORT

- a) Project Tracking Report
- b) Report on Longfellow and Page Street parking permit program
- c) Report on 2016 mooring licensing process
- d) Report on the Brunswick Commercial Historic District status

PUBLIC HEARING

- 11. The Town Council will hear public comments for amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet, and will take any appropriate action. (Councilor Millett)

HEARING/ACTION

12. The Town Council will hear public comments for amendments to Chapter 7 “Fire Prevention and Protection” of the Municipal Code of Ordinances for the purpose of housekeeping changes and to set fee schedules (under Master Schedule of Revenues, Charges, Fees, and Fines Appendix A), and will take any appropriate action. (Manager)
HEARING/ACTION

NEW BUSINESS

13. The Town Council will consider adopting amendments to Chapter 4 “Animals” 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
14. The Town Council will consider amending the Bicycle and Pedestrian Advisory Committee charge to provide for three year staggered terms, and will take any appropriate action. (Councilor K. Wilson)
ACTION
15. The Town Council will consider setting a public hearing for February 16, 2016, on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding changes to parking restrictions and creating a one-way section on the Harriet Beecher Stowe Elementary School access road, and will take any appropriate action. (Manager)
ACTION
16. The Town Council will discuss changes to the Council Rules of Order and Procedure relative to Town Council interactions with the Town Manager, staff, and the Town Attorney, and will determine if any future action is necessary. (Manager)
ACTION
17. The Town Council will consider setting up a Council Subcommittee to review the Council Rules, and will take any appropriate action. (Chair Brayman)
ACTION
18. The Town Council will consider appointments to the Town’s Boards, Commission, and Committees, and will take any appropriate action. (Appointments Committee)
ACTION
19. The Town Council will consider ratifying the union contract between the Town of Brunswick and the Teamsters for the Parks and Recreation Maintenance Workers Union, 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
February 1, 2016
Council Notes and Suggested Motions

Executive Session: [1 M.R.S.A. §405(6)(D)] on Union Negotiations and [1 M.R.S.A. §405(6)(A)] Personnel Matter

Suggested Motion:

Motion to go into executive session for a consultation regarding Union Negotiations per 1 M.R.S.A. §405(6)(D), and to discuss a personnel matter per 1 M.R.S.A. §405(6)(A).

CONSENT AGENDA

- a) Approval of the Minutes of January 19, 2016: A copy of the minutes is included in your packet.

Suggested Motion:

Motion to adopt the Consent Agenda.

COMMITTEE REPORTS

- Bicycle and Pedestrian Advisory Committee
- Finance Committee
- Human Rights Task Force
- Mare Brook Watershed Committee
- Recycling and Sustainability Committee
- Rivers and Coastal Waters Commission

Councilors representing the Council on the above committees that have recently met will provide brief updates. If there are any Committees updates beyond those listed, Councilors can also share that with the Council and public.

MANAGER'S REPORT

- a) Project Tracking Report: The Council will receive a monthly report on projects management is tracking for them. Copies of a memo from Manager Eldridge and the project list are included in your packet.
- b) Report on Longfellow and Page Street parking permit program: As part of the enactment of parking permits for Longfellow Avenue, the Council requested the Police Department report back on how the program is going. In addition, they have also provided a similar report for Page Street, which also has parking permits. A copy of the Report from Commander Waltz is included in your packet.
- c) Report on 2016 mooring licensing process: This is just a quick update to let the Council and public know that mooring applications have been either emailed or mailed to last year's applicants, as required by the Ordinance. There were 293 sent, and this did not include those at Paul's Marina. This is the first year that fees have been in place and the deadline to return the application without penalty is May 1st.

- d) Report on the Brunswick Commercial Historic District status: The Town has been notified that the Brunswick Commercial Historic District was entered into the National Register of Historic Places on January 12, 2016. A copy of the letter from the Maine Historic Preservation Commission is included in your packet.

PUBLIC HEARING

11. This item, sponsored by Councilor Millett, is the required public hearing for amendments to Chapter 15 “Traffic and Vehicles” regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet. This request comes after concerns have been raised by citizens, Councilors, and staff about vehicle parking on both sides near the intersection and the traffic concerns this generates. Copies of a memo from Manager Eldridge, the proposed language, and a diagram of the street are included in your packet.

Option for the Council if they choose to vote this evening - suggested motion:

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting. (This requires a 2/3 vote of the Council to pass.)

Suggested Motion in the event of adoption:

Motion to adopt amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet.

12. This item is the required public hearing on these proposed amendments that:
- Update Code Adoption - The updated code references bring the Municipal Code in-line with the State-adopted codes and standards.
 - Update Permit Language - These proposed changes improve the Codes’ clarity and ease of reference.
 - Updated Revenues, Charges, Fees, and Fines - Permit fees and fines would be placed into the “Master Schedule of Revenues, Charges, Fees and Fines Appendix A.”
- Deputy Chief Emerson will be at the meeting to answer any questions. Copies of memos from Manager Eldridge and Deputy Chief Emerson, along with proposed ordinance language, are included in your packet.

Option for the Council if they choose to vote this evening - suggested motion:

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting. (This requires a 2/3 vote of the Council to pass.)

Suggested Motion in the event of adoption:

Motion to set a public hearing for February 1, 2016, for amendments to Chapter 7 “Fire Prevention and Protection” of the Municipal Code of Ordinances for the purpose of updating language and placing the fee schedule into the “Master Schedule of Revenues, Charges, Fees, and Fines Appendix A.”

NEW BUSINESS

13. This item, sponsored by Chair Brayman and Councilor Walker, is for the Council to consider adopting these amendments. The public hearing was held on January 19th. They are amendments to Chapter 4 “Animals” regarding changing the domestic chicken licenses from one to two years at a fee of \$30 per license and requiring only an initial coop 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, along with the draft ordinance and a survey of other towns regarding licensing requirements, are included in your packet.

Suggested Motion:

Motion to adopt amendments to Chapter 4 “Animals” 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.

14. This item, sponsored by Councilor K. Wilson for the Council, is to have the Council consider amending the charge of the Bicycle and Pedestrian Advisory Committee (BPAC) to provide for set terms of office. Last April, the Town Council amended the charge of the BPAC to allow a Councilor to serve on the committee and also directed the Committee to come up with terms of office since they have no set terms. The Committee discussed this matter, and has provided a proposal to have three-year terms with initial terms staggered, so not all terms are up at the same time. The exception for three-year terms would be the Councilor’s position, and that would be a one-year term. A copy of the draft charge is included in your packet.

Suggested Motion:

Motion to amend the Bicycle and Pedestrian Advisory Committee Charge to provide for three-year staggered terms.

15. This item is for the Council to consider setting a public hearing for February 16, 2016, on amendments to Chapter 15 “Traffic and Vehicles” regarding changes to parking restrictions on the Harriet Beecher Stowe Elementary School access road. This request from the School Department designates the road as one-way at all times instead of only at dismissal times; and prohibits parking along the access road at all times. Currently it is allowed during dismissal. Copies of a memo from Commander Waltz and the proposed changes are included in your packet.

Suggested Motion:

Motion to set a public hearing for February 16, 2016, on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding changes to parking restrictions and creating a one-way section on the Harriet Beecher Stowe Elementary School access road.

16. This item is for the Council to consider adopting proposed Council rule changes relative to Town Council interactions with the Town Manager, staff and the Town Attorney. These changes were discussed at the Council retreat, and at your last regular meeting. After that discussion, some adjustments were made to what was being proposed, which

are italicized in the draft changes. Copies of a memo from Manager Eldridge and the proposed changes are included in your packet.

Suggested Motion:

Motion to adopt changes to the Council Rules of Order and Procedure relative to Town Council interactions with the Town Manager, staff, and the Town Attorney.

17. This item is for the Council to consider establishing a committee to update and amend all of the rules by which the Council operates. The Committee would be charged with examining the Council's Rules of Order and Procedure and making recommendations for a set of comprehensive, well-organized rules and procedures for consideration by the full council. Copies of a memo from Manager Eldridge and the draft committee charge are included in your packet.

Suggested Motion:

Motion to establish and adopt a charge for "Town of Brunswick, Maine - Council Committee on Rules" to review the Council Rules of Order and Procedure.

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

Suggested Motion:

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

19. This item is for the Council to consider ratifying the union contract between the Town of Brunswick and the Teamsters for the Parks and Recreation Maintenance Workers Union. This item was discussed in the executive session.

Suggested Motion:

Motion to ratify the union contract between the Town of Brunswick and the Teamsters for the Parks and Recreation Maintenance Workers Union.

Suggested motion:

Motion to adjourn the meeting.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
January 19, 2016
Executive Session – 6:00 P.M.
Regular Meeting - 7:00 P.M.
Council Chambers
Town Hall
85 Union Street

Councilors Present: W. David Watson, Stephen S. Walker, Suzan Wilson, John M. Perreault, Daniel E. Harris, Jane F. Millett, Sarah E. Brayman, Kathy Wilson and Alison Harris

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Derek Scrapchansky, Assistant Town Manager; Steve Langsdorf, Town Attorney; Linda Smith, Business Development Manager; Julie Henze, Finance Director; Richard Rizzo, Police Chief; Heidi Nelson, Animal Control Officer; Terry Goan, Police Officer; and TV video crew

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

Executive Session: Personnel Matter [1 M.R.S.A. §405(6)(A)]

Councilor K. Wilson moved, Councilor Millett seconded, to go into executive session to discuss a personnel matter per 1 M.R.S.A. §405(6)(A). The motion carried with nine (9) yeas.

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

Adjustments to Agenda – None

To add item 10 to appoint Preti Flaherty as the Town Attorney for 2016.

CONSENT AGENDA *(This item was discussed at 7:03 p.m.)*

- a) **Approval of the minutes of December 21, 2015**
- b) **Approval of the minutes of January 4, 2016**
- c) **Abatement of personal property taxes that were assessed in error**
- d) **Approval of the “Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages”**
- e) **Annual permission to allow the Marine Resource Committee the authority to open and close coastal waters**
- f) **Accept and expend a donation of \$1,000 for the Police Department to be used for the DARE program**

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

(A copy of CA-c, CA-d, CA-e and CA-f supporting materials will be attached to the official minutes.)

Public Comments *(This item was discussed at 7:05 p.m.)*

None

Correspondence *(This item was discussed at 7:06 p.m.)*

Councilor Millett received an email from Russell Pierce, 59 Federal Street, regarding an article on solar power and that buyers should beware.

Councilor Perreault received comments on the sign ordinance and concerns with signs on walls and on the side of the road. Councilor Perreault requested more enforcement.

Chair Brayman discussed the upcoming “Making it in Maine Events” at the Library.

COMMITTEE REPORTS *(This item was discussed at 7:09 p.m.)*

- **Teen Center Board**
- **Cable TV Committee**
- **Cable TV Franchise Negotiating Committee**
- **Human Rights Task Force**

Reports were given on the above committees.

Chair Brayman appointed David Carpenter to the Cable TV Negotiating Committee, Councilor Walker to complete her term on the Finance Committee, Councilor K. Wilson to the Bicycle and Pedestrian Committee, and Councilor K. Wilson, Councilor Harris, and Councilor Perreault to the Social Service Committee.

MANAGER’S REPORT

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

Julie Henze, Finance Director, provide this update.

b) Dog licensing reminder *(This item was discussed at 7:23 p.m.)*

Fran Smith, Town Clerk, provided this reminder, and answered questions from Councilor S. Wilson.

c) Resolution Supporting Non-Discrimination – July 1998 *(This item was discussed at 7:27 p.m.)*

Manager Eldridge read this Proclamation.

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

- d) (Added) Recognition of Commander Waltz being named Midcoast Maine Chamber of Commerce “Citizen of the Year” *(This item was discussed at 7:29 p.m.)*

Manager Eldridge made this announcement.

PUBLIC HEARING

3. The Town Council will hear public comments on 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) *(This item was discussed at 7:30 p.m.)*

Chair Brayman opened the public hearing and explained the proposed changes.

Councilor Millett read an email from Mr. Pierce of 59 Federal Street.

Joshua Shean, 5 Schoduck Lane and owner of chickens, spoke regarding this item.

Fran Smith, Town Clerk, answered questions from Councilor Walker.

Fran Smith and Heidi Nelson, Animal Control Officer, responded to questions from Councilor Walker, Councilor K. Wilson, and Councilor Perreault.

Councilor Brayman closed the public hearing.

Councilor K. Wilson spoke regarding this item.

MOTION TO VOTE ON ORDINANCE AT THIS MEETING:

Councilor Walker moved, Councilor S. Wilson seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting. The vote was five (5) yeas but failed as it required a two-thirds vote (6 yeas). Chair Brayman, Councilor K. Wilson, Councilor Perreault and Councilor Alison Harris were opposed.

This item will come back to the Council for a vote at the next meeting.

NEW BUSINESS

4. The Town Council will consider supporting a Letter of Intent for a CDBG grant for Artforms, Inc. for a business equipment upgrade, and will take any appropriate action. (Manager) *(This item was discussed at 7:53 p.m.)*

Linda Smith, Business Development Manager, introduced this item.

Councilor Perreault moved, Councilor Walker seconded, to support a Letter of Intent for a CDBG grant for Artforms, Inc. for a business equipment upgrade. The motion carried with nine (9) yeas.

(A copy of a memo from Linda Smith and the draft letter of intent will be attached to the official minutes.)

- 5. The Town Council will consider supporting a Letter of Intent for a CDBG MicroEnterprise grant for Pathways Rehabilitation Services, and will take any appropriate action. (Manager) *(This item was discussed at 7:58 p.m.)***

Linda Smith, Business Development Manager, introduced this item.

Councilor Walker moved, Councilor Watson seconded, to support a Letter of Intent for a CDBG MicroEnterprise grant for Pathways Rehabilitation Services. The motion carried with nine (9) yeas.

(A copy of a memo from Linda Smith and the draft letter of intent will be attached to the official minutes.)

- 6. The Town Council will consider setting a public hearing for March 21, 2016, for an ordinance to enact 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 8:04 p.m.)***

Councilor Walker introduced this item.

MOTION:

Councilor Walker moved, Councilor K. Wilson seconded, to set a public hearing for March 21, 2016, for an ordinance to enact a ban on polystyrene foam in consumer packaging, and to direct staff to provide business outreach as outlined in Manager Eldridge's memo.

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

Manager Eldridge spoke regarding this item.

Richard Fisco, 2 Lincoln Street, spoke regarding this item.

VOTE ON MOTION:

Councilor Walker moved, Councilor K. Wilson seconded, to set a public hearing for March 21, 2016, for an ordinance to enact a ban on polystyrene foam in consumer packaging, and to direct staff to provide business outreach as outlined in Manager Eldridge's memo. The motion carried with nine (9) yeas.

- 7. The Town Council will consider setting a public hearing for February 1, 2016, for amendments to Chapter 15 "Traffic and Vehicles" regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet, and will take any appropriate action. (Councilor Millett) *(This item was discussed at 8:16 p.m.)***

Councilor Millett spoke regarding this item.

Councilor Perreault and Chair Brayman spoke regarding this item.

Councilor Millett moved, Councilor D. Harris seconded, to set a public hearing for February 1, 2016, for amendments to Chapter 15 “Traffic and Vehicles” regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet. The motion carried with nine (9) yeas.

8. **The Town Council will consider setting a public hearing for February 1, 2016, for amendments to Chapter 7 Fire Prevention and Protection for the purpose of updating language and placing the fee schedule in the Master Schedule of Revenues, Charges, Fees, and Fines Appendix A, and will take any appropriate action. (Manager) *(This item was discussed at 8:19 p.m.)***

Manager Eldridge introduced this item.

Councilor Walker moved, Councilor Watson seconded, to set a public hearing for February 1, 2016, for amendments to Chapter 7 “Fire Prevention and Protection” for the purpose of updating language and placing the fee schedule in the “Master Schedule of Revenues, Charges, Fees, and Fines Appendix A”. The motion carried with nine (9) yeas.

9. **The Town Council will discuss changes to the Council Rules of Order and Procedure relative to Town Council interactions with the Town Manager, staff, and the Town Attorney, and will determine if any future action is necessary. (Manager) *(This item was discussed at 8:23 p.m.)***

Manager Eldridge introduced this item.

Councilor Millett spoke regarding this item.

Councilor Perreault asked questions, to which Manager Eldridge responded.

Steve Langsdorf, Town Attorney, and Manager Eldridge spoke regarding this item.

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

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

This item will come back at the next meeting for possible adoption.

10. **(Added) The Town Council will consider appointing Preti Flaherty as the Town Attorney for 2016, and will take any appropriate action.**

MOTION:

Chair Brayman moved, Councilor Walker seconded, to appoint Preti Flaherty as the Town Attorney for the 2016 Calendar year.

AMENDMENT TO MOTION:

Councilor Perreault moved, Councilor A. Harris seconded, to amend the motion to have the firm appointed upon approval of the contract. This was withdrawn.

VOTE

Chair Brayman moved, Councilor Walker seconded, to appoint Preti Flaherty as the Town Attorney for the 2016 Calendar year. The motion carried with six (6) yeas. Councilor Watson, Councilor S. Wilson and Councilor A. Harris were opposed.

Executive Session: Consultation with Legal Counsel [1 M.R.S.A. §405(6)(E)]

Chair Brayman moved, Councilor Watson seconded, to go into executive session for a consultation with Legal Counsel per 1 M.R.S.A. §405(6) (E). The motion carried with nine (9) yeas.

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

The meeting adjourned at 9:52 p.m.

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

*Frances M. Smith
Town Clerk
January 25, 2016*

February 1, 2016
Date of Approval

Council Chair

MANAGER'S REPORT - A BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: January 26, 2016

SUBJECT: Council Project Tracking

Attached is the list we have developed to track projects the Council has expressed an interest in following. As discussed at your retreat, we intend to provide this update on a monthly basis, and discuss the projects in detail on a quarterly basis. We hope to use this tool to establish priorities and report progress to the Town Council.

I would be remiss if I didn't mention that departments are working on more than seventy additional projects. Of course, that is in addition to each department's daily responsibilities and activities.

We look forward to discussing these projects and the tracking system with you.

Attachment



Town of Brunswick - Council Project Tracking

Task Title	Class	Priority	Status	Description	Updated
92 Municipal Budget 2016-2017 Comments: See attached budget schedule and documents.	1 - Major	0 - Required	In Progress	Adopt 2016-17 Municipal Budget Current Update: Budget directive distributed to departments Departments preparing budget requests Personnel cost estimates by Finance Department Presentations to Finance Committee being scheduled for 3 workshops in March	1/25/2016
91 Capital Improvement Plan 2016-2017 Comments: Municipal CIP projects have been reviewed by Finance Committee.	1 - Major	0 - Required	In Progress	Adopt 2016-17 CIP Current Update: CIP process waiting on direction for school facilities projects.	1/25/2016
2 MRRRA Tax Appeal Comments: Settlement Reached. Implement via new Development Programs Heed to schedule PH on program amendments. Negotiate the credit enhancement agreement.	1 - Major	2 - High	In Progress	MRRRA Tax Appeal Case Current Update: Draft amendments to development programs have been received.	1/26/2016
7 Zoning Ordinance Re-write Comments: See project timeline.	1 - Major	2 - High	In Progress	Re-write of Zoning Ordinance Current Update:	1/20/2016

Task Title	Class	Priority	Status	Description	Updated
4 Graham Road Landfill	1 - Major	2 - High	In Progress	Solid Waste Committee Review of Landfill Options Solid Waste Plan start date Current Update:	1/20/2016
Comments: Solid Waste Committee Plan to Remain Open or Close Legislation passed extending reimbursement window				Pending completion of solid waste alternatives report from Woodard and Curran	
32 Solar Installation at Rec Center	1 - Major	2 - High	In Progress	Explore Solar Installation at Recreation Center Current Update:	1/20/2016
Comments: See attached memos and Gantt chart. See attached project details.				Waiting on pricing updates from ReVision Energy New pricing to be incorporated into model.	
18 Revaluation	1 - Major	2 - High	In Progress	Develop Revaluation Project Budget and timeline. Current Update:	1/20/2016
Comments: RFP Issued Included in 2015-2016 CIP Prepare RFP Prepare Bond Ordinance				Responses to RFP being reviewed.	
39 Master Plan Implementation Committee	1 - Major	3 - Normal	In Progress	Implement Downtown and Pleasant Street Master Plan Current Update:	1/20/2016
Comments: See Master Plan Timeline Review Funding Opportunities Phase as appropriate				MPIC meeting minutes	

Task Title	Class	Priority	Status	Description	Updated
3 Cook's Corner Road Improves and TIF	1 - Major	5 - Defer	Deferred	Cook's Corner Road Improvements; connection of Gurnet Rd to Wal-Mart	Updated
<p>Comments:</p> <p>Current Update: 1/20/2016</p> <p>Waiting for sale of DDR properties and new ownership.</p>					
<p>Prepare engineering analysis and cost estimates</p> <p>Coordinate extinguishment of cross easements</p> <p>Develop TIF funding model</p> <p>Develop bond ordinance</p> <p>Deferred due to pending sale of DDR properties</p>					
6 Harbor Management Plan	2 - Large	2 - High	Completed	Develop Harbor Ordinance	1/20/2016
<p>Comments:</p> <p>Current Update:</p> <p>Project Complete</p>					
26 Streetlight Reduction	2 - Large	2 - High	In Progress	Develop Streetlight reduction plan	1/20/2016
<p>Comments:</p> <p>Current Update:</p> <p>Draft of street lighting policy in development</p> <p>Streetlight reduction plan.</p> <p>Summary of cost/benefits</p> <p>Policy on placement of streetlights</p> <p>Trial sections of town.</p>					
1 MRRRA TIF Requests	2 - Large	2 - High	In Progress	Evaluate MRRRA Requests	1/20/2016
<p>Comments:</p> <p>Current Update:</p> <p>Pending completion of development program amendments and credit enhancement agreement</p>					

Task Title	Class	Priority	Status	Description	Updated
89 Revenues and Fees	2 - Large	2 - High	In Progress	Review of All Fees and Charges	1/20/2016
Comments: Review and update all fees, fines and charges in Town Ordinance: 1. Fire Dept - updated ordinance and fees to be presented to Council 2/1/16 2. Public Works - possible storm drain connection fee 3. Town Clerk - schedule review 4. Codes Enforcement - schedule review 5. Police Dept - schedule review 6. Solid Waste - schedule review					
60 Solarize Brunswick	2 - Large	2 - High	In Progress	Develop and implement Solarize Brunswick Program	1/27/2016
Comments: Formal program sign-up ends on 1-31-2016. Project exceeded target of Tier 5 200 kw discount; actual sign up to date = 312 kw. Linda working with R&S Committee Chair to produce program report for March 7, 2016 Town Council meeting; tentatively on that TC agenda.					
58 Multi-unit apartment inspections	2 - Large	3 - Normal	In Progress	Explore fee based apartment inspections. Draft ordinance.	1/25/2016
Comments: In the queue since 2011. Request by the Council to explore multi unit apartment building inspections.					
57 Ocean Access	2 - Large	3 - Normal	Requested	Explore Additional Opportunities for Ocean Access	1/20/2016
Comments: Current Update: Fire Department has communicated with Portland FD					

Task Title	Class	Priority	Status	Description	Updated
99 New Meadows Restoration	2 - Large	3 - Normal	Requested	Remove the "dam" on Bath road. Remove the lake and restore. Current Update: Recent call from ACOE asking if Brunswick wished to stay on list for potential funding.	1/25/2016
38 Riverwalk	2 - Large	5 - Defer	Deferred	Implementation of Riverwalk Plan. Current Update: No recent activity. Attempting to coordinate with replacement/rehab of Frank Wood Bridge.	1/20/2016
88 BHS Boiler Report	3 - Medium	1 - Now!	In Progress	Report findings of BHS boiler review. Current Update: Review of certain information.	1/25/2016
5 Brunswick Landing Access (Pine St.)	3 - Medium	2 - High	Completed	Construct Bike/Ped Access to Perimeter Road Current Update: Complete	1/20/2016
17 Revenue Ordinance	3 - Medium	2 - High	Completed	Develop Revenue Ordinance and Schedules to replace Static Ordinance Fees Current Update: Project Complete.	
108 Street Lighting Policy	3 - Medium	2 - High	In Progress	Develop street light policy base on traffic and pedestrian safety. Current Update: Policy in development.	1/25/2016

Task Title	Class	Priority	Status	Description	Updated
59 Pleasant and Mill St Property Acquisition Comments: P&S reached with Cumberland Farms. VRAP application submitted.	3 - Medium	2 - High	In Progress	Property Acquisition Current Update: Expected to close by April.	1/25/2016
30 Meeting Minutes & Indexing Comments: Fran Smith and Bryan Cobb to investigate different ways to improve the searchability of meetings and minutes; to make recommendation.	3 - Medium	2 - High	In Progress	Review and Recommend Minutes Indexing Current Update: Reviewing software options and cost implications.	1/20/2016
93 Styrofoam Ban Comments: Council has set Public Hearing for March 21, 2016. Linda is working with SMM Chamber, BDA and R&S Committee to schedule 3 business & community information sessions before that PH. Details & documents will be attached as they are developed (business letter finalized 1-27-2016; R&S PowerPoint for info sessions will be attached by 2/5/2016).	3 - Medium	2 - High	Requested	Prepare and Adopt Styrofoam Ban Ordinance Current Update: Business outreach plan is complete and in process of being implemented.	1/27/2016
31 Downeaster Idling Comments: Meet with NNEPRA and Amtrak. Explore Options. Need to discuss cold weather options. Anti-idling bill in legislature. Meet with NNEPRA and Amtrak.	3 - Medium	2 - High	Deferred	Reduce Idle Time for Downeaster Current Update: No recent activity. NNEPRA believes the layover facility will resolve this issue.	1/20/2016
96 Simpson's Point Comments: Request made to IFW	3 - Medium	2 - High	On Hold	Open Access to Propeller Driven Boats Current Update: Waiting on decision from IFW	1/25/2016

Task Title	Class	Priority	Status	Description	Updated
70 Riverside Cemetery Comments: Review the legal options with Town Attorney. Time consuming and potentially expensive process.	3 - Medium	2 - High	Deferred	Re-establish Riverside Cemetery Corporation Current Update: No recent activity.	1/20/2016
8 Council Rules Update Comments: Council to appoint committee on rules Communications. Presented during Town Council Retreat. Awaiting TC approval. Constituent Services Interaction w/ Town Staff	3 - Medium	3 - Normal	In Progress	Revise Council Rules Current Update: Proposed committee on rules.	1/20/2016
37 Frank Wood Bridge Comments: Possible connection to Riverwalk and Maine Street projects.	3 - Medium	3 - Normal	In Progress	MDOT Project Replacement or Rehabilitation Current Update: MDOT currently reviewing alternatives	1/20/2016
9 Extended RR Quiet Zones Comments: Consultants to make recommendations	3 - Medium	5 - Defer	Deferred	Study alternatives for Quite Zones Current Update: Project on hold pending new train schedules.	1/20/2016
45 Social Services Policy Comments: Currently on hold.	3 - Medium	5 - Defer	On Hold	Council Committee to draft social services policy Current Update: No recent activity.	1/20/2016
61 Bus Transportation Comments: Explore Metro expansion and funding.	3 - Medium	5 - Defer	Deferred	Review options for bus transportation to Portland Current Update:	1/20/2016

Task Title	Class	Priority	Status	Description	Updated
12 TV3 Website, VOD, & Programming Comments: TV3 Website Improvements Improve reliability of streaming Streaming reliability and VOD improved	4 - Small	3 - Normal	In Progress	TV3 Website Improvements Current Update: Improvements made. Continue to evaluate.	1/20/2016
67 Chicken Ordinance Amendments Comments: Reduce frequency of inspections. Re-evaluate fee Memo sent to Town Council for 21 Dec meeting.	4 - Small	3 - Normal	In Progress	Recommend Ordinance Changes to Reduce Annual Inspections and Cost Current Update: Proposed amendments before Council for consideration and adoption.	1/20/2016
65 Complete Streets Policy Comments: Policy should be advisory for Town reconstruction projects.	4 - Small	3 - Normal	Requested	Develop Complete Streets Policy Current Update: Policy has been requested by BBPAC. Under consideration.	1/25/2016
64 Human Rights Task Force Comments: Task force established. Considering membership and strategy	4 - Small	3 - Normal	In Progress	Assign task force to look into issues of race and gender. Current Update: Task force has been formed. Held organizational meeting.	1/25/2016
Total					37

MANAGER'S REPORT - B BACK UP MATERIALS

MEMO

To: Chief Rizzo

From: Cmdr. Mark M. Waltz

Date: December 31, 2015

Re: Overnight Resident Parking Permits

When last year's resident parking permits for Longfellow Avenue were passed we were directed to report the results of the program back to the Town Council in January 2016. The program has run smoothly with minimal extra work for us and we believe the permit fee accurately covers the costs (time and materials) related to the program. We sold the following permits for 2015:

Longfellow Ave. : 8
Page St. : 9

The revenue from the permits was \$425.00. The printing costs for the permits were \$156.00. Virtually all of the parking permit applications were completed online which minimized the processing time.

Twenty parking tickets were written on Longfellow Avenue in 2015, 17 of which were for overnight parking violations. Nineteen tickets were written on Page Street, 5 of which were for overnight parking violations. A copy of a report showing the locations of all of our overnight parking violation tickets in 2015 is attached.

Permits purchased at the end of 2014/early 2015 are beginning to expire and we will issue renewals as residents apply for them (unless of course we are directed otherwise).

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

MANAGER'S REPORT - D BACK UP MATERIALS



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

PAUL R. LEPAGE
GOVERNOR

KIRK F. MOHNEY
DIRECTOR

25 January 2016

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

Re: Brunswick Commercial Historic District

Dear Mr. Eldridge:

The Maine Historic Preservation Commission is pleased to inform you that **Brunswick Commercial Historic District** was entered in the National Register of Historic Places on January 12, 2016 by the National Park Service, Department of the Interior, Washington, DC. A certificate signifying this recognition will be forwarded to you at your request.

If the Commission may be of further assistance to you in preserving this historic property, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Kirk F. Mohney".

Kirk F. Mohney
State Historic Preservation Officer

ITEM 11

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: January 12, 2016

SUBJECT: Weymouth Street Parking
Proposed No Parking Zone

Attached is a proposed ordinance amendment that would prohibit parking on a portion of the southerly side of Weymouth Street, beginning at the intersection with Union Street and extending 100 feet in a westerly direction.

Also attached is a survey map with the proposed no parking zone highlighted in blue.

This item is sponsored by Councilor Millett. Staff will be available at the public hearing to present the amendment and to answer questions. We recommend that the Town Council set a public hearing on this amendment.

Attachments

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

Chapter 15

TRAFFIC AND VEHICLES*

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

Art. I. In General, §§ 15-1--15-25

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

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

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

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

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

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

ARTICLE IV.

STOPPING, STANDING, PARKING*

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

...

Sec. 15-74. No-parking areas.

The following areas are designated as no-parking areas:

...

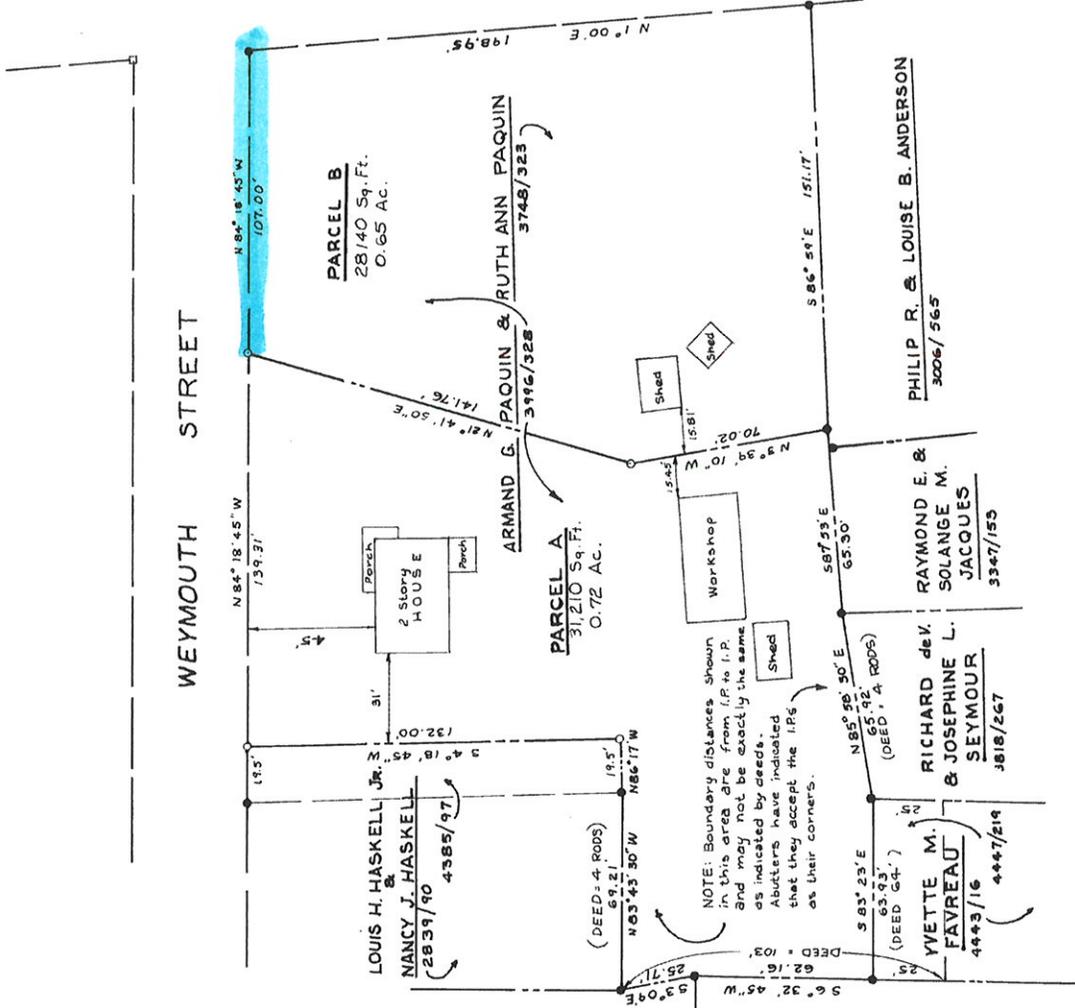
***Weymouth Street*, south side, commencing at its intersection with Union Street and extending west one hundred (100) feet.**

...



WEYMOUTH STREET

UNION STREET

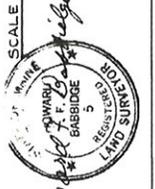


NOTE: Boundary distances shown in this area are from I.P. to I.P. and may not be exactly the same as indicated by deeds. Abutters have indicated that they accept the I.P.s as their corners.

State of Maine, Cumberland ss.
 Registry of Deeds
 Inscribed Dec 20, 1980, p. 80
 c/L.L.M. A. and recorded in
 Main Book 139 Page 10
 Attest: *Howard F. Babbidge*
 Registrar

LEGEND
 ○ IRON ROD SET
 ● IRON PIN or PIPE FOUND
 - - - - - PROPERTY LINE

LOT SURVEY
 FOR
 ARMAND G. PAQUIN
 WEYMOUTH & UNION STREETS
 BRUNSWICK, MAINE
 OCTOBER 6, 1980



BY HOWARD F. BABBIGE, RLS
 FREEPORT, MAINE

ITEM 12

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: January 12, 2016

SUBJECT: Proposed Amendments to Municipal Code
Chapter 7 Fire Prevention and Protection

Attached is a proposal from the Fire Department to make amendments to Chapter 7 of the Municipal Code. As described in the Deputy Fire Chief's memorandum, the proposed amendments would:

- Update Code Adoption - The updated code references align the Brunswick code with the State-adopted codes and standards.
- Update Permit Language - These proposed changes improve the Codes' clarity and ease of reference.
- Updated Revenues, Charges, Fees, and Fines - Permit fees and fines would be restructured to fit the Master Schedule of Revenues, Charges, Fees and Fines. Additionally, the Department recommends that the fees be updated.

We recommend that the Town Council establish a public hearing to consider these amendments. Of course we would be happy to respond to any comments or concerns.

Attachments

Town of Brunswick, Maine

Incorporated 1739

Brunswick Fire Department

"Working Today for a Safer Tomorrow"



KEN BRILLANT, CHIEF
JEFF EMERSON, DEPUTY CHIEF
DONALD KOSLOSKY, DEPUTY CHIEF



21 TOWN HALL PLACE
BRUNSWICK, ME 04011
TELEPHONE 207-725-5541
FAX # 207-725-6638
WWW.BRUNSWICKME.ORG

January 11, 2016

Brunswick Town Council

Re: Town of Brunswick Code of Ordinances: Chapter 7, Fire Prevention and Protection

Attached please find proposed changes to Chapter 7 of the Brunswick Town Ordinance "Fire Prevention and Protection". Please note that a significant portion of the changes are format and housekeeping changes. The more substantial changes in the document are as follows:

- 1) **Updated Code Adoption**- The updated code references are submitted to bring us back in line with the state-adopted codes and standards. This proposal includes the adoption of parallel codes that are already permissible to enforce locally through state statute. This adoption allows the municipality to adopt the code locally as a standalone document. Additional updates are anticipated within a year, as the state prepares to move towards the adoption of more recent codes.
- 2) **Updated Permit Language**- This change moves some permit language from the code amendment section of chapter 7, and creates individual sections within chapter 7 allowing for improved clarity and ease of reference. This section also updates the ordinance by referencing fuel sources and system type individually, which reduces confusion and allows for individual future modifications to sections of the document if necessary.
- 3) **Updated Fees and Fines**- Permit fees and fines were updated and restructured. An increase in permit fees has been long overdue, and after some comparative research we feel that the increase is very reasonable. We anticipate the proposed changes will yield a revenue increase in excess of \$2000 annually. The fine changes were made to better reflect the current practices of the department. While the fines are difficult to project, an increase in excess of \$500 per year is likely.

Respectfully Submitted,

Jeff Emerson
Deputy Chief
Fire Prevention Division

Chapter 7 FIRE PREVENTION AND PROTECTION [11](#)

ARTICLE I. ~~IN GENERAL~~ ADOPTED CODES AND STANDARDS

ARTICLE II. ~~STANDARDS~~ GENERAL

FOOTNOTE(S):

--- (1) ---

Cross reference— Police and fire alarms, Ch. 3; buildings and building regulations, Ch. 5; electric installation standards, § 5-76 et seq.; housing, Ch. 8; housing code, § 8-26 et seq.; minimum standards for safety under the housing code, § 8-92; licenses and business regulations, Ch. 10; marine activities, structures and ways, Ch. 11; fire department, § 12-171 et seq.; solid waste, Ch. 13; fires prohibited on any public way or public property without obtaining a permit from the fire chief, § 14-3; traffic and vehicles, Ch. 15; zoning and subdivision of land, App. A. [\(Back\)](#)

State Law reference— Fire prevention and protection, 25 M.R.S.A. § 2351 et seq.; municipal fire protection, 30-A M.R.S.A. § 3151 et seq.; fire aid to other municipalities, 30-A M.R.S.A. § 3156. [\(Back\)](#)

ARTICLE I. ~~IN GENERAL~~ ADOPTED CODES AND STANDARDS

[Secs. 7-1—7-25. Reserved.](#)

[Sec. 7-26. Codes adopted.](#)

[Sec. 7-27. Amendments to NFPA 1, Uniform Fire Code, 2006~~69~~ Edition.](#)

[Sec. 7-28. Amendments to NFPA 101 "Life Safety Code" 2006 Edition.](#)

[Sec. 7-29. ~~Outdoor wood boiler/hydronic heaters.~~ Reserved.](#)

ARTICLE II. ~~STANDARDS~~ GENERAL

[Sec. 7-30. Installation of fueled fired heating appliances.](#)

[Sec. 7-31. Installation of fire protection systems.](#)

[Sec. 7-32. Underground storage tanks](#)

[Sec. 7-33. Outdoor wood boiler / hydronic heaters.](#)

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

Sec. 7-26. Codes adopted.

NFPA 1, Uniform Fire Code, 2006 Edition, as published by the National Fire Protection Association and NFPA 101, Life Safety Code, 2006 9 Edition, as published by the National Fire Protection Association, are enacted as the "Fire Prevention Code of the Town of Brunswick" subject to the provisions and amendments in Sections 7-27 and 7-28. A copy of each code is on file in the town clerk's office.

(Ord. of 12-5-88, § 1; Ord. of 12-16-91; Ord. of 10-6-08)

Sec. 7-27. Amendments to NFPA 1, Uniform Fire Code, 2006 Edition.

The following amendments to NFPA 1, Uniform Fire Code, 2006 Edition adopted in Section 7-26 are hereby adopted:

(1) The amendments set forth by the Maine Department of Public Safety, Office of the Maine State Fire Marshall by Chapter 3 of its Rules entitled "Fire Prevention Code" as amended on September 3, 2007, a copy of which is on file in the town clerk's office.

(2) *Section 1.1.2* shall read as follows:

"*1.1.2 Title:* These regulations as set forth herein shall be known as the Fire Prevention Code of the Town of Brunswick and are hereby referred to as 'this code.' "

(3) *Section 1.6* shall read as follows:

"*1.6 Enforcement:* The fire chief or the chief of the fire prevention bureau, or his duly authorized representative has the authority to enforce the provisions of the fire prevention code as herein set forth. The designated enforcement officer of this code is herein referred to as the 'code official.' "

~~(4) *Section 1.12.2.5* is added reading as follows:~~

~~"*1.12.2.5. Double fees:* Any person who shall commence any work for which a permit is required by this code without first having obtained a permit therefor, shall, if subsequently permitted to obtain a permit, pay double the designated permit fee for such work; provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the code official that such work was urgently necessary and that it was not practical to obtain a permit therefor before the commencement of the work. In all cases a permit must be obtained as soon as it is practical to do so, and if there is an unreasonable delay in obtaining such permit, the double fee as herein provided shall be charged."~~

~~(5)~~(4) *Section 1.10.9.4* is added reading as follows:

"*1.10.9.4.1 Appeals:* A person aggrieved by a decision of the code official may appeal to the codes appeal board and demand a hearing, as provided in this code. He must file a notice of appeal with the code enforcement officer. The notice must cite the decision

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

appealed from, identify the property involved, list the names of abutting owners and of owners of property directly across a public way and state the specific grounds for the appeal. The appellant shall pay the codes enforcement officer a filing fee to cover the cost of advertising the appeal as required by section 1.10.9.4.3."

"1.10.9.4.2 Filing date recorded: The codes enforcement officer shall stamp the filing date on the notice of appeal, give a copy to the appellant and send a copy to the codes appeal board."

"1.10.9.4.3 Appeal advertised: On receipt of the notice of appeal, the codes appeal board shall determine a hearing date and have the notice of appeal and the time and the place of the hearing published in a newspaper having general circulation in the town at least seven (7) days before the day of the hearing."

"1.10.9.4.4 Abutters notified: The codes enforcement officer shall mail a copy of the notice of appeal and the time and place of hearing to property owners described in section 1.10.9.4.1 at least six (6) days prior to the day of hearing at their last known places of address as shown on the tax records. Failure of the codes enforcement officer to send, or a property owner to receive a copy of the notice does not invalidate the hearing."

"1.10.9.4.5 Hearing procedure: At the hearing, the appellant's side of the case must be heard first. When a witness has completed his direct testimony, he may be examined directly by members of the board, and through the chairman by other interested persons. Attorneys representing the parties may examine and cross-examine witnesses directly. The secretary of the board shall keep the minutes of the proceedings including the date of the hearing, the names and addresses of all witnesses and attorneys, a brief summary of the testimony and the reasons for it. The secretary shall file a copy of the decision with the code official as soon as it is handed down by the board. On receipt of the decision, the code official shall issue or withhold a permit according to its terms."

"1.10.9.4.6 Variances: The codes appeal board may grant a reasonable variance from the requirements of this code. The appellant must prove the following:

"(1) Financial hardship. That the application of this code is causing or would cause unusual difficulty or substantial financial hardship because of extraordinary conditions peculiar to his premises, or to a proposed building, which are not reasonably remediable.

"(2) No adverse affect. That the relief sought would not adversely affect other property or the health, safety or general welfare of the public.

"(3) Purpose upheld. That the relief sought would not tend to defeat the purpose of this code as set forth in article 1, section F-100.2.

"The codes appeal board may affirm, modify or deny determinations under or interpretations of this code made by the code official in the performance of his duties."

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

"1.10.9.4.7 *Special conditions*: In granting a variance, the codes appeal board may require that certain special conditions be fulfilled. The failure to comply with those conditions invalidates the permit granted."

"1.10.9.4.8 *Limitation on subsequent appeals*: If the codes appeal board denies an appeal with respect to certain buildings or premises, a second appeal of a similar nature may not be brought before the board within one (1) year."

"1.10.9.4.9 *Appeal to superior court*: A person aggrieved by a decision of the codes appeal board may appeal to the superior court within thirty (30) days after the decision. The appeal is governed by rule 80-B of the Maine Rules of Civil Procedure."

~~(6)~~(5) Section 1.16.1.2 is added reading as follows:

"1.16.1.2 Penalties: A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 "Offenses and Miscellaneous Provisions" of the Town of Brunswick Code of Ordinance. If this code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.

1.16.1.3 A re-inspection fee in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances will be charged for each subsequent inspection determined by the codes official to be necessary.

~~(7)~~(6) Section 18.2.2.1.1 is added reading as follows:

"18.2.2.1.1. *Key boxes*."

"18.2.2.1.1.1. *General*: The code official may require a key box to be installed in an accessible location where immediate access is necessary to verify the existence of a fire or other emergency in a building equipped with, or required to be equipped with, fire detection or fire suppression systems or equipment.

"18.2.2.1.1.2 *Type, contents, installation*: The key box shall be of a type approved by the code official; shall contain keys to gain access as required by the code official; and shall be installed in a manner approved by the code official.

"18.2.2.1.1.3. *Alarms*: At the request of the owner or lessee, the code official shall permit him to install a key box tamper switch connected to the building's fire alarm system."

~~(8)~~ Section 1.12.2.1.2 is added reading as follows:

~~"1.12.2.1.1 *Design criteria*: All fire protection systems shall be designed and installed in accordance with the requirements of this code, the building code and applicable NFPA Standards listed in Appendix A."~~

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

~~(9) Section 1.12.2.5 is added reading as follows:~~

~~"1.12.2.5 Fees in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances shall be charged for each new installation of a fire protection system or the enlargement or extension of an existing system."~~

~~(10) Section 75 is added to read as follows:~~

~~"Section 75. Installation of oil burning equipment.~~

~~"75.1 General: The provisions of Installation of Oil Burning Equipment, 2006 Edition, NFPA 31, as published by the National Fire Protection Association, are hereby incorporated into this code as section 75."~~

~~"75.2 Permit required: A permit shall be required for the installation of oil burning equipment and oil storage tanks."~~

~~"75.3 Fees shall be charged in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances."~~

~~(11) Section 76 is added reading as follows:~~

~~"Section 76. Chimneys, fireplaces, vents and solid fuel burning appliances.~~

~~"76.1 General. The provisions of NFPA 211, Chimneys, Fireplaces, Vents and Solid Fuel Burning Equipment, 1988 Edition, as published by the National Fire Protection Association, are hereby incorporated into this code as article 36.~~

~~"76.2 Permit required: A permit shall be required for the installation of a solid fuel burning device.~~

~~"76.3 Fees shall be charged in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances."~~

~~(Ord. of 2-1-88; Ord. of 12-5-88, § 2; Ord. of 12-16-91; Ord. of 10-6-08)~~

Sec. 7-28. Amendments to NFPA 101 "Life Safety Code" 2006⁹ Edition.

The following amendments to NFPA 101 "Life Safety Code" 2006⁹ Edition adopted in Section 7-26 are hereby adopted:

- (1) The amendments set forth by the Maine Department of Public Safety, Office of the Maine State Fire Marshall by Chapter 20 of its Rules entitled "Code For Safety to Life From Fire in Buildings and Structures" as amended on ~~September 3, 2007~~ July 27, 2011, a copy of which is on file in the town clerk's office.
- (2) "9.6.2.9.6.1 The electrical circuits powering the smoke detector(s) installed in accordance with 9.6.2.9.6 shall also power a commonly used lighting circuit within the same living unit."

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

(3) 1.6.1 Penalties: A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 “Offenses and Miscellaneous Provisions” of the Town of Brunswick Code of Ordinance. If this code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.

(4) Section 1.6.1.2 is added reading as follows:

A re-inspection fee in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances will be charged for each subsequent inspection determined by the codes official to be necessary.

(Ord. of 12-5-88, § 3; Ord. of 12-16-91; Ord. of 10-6-08)

Sec. 7-29. Reserved.

Sec. 7-30. Installation of fueled fired heating appliances.

(A) Applicability.

(1) This regulation applies to the installation of fuel fired heating units in all structures, occupied or unoccupied, located within the Town of Brunswick, including but not limited to:

- (a) Solid fuel fired heating appliances
- (b) Oil fired heating appliances
- (c) LP gas fired heating appliances
- (d) Natural gas fired heating appliances

(2) This regulation does not apply to electric heating devices.

(B) Definitions

(1) Authority having jurisdiction (AHJ) – An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

(C) Permit Required

(1) All fuel fired heating appliances shall be permitted by the Brunswick Fire Department prior to installation.

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

- (2) Applicant shall show applicable license(s) when applying for permit if required by the AHJ.
- (3) Applicant shall provide a copy of plans and/or supporting documentation if requested by the AHJ.
- (4) Fees in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances shall be charged for each new installation of a fueled fired heating appliance.
- (5) Application process may be delayed for a reasonable amount of time for further review of applicable standards.

(D) Installation

- (1) All installations shall be completed by licensed contractors as required.
- (2) All installations shall be completed in accordance with applicable federal, state, and local regulations.

(E) Penalties

- (1) In those cases where the authority having jurisdiction determines that an installation is incorrect, not according to plan, or presents an unacceptable degree of risk, a notice to stop work may be given until further review can be made by all parties of interest.
- (2) Double fee. Any person who shall commence any work for which a permit is required by this code without first having obtained a permit therefore, shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this section for such work, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the administrative authority that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all cases, a permit must be obtained as soon as practical to do so. If there is an unreasonable delay in obtaining such permit, a double fee as herein provided shall be charged.

Sec. 7-31. Installation of fire protection systems.

(A) Applicability.

- (1) This regulation applies to the installation of fire protection systems, where required, in all structures, occupied or unoccupied, located within the Town of Brunswick.
- (2) This regulation applies to the installation of all types of fire protection systems including but not limited to:
 - (a) Commercial or residential fire alarm system
 - (b) Commercial or residential sprinkler system
 - (c) Commercial or residential alternative suppression systems
 - (d) Commercial cooking hood and suppression systems
- (3) This regulation does not apply to:
 - (a) Independent or interconnected smoke detection devices not part of a fire alarm system.
 - (b) Residential cooking hood and suppression systems.

(B) Definitions

- (1) Authority having jurisdiction (AHJ) – An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

(C) Permit Required

- (1) All fire protection systems shall be permitted by the Brunswick Fire Department prior to installation.
- (2) Applicant shall show applicable license(s) when applying for permit if required by the AHJ.
- (3) Applicant shall provide a copy of plans and supporting documentation for review by the Office of Fire Prevention at the time of application as required or requested by the AHJ.

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

- (4) Plans shall be in accordance with federal, state, and local regulations.
- (5) Plans shall be reviewed and approved prior to the issuance of fire protection system permits
- (6) Fees in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances shall be charged for each new installation of a fire protection system or the enlargement or extension of an existing system.

(D) Installation

- (1) All installations shall be completed by licensed contractors as required.
- (2) All installations shall be completed in accordance with applicable federal, state, and local regulations.

(E) Penalties

- (1) In those cases where the authority having jurisdiction determines that an installation is incorrect, not according to plan, or presents an unacceptable degree of risk, a notice to stop work may be given until further review can be made by all parties of interest.
- (2) Double fee. Any person who shall commence any work for which a permit is required by this code without first having obtained a permit therefore, shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this section for such work, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the administrative authority that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all cases, a permit must be obtained as soon as practical to do so. If there is an unreasonable delay in obtaining such permit, a double fee as herein provided shall be charged.

Sec. 7-32. Underground storage tanks

(A) Applicability.

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Chapter 7 FIRE PREVENTION AND PROTECTION

- (1) This regulation applies to the installation or removal of underground storage tank containing, or intended to contain, flammable or combustible liquids or gasses located within the Town of Brunswick.

(B) Definitions

- (1) Authority having jurisdiction (AHJ) – An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
- (2) Combustible liquid – Any liquid that has a closed cup flash point at or above 37.8 °C (100°F)
- (3) Flammable liquid – A fluid that has a closed cup flash point that is below 37.8 °C (100°F) and a maximum vapor pressure of 2068 mm Hg (40 psia) at 37.8 °C (100°F)

(C) Permit Required

- (1) Installation or removal of underground storage tank(s) shall be permitted by the Brunswick Fire Department prior to the start of work.
- (2) Applicant shall show applicable license(s) when applying for permit if required.
- (3) Any and all applicable state or federal permits shall be provided to the fire department prior to the issuance of a local permit.

(D) Penalties

- (1) A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 “Offenses and Miscellaneous Provisions” of the Town of Brunswick Code of Ordinance. If this code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.

- (2) In those cases where the authority having jurisdiction determines that an installation or removal is incorrect, not according to plan, or presents an unacceptable degree of risk, a notice to stop work may be given until further review can be made by all parties of interest.

Sec. 7-~~2933~~Outdoor wood boiler/hydronic heaters. ^[2]

(A) *Applicability.*

- (1) This regulation applies to any manufacturer, supplier, distributor or person intending to sell, lease, distribute, or market, an outdoor wood boiler, including an outdoor pellet boiler, in the town that meets the definition of an outdoor wood boiler and to any person who installs, relocates, replaces, operates or owns an outdoor wood boiler, including an outdoor pellet boiler.
- (2) This regulation applies to outdoor wood boilers, including outdoor pellet boilers, with a rated thermal input of less than 3 MMBtu/hr. Boilers with a rated thermal heat input of 3 MMBtu/hr or greater are subject to Chapter 103 Fuel Burning Equipment Particulate Emission Standard of the Department of Environmental Protection Regulations.

(B) *Definitions.*

The following terms, as used in this section, have the following meanings:

Clean wood. Clean wood means wood that has no paint, stain, or other types of coatings, and wood that has not been treated with, including but not limited to, copper chromium arsenate, creosote, or pentachlorophenol.

Commercial outdoor wood boiler. Commercial outdoor wood boiler means any outdoor wood boiler, except for those outdoor wood boilers used solely for space heating or domestic hot water, used to service a commercial establishment.

Distribute or sell. Distribute or sell means to distribute, sell, advertise for sale, offer for sale, lease, ship, deliver for shipment, release for shipment, or receive and (having so received) deliver or offer to deliver. This term does not include the distribution or sale by a manufacturer of an outdoor wood boiler that is installed outside the town.

Manufacturer. Manufacturer means any person who constructs or imports for the distribution or sale into the United States an outdoor wood boiler.

New outdoor wood boiler. New outdoor wood boiler means an outdoor wood boiler that is not installed and/or operational at the intended location of use as of the effective date of this section.

Nuisance. Nuisance means emission of air contaminants to the outdoor atmosphere of such quantity, characteristic or duration that may be injurious to human, plant or

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animal life or to property, or that unreasonably interferes with the comfortable enjoyment of life or property.

Opacity. Opacity means the degree to which emissions other than water reduce the transmission of light and obscure the view of an object in the background.

Outdoor wood boiler. Outdoor wood boiler (also known as outdoor wood-fired hydronic heater, water stove or outdoor wood furnace) means a fuel burning device that:

- (1) Is designed to burn wood, biomass fuel products or other approved solid fuels;
- (2) The manufacturer specifies for outdoor installation or installation in structures not normally occupied by humans (e.g., sheds) or is an indoor-rated device housed in a modular or containerized structure; and
- (3) Heats building space or water, or both, through the distribution, typically through pipes for a fluid or ducts for air, of a fluid or air heated in the device.

Outdoor pellet boiler. Outdoor pellet boiler means an outdoor wood boiler designed and warranted by the manufacturer specifically to burn pellet fuel with metered fuel and air feed and controlled combustion engineering which is operated according to the manufacturer's specifications and burns only pellet fuel.

Particulate matter or PM. Particulate matter or PM means particulate matter PM₁₀ and PM_{2.5} including the condensable fraction.

Sale. Sale means the transfer of ownership or control.

(C) *Requirements for the sale, installation and operation of new outdoor wood boilers and outdoor pellet boilers.*

- (1) *Particulate matter emission standards for outdoor wood boilers.*
 - a. Phase II particulate emission standard for outdoor wood boilers and outdoor pellet boilers. No person shall distribute or sell, lease, import, supply, relocate, replace, or install an outdoor wood boiler or outdoor pellet boiler after the effective date of this section unless it has been certified under subsection (c)(5) to meet a particulate matter emission limit of 0.32 lbs/MMBtu heat output. Outdoor wood boilers and outdoor pellet boilers meeting the Phase II limit must be installed according to the applicable setback and stack height requirements as defined in subsection (c)(2) and (c)(3).
 - b. Voluntary technology-forcing particulate emission standard for outdoor wood boilers. An outdoor wood boiler meeting a particulate matter emission limit of 0.06 lbs/MMBtu heat output is

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not subject to a setback requirement under this section as long as it meets the stack height requirements described in subsection (c)(3)c. of this section.

- (2) *Setback requirements for new outdoor wood boilers and outdoor pellet boilers.*
- a. Outdoor wood boilers and outdoor pellet boilers certified to meet particulate emission limits of 0.32 lbs/MMBtu heat output. No person shall install or allow the installation of any outdoor wood boiler or outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.32 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor wood boiler or outdoor pellet boiler is installed at least one hundred (100) feet from the nearest property line or at least one hundred and forty (140) feet from the nearest dwelling that is not on the same property as the outdoor wood boiler or outdoor pellet boiler.
 - b. Outdoor pellet boilers certified to meet particulate emission limits of 0.06 lbs/MMBtu heat output. No person shall install or allow the installation of any outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.06 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor pellet boiler is installed at least forty (40) feet from the nearest property line or at least eighty (80) feet from the nearest dwelling that is not on the same property as the outdoor pellet boiler.
 - c. Outdoor wood boilers that have been modified to burn pellets. Outdoor wood boilers that have been modified to burn pellets must meet the applicable setback specified in subsection (c)(2) for the original particulate emission limit certification of the outdoor wood boiler, determined in accordance with subsection (c)(5).
- (3) *Stack height requirements for new outdoor wood boilers and outdoor pellet boilers.*
- a. Outdoor wood boilers and outdoor pellet boilers certified to meet particulate emission limits of 0.32 lbs/MMBtu heat output. ~~¶1.~~ No person shall install or allow the installation of any outdoor wood boiler or outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.32 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor wood boiler or outdoor pellet boiler:
 - ~~A1.~~ Has an attached stack with a minimum stack height of ten (10) feet above ground level; or

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- ~~B2~~. Has an attached stack extending two (2) feet higher than the peak of the roof of the structure being served by the outdoor wood boiler or outdoor pellet boiler, if an abutting residence is located less than three hundred (300) feet from the outdoor wood boiler or outdoor pellet boiler.
- b. Outdoor pellet boilers certified to meet particulate emission limits of 0.06 lbs/MMBtu heat output. ~~¶1~~. No person shall install or allow the installation of any outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.06 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor pellet boiler:
- ~~A1~~. Has an attached stack with a minimum stack height of ten (10) feet above ground level; or
- ~~B2~~. Has an attached stack extending two (2) feet higher than the peak of the roof of the structure being served by the outdoor pellet boiler, if an abutting residence is located less than one hundred (100) feet from the outdoor pellet boiler.
- c. Outdoor wood boilers that have been modified to burn pellets. Outdoor wood boilers that have been modified to burn pellets must meet the applicable stack height specified in subsection (c)(3) for the original particulate emission limit certification of the outdoor wood boiler, determined in accordance with subsection (c)(5).
- d. In the case that there is no structure, such as but not limited to swimming pools or hot tubs, being served by an outdoor wood boiler or outdoor pellet boiler subject to subsection (c)(3), the owner or operator of the outdoor wood boiler or outdoor pellet boiler shall extend the stack two (2) feet higher than the peak of the roof of the nearest building to the outdoor wood boiler or outdoor pellet boiler.
- (4) *Commercial outdoor wood boiler, commercial outdoor pellet boiler, outdoor wood boiler or outdoor pellet boiler with a rated thermal output greater than 350,000 Btu/hr analysis requirement.*
- a. Any person intending to install or operate a commercial outdoor wood boiler, commercial outdoor pellet boiler, an outdoor wood boiler, or outdoor pellet boiler with a rated thermal output greater than 350,000 Btu/hr shall obtain an evaluation, report and installation recommendations performed by a qualified professional, including a licensed professional engineer or a master solid fuel burner technician, that includes the following information:
1. What type of application will the outdoor wood boiler or outdoor pellet boiler be used for;

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2. A determination of the heat load requirements of the facility as compared to the available heat supply of the outdoor wood boiler or outdoor pellet boiler to ensure the unit is properly sized;
 3. The stack location relative to the property lines and building locations within four hundred (400) feet of the outdoor wood boiler or outdoor pellet boiler;
 4. The stack height; and
 5. Recommendations for the proper outdoor wood boiler or outdoor pellet boiler installation, including but not limited to, hook-up, auxiliary fuel, properly sized outdoor wood boiler or outdoor pellet boiler, stack height and stack location.
- b. No person shall install or operate a commercial outdoor wood boiler, commercial outdoor pellet boiler, outdoor wood boiler or outdoor pellet boiler with a rated thermal output greater than 350,000 Btu/hr unless it is installed according to the recommendations of the evaluation report in subsection (c)(4)a. of this section. In any case, no person shall install or operate a commercial outdoor wood boiler, commercial outdoor pellet boiler, an outdoor wood boiler or outdoor pellet boiler with a rated thermal output greater than 350,000 Btu/hr unless it meets the minimum setback and stack height requirements stated in subsection (c)(2) and (c)(3).
- (5) *Certification of outdoor wood boilers and outdoor pellet boilers.* No person shall supply, distribute, sell, lease, offer for sale, or allow the installation of an outdoor wood boiler or an outdoor pellet boiler in the town unless the outdoor wood boiler or outdoor pellet boiler has received certification pursuant to the EPA Outdoor Wood-Fired Hydronic Heater Program. The certification shall demonstrate that the outdoor wood boiler or outdoor pellet boiler meets the applicable particulate emission standard in subsection (c)(1). The manufacturer of any such outdoor wood boiler or outdoor pellet boiler shall conduct testing via the EPA Outdoor Wood-Fired Hydronic Heater Phase I Program until EPA replaces the EPA Outdoor Wood-Fired Hydronic Heater Phase I Program with the Environmental Technology Verification Program. The Department of Environmental Protection may approve an alternative certification program.
- (6) *Labeling requirements.* New outdoor wood boilers and outdoor pellet boilers shall be labeled in accordance with the labeling requirements of the U.S. Environmental Protection Agency Outdoor Wood-Fired Hydronic Heater Program. Requirements of this program are located at www.epa.gov/woodheaters/index.htm.

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- (7) *Rain cap prohibition.* No person shall operate a new outdoor wood boiler or outdoor pellet boiler using a rain cap unless this device is required by the manufacturer specifications.
- (D) *General provisions and requirements for all outdoor wood boilers and outdoor pellet boilers.*
- (1) *Prohibited fuels.* No person shall burn any of the following items in an outdoor wood boiler:
- a. Any wood that does not meet the definition of clean wood;
 - b. Garbage;
 - c. Tires;
 - d. Lawn clippings or yard waste;
 - e. Materials containing plastic;
 - f. Materials containing rubber;
 - g. Waste petroleum products;
 - h. Paints and paint thinners;
 - i. Chemicals;
 - j. Glossy or colored papers;
 - k. Construction and demolition debris;
 - l. Plywood;
 - m. Particleboard;
 - n. Salt water driftwood and other previously salt-water saturated materials;
 - o. Manure;
 - p. Animal carcasses;
 - q. Asphalt products;
 - r. Materials containing asbestos;
 - s. Materials containing lead, mercury, or other heavy or toxic metals;
and
 - t. Coal, unless the outdoor wood boiler is specifically designed to burn coal.
- (2) *Fuel requirements.*
- a. No person that operates an outdoor wood boiler shall use a fuel other than the following:
 1. Clean wood;

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2. Wood pellets made from clean wood;
 3. Home heating oil in compliance with the applicable sulfur content limit, propane or natural gas may be used as starter or supplemental fuels for dual-fired outdoor wood boilers; and
 4. Other fuels as approved by the department.
- b. No person that operates an outdoor pellet boiler shall use a fuel other than the following:
1. Wood pellets made from clean wood;
 2. Corn; and
 3. Other fuels as approved by the department.
- (E) *Nuisance conditions.*
- (1) *Standard.* No person shall operate an outdoor wood boiler or an outdoor pellet boiler, that produces visible emissions, measured as any opacity totaling twelve minutes in any hour, that cross onto any land or buildings immediately adjacent to a dwelling or commercial building not owned by the owner of the outdoor wood boiler. Opacity under this subsection shall be determined by the Department of Environmental Protection pursuant to EPA Method 22 Visual Determination of Fugitive Emissions from Material Sources and Smoke Emissions from Flares (40CFR60, Appendix A).
 - (2) *Prohibition.* No person shall operate an outdoor wood boiler or an outdoor pellet boiler, in such a manner as to create a nuisance.
- (F) *Effective date.* Unless otherwise noted, compliance with all applicable provisions of this section is the effective date of the regulation.
- (G) *Severability.* Each subsection of this section shall be deemed severable, and in the event that any subsection of this section is held invalid, the remainder shall continue in full force and effect.
- (H) *Existing outdoor wood boilers.* Any outdoor wood boiler in existence upon the effective date of this section shall be allowed to remain provided the owner adheres to the following regulations:
- (1) *Months of operation.* Outdoor wood boilers may be operated only between October 1 and April 30 of each year.
 - (2) *Permitted fuels.* These fuels are defined under subsection (d)(2).
- (I) *Regulatory references.* In addition to provisions in this section, rule Chapter 150 Control of Emissions from Outdoor Wood Boilers as adopted and amended by the Maine Department of Environmental Protection, along with any other state or federal regulations and rules regarding outdoor wood boilers apply.

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- (J) ~~Penalties. A person who violates any provisions of this code shall be punished by a fine of not more than one hundred dollars (\$100.00) each day that the violation continues after a service of notice as provided for in this code shall be deemed a separate offense.~~ A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 “Offenses and Miscellaneous Provisions” of the Town of Brunswick Code of Ordinance. If this code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.

(Ord. of 3-19-12(2))

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Chapter 7 FIRE PREVENTION AND PROTECTION

Master Schedule of Revenues, Charges, Fees and Fines, Appendix A

Refer ence	Date	Description	Amount
Chapter 7 - Fire Prevention and Protection			
Sec. 7-27	10/6/2008	Violation of any provisions of the code	\$100 maximum fine
-	-	Permit fee for installation or enlargement/extension of existing system	\$10
-	-	Permit fee for installation of oil burning equipment and oil tanks	\$10 each
-	-	Permit for installation of solid fuel burning device	\$10
-	-	Penalty for violating provisions of the code	\$100 maximum fine
7-27(5)	01/01/2016	Additional Compliance Inspection / Re-inspection (NFPA 1)	\$50.00
7-28(4)	01/01/2016	Additional Compliance Inspection / Re-inspection (NFPA 101)	\$50.00
7-30	01/01/2016	Heating Unit Installation – Solid Fuel	\$35.00
7-30	01/01/2016	Heating Unit Installation – Oil	\$35.00
7-30	01/01/2016	Heating Unit Installation – Natural Gas	\$35.00
7-30	01/01/2016	Heating Unit Installation – Propane Gas	\$35.00
7-30(E)	01/01/2016	Failure to Obtain Permit	Double Fee
7-31	01/01/2016	Alarm System Installation – Commercial	\$70.00
7-31	01/01/2016	Alarm System Installation – Residential	\$35.00
7-31	01/01/2016	Sprinkler System Installation – Commercial	\$70.00
7-31	01/01/2016	Sprinkler System Installation – Residential	\$35.00
7-31	01/01/2016	Fire Suppression System Installation - Other	\$50.00
7-31	01/01/2016	Commercial Hood with Suppression Installation	\$50.00
7-31(E)	01/01/2016	Failure to Obtain Permit	Double Fee
7-32	01/01/2016	Underground Tank Installation	\$10.00
7-32	01/01/2016	Underground Tank Removal	\$10.00

ITEM 13

BACK UP MATERIALS



MEMORANDUM

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

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 30th of each year, at a cost of \$10.00. What is now being proposed is a two-year license expiring on April 30th 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 ^[3]

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)

Chapter 4 - Animals			
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	\$30 \$10, late fee \$30 \$10
Sec. 4-70	10/19/2009	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

**SUMMARY OF CHICKEN ORDINANCES IN
SIMILAR TOWNS WITH REGARDS TO PROPOSED
CHANGES**

Towns requiring a license/permit fee and term of license/permit:

- **Brunswick \$10 ANNUAL**
- **South Portland \$25 ANNUAL**
- **Portland \$26 ANNUAL**
- **Sanford \$25 ANNUAL**
- **Biddeford \$40 ONE TIME FEE**

Towns with a requirement to bury the sides in the ground:

- **Brunswick 12"**
- **South Portland 12"**
- **Sanford 12"**
- **Windham 12"**

Brunswick was the only Town found to have annual inspections, so the proposed change does fall in line with only having the initial inspection, and no further inspections, UNLESS complaints are received and violations are observed. NOTE: The Town of Portland charges a re-inspection fee of \$75. That fee goes up to \$150 for subsequent inspections if the violations are not remedied.

No towns were found to have 2 year licenses.

The proposed change to charge \$30 for a 2 year license/permit (\$15 per year) is still less that what the other towns that require a license/permit charge. These towns do not do annual inspections, but still charge a higher fee for their licenses/permits.

ITEM 14

BACK UP MATERIALS

Brunswick Bicycle and Pedestrian Advisory Committee

Committee's Charge

(January 20,2016)

Mission: To advocate and work towards improving the bicycle and pedestrian network in Brunswick.

1. Using the Town's Complete Street Policy (*formerly this read "Brunswick Bicycle and Pedestrian Improvement Plan"*) as a guideline work with the Town Manager, the Department of Planning and Development, the Department of Public Works, and the Department of Parks and Recreation to prepare an annual schedule of improvements to be included in the Capital Improvement Plan (CIP).
2. Act as an information source for Town officials and the community; keep in touch with what is going on regionally and nationally; share information as needed with other communities.
3. Make recommendations as warranted on proposed projects requiring development review by the Planning Board.

Procedure:

1. Present annual recommendations for bicycle and pedestrian improvements to the Town Engineer for inclusion in the Town's CIP.
2. Present to the Town Council an annual report on Committee activities and accomplishments.
3. Continue to have monthly meetings at the Town Offices.

Membership:

1. Town Council to appoint seven (7) members of which at least one will be a member of the Town Council.
2. The term of office will be three years beginning June 1, 2016. Current membership will be staggered by vote of the Committee so that two members serve one year and two serve two years beginning June 1, 2016. The remaining two members will serve for three years. The Town Councilor's term will be one year to expire on December 31st of year.
3. At the end of his/her term a departing member may reapply for membership and join the pool of applicants from the residents of Brunswick.

ITEM 15

BACK UP MATERIALS

Memorandum

To: TM Eldridge

From: Cmdr. Waltz

Re: Request for Parking/One Way Changes to Harriet Beecher Stowe Access Road

Date: January 11, 2016

As you are aware, a few years ago we passed some ordinances to ban parking on certain portions of the Harriet Beecher Stowe School access road/loop to increase safety. In an effort to accommodate parents picking up children we made the road one-way at dismissal time and allowed parking on the north side of the access road during dismissal. The changes were passed as ordinances so that the police department would have the ability to enforce the prohibitions.

The school has been open for a few years and we now have the benefit of observing the effect of the changes. Principal Jean Skorapa and I have made the following observations:

- The one-way traffic works well during dismissal because the school access road is very busy with a large number of parents picking up their children;
- There is also a large amount of traffic at arrival and this too would be safer and more orderly if the traffic was one-way at this time of day as well;
- The one-way signs are confusing since they only take effect at certain times of day (and would be more confusing if we added additional times). Compliance is expected to increase if the road was one-way at all times (with the exception of the small portion of the road between Spring Street and the exit of the access loop so that cars in the loop can exit on Spring Street);
- Parking at any time along the access road has been problematic because the children being let out there still have to cross the access road to get to the school. The safest place for all children to be picked up/discharged is from the sidewalk along the access loop.

Accordingly, we would like to request the ordinance changes attached.

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

Chapter 15

TRAFFIC AND VEHICLES*

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

Art. I. In General, §§ 15-1--15-25

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

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

ARTICLE III. - SPECIFIC STREET REGULATIONS

Sec. 15-46. - One-way streets.

The following public ways are one-way streets, and vehicles may move only in the indicated directions:

...

Harriet Beecher Stowe School Access Road, westerly from one hundred and ten (110) feet west of Spring Street to Armory Street **from 2:45 p.m. to 4:00 p.m., Monday through Friday.**

....

ARTICLE IV.

STOPPING, STANDING, PARKING*

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

...

Sec. 15-74. No-parking areas.

The following areas are designated as no-parking areas:

...

Harriet Beecher Stowe School Access Road, north side, commencing at Spring Street extending westerly one hundred (100) feet west of the intersection with Armory Street, **except between 2:45 p.m. and 4:00 p.m. Monday through Friday, when parking is permitted from one hundred and ten (110) feet west of Spring Street, westerly to Armory Street.**

...

ITEM 16

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: January 26, 2016

SUBJECT: Proposed Council Rules

Attached is the proposed amendment to the Council rules that was discussed at the January 9th retreat and your January 19th Council meeting. The italicized items reflect adjustments made to the original proposal based upon what I understood from your January 19th discussion. Again, the proposal clarifies the Council's interactions with the town manager, staff, and the town attorney.

Attachment

Town Council Interactions with Manager, Staff, and Attorney
Proposed Rule Amendments
January 9, 2016 (as amended)
DRAFT

The Town of Brunswick, through its charter, has adopted the council-manager form of government. Policies are established by the town council and are implemented by the town manager and professional staff. It is important that the roles of each are clearly understood and appreciated. The town council works through the town manager, who directs the professional staff.

Council Interactions with the Town Manager

Section 302 of the town charter provides (in part), “The manager shall be the chief administrative officer of the town. The manager shall be responsible to the council for the administration of all town affairs placed in the manager's charge or under this Charter.” Although councilors are encouraged to regularly communicate with the town manager, the town manager is responsible to the town council as a body, rather than to individual council members.

The town council and the town manager are a participatory team. Consequently, the town council and town manager should continuously review goals and priorities. The town council and town manager should develop processes that facilitate these reviews.

It is also important that the town manager keep the town council informed. The town manager will communicate with the town council in various ways, including presentations, memorandums, reports, and e-mail. It is equally important that the town council provide ongoing feedback and information to the town manager, including responses to communication that request council input or feedback.

The town council shall review the town manager on a regular basis to ensure that the town council and town manager are in agreement as to performance goals and expectations.

Council Interactions with Town Staff

Section 204 (c) of the town charter provides, “Except for the purpose of inquiry, the council and its members shall deal with the administrative officers solely through the manager. Neither the council nor any member thereof shall give orders to any subordinates of the manager, either publicly or privately.” Councilors should avoid situations that can result in staff being directed, intentionally or unintentionally, by one or more members of the town council.

Staff is obligated to take guidance and direction only from the town manager or their designated management supervisors. Staff is directed to reject attempts by individual members of the town council that direct or otherwise pressure them into making, changing, or influencing recommendations.

The town manager will strive to ensure that councilors receive timely responses to inquiries. Councilors and staff should inform the town manager when inquiries are made, so that the manager may assess the magnitude of the request. If the town manager determines that a request by an individual council member would more appropriately be directed to the full town council, the town

manager shall advise the council member on the procedures for adding an item to the council meeting agenda.

Staff support to Boards, Committees, Commissions, and Task Forces

Staff support and assistance may be provided to boards, committees, commissions and task forces. However, those bodies do not have supervisory authority over town employees. Staff members remain responsible to their immediate supervisors and ultimately the town manager. Staff shall continuously advise their supervisors of the type and quantity of work being requested by these bodies to ensure that it remains clear that staff supervision remains with management. The town manager shall advise these bodies when requests and directives to staff are inappropriate.

Staff support includes preparation of agendas, appropriate backup materials and meeting minutes. Staff shall be responsible for ensuring that meetings are noticed and conducted in accordance with Maine's Freedom of Access Act (FOAA) and the Town's established policies and procedures. Staff members also assist chairs of these bodies to ensure compliance with state and local laws and regulations.

Council Interactions with Town Attorney

Section 215 of the town charter provides (in part), "The council shall appoint and determine the compensation of the town attorney." The town attorney is responsible to the town council as a body, rather than to individual council members. Individual councilors who wish to confer with the town attorney must obtain permission from the town council chair or vice chair, or from the town manager. Should that permission be denied, the councilor should bring his or her request before the full town council. *For budgetary control purposes, the town manager shall be apprised any time an individual councilor confers with the town attorney. As discussions may be sensitive, it may be appropriate to disclose only the general nature of the communication.*

ITEM 16

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: January 26, 2016

SUBJECT: Proposed Council Rules Committee

At your January 19th meeting you discussed establishing a committee to update and amend all of the rules by which the Council operates. I have attached a proposal that would establish a Council Rules Committee for that purpose. The Committee would be charged with examining the Council's Rules of Order and Procedure and making recommendations for a set of comprehensive, well-organized rules and procedures for consideration by the full council.

Attachment

**Town of Brunswick, Maine
Council Committee on Rules**

Background. The charter of the Town of Brunswick confers to the town council certain powers and imposes certain duties. Among the duties is the requirement to determine its own rules and orders of business. Rules exist to ensure that the council operates fairly, efficiently, and transparently. To be useful, rules need to be comprehensive and effectively organized. The town council has operated under rules and procedures that have been periodically amended. However, there is no evidence that the rules of procedure have ever been comprehensively reviewed. A committee of the council should be established to review and update its rules.

Members. The committee on rules shall be comprised of three (3) members of the town council chosen by the council chair.

Committee Charge. The committee shall examine the Council's Rules of Order and Procedure and make recommendations for a set of comprehensive, well-organized rules and procedures for consideration by the full council. The committee shall ground its review in the statutory and legal requirements applicable to municipal governance in Maine. The committee should seek to incorporate acknowledged "best practices".

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

Funding. The activities of the committee shall be funded from the Town's Council's appropriation.

Proposed to Town Council: February 1, 2015

Adopted by Town Council:

ITEM 18

BACK UP MATERIALS



MEMORANDUM

TO: Town Council
FROM: Appointments Committee
SUBJECT: Report for February 1st Appointments
DATE: 1/28/2016

The Appointments Committee interviewed several people and are making the following nominations:

Assessment Review Board

- Ralph Palmer (new appointment) for a term to expire on 01/12/2019

Personnel Board

- William Locke (reappointment) for term to expire on 01/12/2019

Planning Board

- William Dana (reappointment) for a term to expire on 02/23/2019
- Richard Visser (reappointment) for a term to expire on 02/23/2019

There is still a full term and a balance of a term that will be filled at the March 7th meeting after interviews are completed. Currently, there are three applicants, Dale King (current member), Jessica Flaherty, and Jane Arbuckle.

Recycling and Sustainability Committee

- Sarah Wolpow (reappointment) for a term to expire on 01/01/2019

There is still a balance of a term to be filled, with additional interviews occurring in February, and appointment to be made at the March 7th meeting. Applications continue to come in for this committee and are being scheduled as they arrive.

Sewer District Board of Trustees

- Jacqueline Sartoris (new appointment but has served in the past) for balance of term to expire on 04/01/2017

There is another upcoming term beginning April 1st that will be filled once interviews are completed. Currently, there are two applicants, Michael Lawler and Tom Green (current member).

Trust Fund Advisory Committee

- Matthew Orlando (new appointment) for balance of term to expire on 05/10/2016 and then to a full term to expire 05/10/2019 since the remaining term is for a short period.

Summary of Received Applications

1/28/2016

Date of Application

Assessment Review Board

Ralph Palmer	7 McIntosh St	207-798-482	12/10/2015
Will this be a reappointment No:		Interview Time:	Wed., Jan. 20, 2016 at 6:00 p.m.

Personnel Board

William Locke	255 Mere Point Rd	725-6522	11/5/2015
		Interview Time:	Wed., Jan. 20, 2016 at 6:15 p.m.

Planning Board

Jane Arbuckle	22 Meadowbrook Rd	207 650 697	1/20/2016
Will this be a reappointment no		Interview Time:	Scheduled for February 17th..

William Dana	10 Pleasant Hill Rd	721-0887	12/16/2015
Will this be a reappointment Yes		Interview Time:	Wed., Jan. 20, 2016 at 6:30 p.m.

Jessica Flaherty	16 Coombs Rd	207 577 571	1/19/2016
Will this be a reappointment no MembershipType:		Interview Time:	Wed., Jan. 20, 2016, 5:45 p.m.

Dale King	1 Simpson Pt Rd	729-8806	12/9/2015
Will this be a reappointment Yes :		Interview Time:	Scheduled for February 17th.

Richard Visser	25 Thornton Way, Apt 204	798-4670	11/2/2015
Will this be a reappointment Yes:		Interview Time:	Wed., Nov. 18, 2015, 6:00 p.m.

Recycling & Sustainability Committee**Date of Application**

Stephen Tibbetts will be interviewed in February - his application arrived January 21st and he has not been scheduled yet

Benjamin	Martens	8 Wadsworth Rd	603 354 093	1/4/2016
			Interview Time:	<input type="text" value="Wed., Jan. 20, 2016 at 7:30 p.m."/>

Annee	Tara	34 Belmont St	207 725 124	1/1/2016
Will this be a reappointment			Interview Time:	<input type="text" value="Interviewed 2015 for VRB"/>

Sarah	Wolpow	45 Page St.	721-0941	11/12/2015
Will this be a reappointment Yes:			Interview Time:	<input type="text" value="Wed., Jan. 20, 2016 at 7:45 p.m."/>

Trust Fund Advisory Committee

Matthew	Orlando	17 McKeen St	207 725-504	12/4/2015
Will this be a reappointment no			Interview Time:	Wed., Jan. 20, 2016 at 8:00 p.m.

Sewer District Trustees

Thomas	Green	28 Willow Grove Rd	798-3925	1/13/2016
Will this be a reappointment yes :			Interview Time:	<input type="text" value="Wed., March 16, 2016, 6:00 p.m."/>

Michael	Lawler	22 Kimberley Cir.	729-5455	12/18/2015
Will this be a reappointment			Interview Time:	<input type="text" value="Wed., Jan. 20, 2016 at 7:00 p.m."/>

Jacqueline	Sartoris	14 Bowdoin St	729-6327	12/8/2015
Will this be a reappointment			Interview Time:	<input type="text" value="Wed., Jan. 20, 2016 at 7:15 p.m."/>

Current and future vacancies: (listed alphabetically)

Assessment Review Board (Link to [summary of duties](#) including meeting schedule)

- 1 member – 3 year term to begin immediately and to expire on 01/12/2019. (Current opening – apply now)

Cable TV Committee (Link to [summary of duties](#) including meeting schedule)

- 1 member – balance of a 3 year term to begin immediately and to expire on 09/06/2018. (Current opening – apply now)

Conservation Commission (Link to Commission [website](#) and link to [summary of duties](#) including meeting schedule)

- 2 members – 3 year terms to begin on 05/01/2016 and to expire on 05/01/2019. (Apply by March 14th) *One of these terms is available now so feel free to apply now.*

Davis Fund (Link to [summary of duties](#) including meeting schedule)

- 2 members – 3 year terms to begin on 06/30/2016 and to expire on 06/30/2019. (Apply by May 16th)
- 1 member – balance of a 3 year term to begin immediately and to expire on 06/30/2018 (Current opening – apply now)

Downtown & Outer Pleasant Street Master Plan Implementation Committee (Link to Committee's [webpage](#) and link to [summary of duties](#) including meeting schedule)

- 1 member (Pleasant Street Business Owner) – balance of 3 year term to begin immediately and expire on 12/01/2017 (Current opening – apply now)

Fair Hearing Authority (Link to [summary of duties](#) including meeting schedule)

- 3 members – balance of 3 year terms to begin immediately and to expire on 10/01/2018 (Current openings – apply now)

Fence Viewer (Link to [state statute](#) that governs this municipal appointed position)

- 1 person for 3 year term to begin on 04/01/2016 and to expire on 04/01/2019. (Apply by February 15th)

Housing Authority (Link to Authority's [webpage](#) and link to [summary of duties](#) including meeting schedule)

- 1 member – 5 year term to begin on 06/03/2016 and to expire on 06/30/2021. (Apply by April 19th)
- 1 member (Housing Authority Resident) – 5 year term to begin on 06/03/2016 and to expire on 06/30/2021. (Apply by April 19th)

Marine Resource Committee (Link to link to Committee's webpage and summary of duties including meeting schedule)

- 1 Alternate member (Commercial Harvester) – balance of 3 year term to begin immediately and to expire on 05/01/2017 (Current opening – apply now)
- 1 member (Commercial harvester) – balance of 3 year terms to begin immediately and expire on 05/01/2018 (Current openings – apply now)
- 1 member (No-License Holder) – 3 year term to begin on 05/01/2016 and to expire on 05/01/2019 (Apply by March 14th)
- 1 member (Commercial Harvester) – 3 year term to begin on 05/01/2016 and to expire on 05/01/2019 (Apply by March 14th)

Personnel Board (Link to summary of duties including meeting schedule)

- 1 member – 3 year term to begin on 01/12/2016 and to expire on 01/12/2019. (Apply now)

Planning Board (Link to web page and summary of duties including meeting schedule)

- 3 members – 3 year terms to begin on 02/23/2016 and to expire on 02/23/2019. (Apply now)
- 1 member – balance of 3 year term to begin immediately and to expire on 02/23/2017 (Current opening – apply now)

Recreation Commission (Link to summary of duties including meeting schedule)

- 2 members – 3 year terms to begin on 07/01/2016 and to expire on 07/01/2019. (Apply by May 16th)

Recycling and Sustainability Committee (Link to web page and summary of duties including meeting schedule)

- 1 member – 3 year term to begin immediately and to expire on 01/1/2019. (Current opening – apply now)
- 1 member - balance of term to expire on 01/01/2017

River and Coastal Waters Commission (Link to Commission website and link to summary of duties including meeting schedule)

- 2 citizen members – 3 year terms to begin on 05/01/2016 and to expire on 05/01/2019. (Apply by March 14th)
- 1 alternate citizen member – 3 year term to begin on 05/01/2016 and to expire on 05/01/2019. (Apply by March 14th)

Sewer District Board of Trustees (Link to web page and summary of duties including meeting schedule)

- 1 member- balance of 3 year term to begin immediately and to expire on 4/1/2017 (Current opening – apply now)
- 2 members – 3 year terms to begin on 04/01/2016 and to expire on 04/01/2019 (Apply by February 15th)

Trust Fund Advisory Committee (Link to summary of duties including meeting schedule)

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

Village Review Board (Link to Board's [webpage](#) and link to [summary of duties](#) including meeting schedule)

- 1 member – 3 year term to begin on 10/20/2016 and to expire on 10/20/2019 (Apply by September 19th)
- 1 District resident member – 3 year term to begin on 10/20/2016 and to expire on 10/20/2019 (Apply by September 19th)
- 1 Pejepscot Historical Society member – 3 year term to begin on 10/20/2016 and to expire on 10/20/2019 (Apply by September 19th)

Water District Board of Trustees (Link to Board's [webpage](#) and link [summary of duties](#))

- 1 member – 3 year term to begin on 09/13/2016 and to expire on 09/13/2019 (Apply by August 16th)

Zoning Board of Appeals (Link to [Board's webpage](#) and link to [summary of duties](#) including meeting schedule)

- 2 Associate members – balance of 3 year terms to begin immediately and to expire on 07/01/2016 (Current opening – apply now)
- 1 Associate member – balance of 3 year term to begin immediately and to expire on 07/01/2018 (Current opening – apply now)
- 1 Associate member – balance of 3 year term to begin immediately and to expire on 12/18/2017 (Current opening – apply now)
- 2 Full members – 3 year terms to begin on 11/20/2016 and to expire on 11/20/2019 (Apply by October 17th)

Fran Smith

From: smithfm@brunswickme.org
Sent: Tuesday, January 19, 2016 9:50 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Jane Arbuckle
Street Address
22 Meadowbrook Rd
Home phone #
2076506977
Cell/mobile phone
2076506977
email address
jarbuckle@mcht.org
Committee/Board you are applying for
Planning Board
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">No
Your occupation (include employer and work phone #)
Land planning and conservation, Maine Coast Heritage Trust, 207-729-7366
List any civic organizations to which you belong
Teens To Trails Board member Maine Trails Advisory Committee member
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
I have been involved with land planning for many years, as the Director of Stewardship at Maine Coast Heritage Trust. I work with attorneys to draft and then enforce legal documents, including boundary line agreements, conservation easements, and ot
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
I moved to Brunswick 4 years ago, so have been learning more about the community before becoming involved on any Town committees.
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?
I am interested to know more about the relationship between the Planning Board and the Town's Planning Dept staff.
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?
Yes. Lots of experience reading and adhering to legal documents. Working with landowners to figure out solutions to land use issues. A science background. Working with various land use regulations.
3. Why would you like to be on the Board/Commission/Committee?

I'd like to contribute to the community, and I am interested in and invested in its future.

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

Yes.

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

No.

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

Only that I would look forward to working with other Planning Board and community members to help to maintain Brunswick's great quality of life.

I note the ability to upload one's resume. If that is an important component of this, please

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

For Office Use Only
12/16/15 Date App. Received
12/16/15 Date App. Entered
Appointed

Full Name: WILLIAM J DANA Date 12/16/2015
Street Address: 10 PLEASANT HILL RD Home Phone # 721-0887
Cell/mobile Phone #: 319-5205 E-mail Address: Gildana2@myfairpoint.net live in Council Dist. #: 3

I wish to be considered for appointment to the:

PLANNING BOARD
(NAME OF BOARD/COMMISSION/COMMITTEE)

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

Do you or any relative currently serve on any Town Board/Commission/Committee? YES If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:
PLANNING BOARD # of Years 3 Date term exp. 3/16 Relationship _____

Your occupation:
BUILDER
Employer: SELF Work Telephone #: 319-5205

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
I'VE SERVED ON THE PLANNING BOARD FOR THREE YEARS. PREVIOUSLY, I SERVED ON THE SCHOOL BOARD FOR EIGHT YEARS.

Have you previously served on a Town board/commission/committee? YES If so, please list the board/commission/committee and years of service:
SCHOOL BOARD - EIGHT YEARS

William J Dana
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: PLANNING BOARD

Term Length: 3 YR

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

NO

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

YES, I'M A BUILDER; AND I'VE SERVED ON THE PLANNING BOARD FOR ONE TERM -

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

I ENJOY WORKING ON DEVELOPMENT PLANS WITH THE TOWN PLANNERS AND THE OTHER MEMBERS OF THE PLANNING BOARD

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

YES

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

NO

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

NO

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

Fran Smith

From: smithfm@brunswickme.org
Sent: Tuesday, January 19, 2016 1:22 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Jessica Flaherty
Street Address
16 Coombs Road
Home phone #
2075775710
Cell/mobile phone
2075775710
email address
jessicaabraun@gmail.com
Committee/Board you are applying for
Planning Board
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">No
Your occupation (include employer and work phone #)
Volunteer Coordinator and Financial Literacy Grant Manager Curtis Library
List any civic organizations to which you belong
None
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
Juris Doctor, Admitted to the Maine Bar October 2009 - inactive Certificate in Non-Profit Management, Northeastern University, May 2015 Peer Reviewer, Maine Commission for Community Service, May 2015
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
Personnel Board, less than a year
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?
No
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?
Juris Doctor, Admitted to the Maine Bar October 2009 - inactive Certificate in Non-Profit Management, Northeastern University, May 2015 Peer Reviewer, Maine Commission for Community Service, May 2015

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

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

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

Yes. The Planning Board is extremely important to the development of the town. I believe that my skills would compliment the objectives of the Board. I am blessed with a flexible schedule and am eager to dedicate my time to my town.

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

No

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

No

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

- [Jessica_Flaherty_Resume_Winter16.docx](#)

Jessica A. Flaherty

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

EDUCATION

Certificate in Nonprofit Management, Northeastern University May 2015

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

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

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

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

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

WORK EXPERIENCE

Curtis Memorial Library, Brunswick, Maine June 2014 – Present

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

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

Financial Literacy Grant Manager (July 2015 – Present)

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

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

Volunteer Coordinator (June 2014 – Present)

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

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

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

Campus Events Scheduling Coordinator, Bates College, Lewiston, Maine Dec 2011 – Dec 2012

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

Attorney, Conley & Wirick, P.A., Bath, Maine Oct 2010 – March 2011

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

ADDITIONAL INFORMATION

BAR MEMBERSHIP

State of Maine (Inactive)

APPOINTMENTS

Personnel Board, Brunswick Town Council June 2015 – Present

- Alternate

Board of Directors, Huber Family Services June 2010 – Present

- Chair of Nominating and Evaluation Committee

VOLUNTEER EXPERIENCE

Peer Reviewer, **Maine Commission for Community Service**, Augusta, Maine May 2015

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

Alumna Admission Representative, **Mount Holyoke College**, South Hadley, Massachusetts Oct 2013 – Present

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

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

Handler / Dog Volunteer Team, **Therapy Dog, Inc.** Dec. 2013 - Present

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

For Office Use Only	
<u>1-13-16</u>	Date App. Received
<u>1/14/2016</u>	Date App. Entered
_____	Appointed

Full Name: Thomas Green Date 1/13/2016
Street Address: 28 Willow Grove Rd. Home Phone # 798-3925
Cell/mobile Phone #: _____ E-mail Address: Thogreen@MyFairPoint.net I live in Council Dist. #: 7

I wish to be considered for appointment to the:
Brunswick Sewer District Trustee
(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: 4/1/2016
and/or
ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: 4/1/2019

Do you or any relative currently serve on any Town Board/Commission/Committee? NO If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:
of Years _____ Date term exp. _____ Relationship _____

Your occupation: Civil Engineer - Retired

Employer: _____ Work Telephone #: _____

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
Ten years service as a Sewer District Trustee

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

Thomas Green
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Sewer District Trustee

Term Length: 3 years

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

No

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

Ten years service as a Sewer District Trustee,
40 years as a Consulting engineer primarily serving
Municipalities in the areas of water and wastewater facilities.

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

Continue my service to the Sewer District rate payers.

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

Yes

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

No

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

No

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

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

For Office Use Only
12/9/15 Date App.
Received
12/9/15 Date App.
Entered
Appointed

Full Name: DALE King Date 12/8/15
Street Address: 1 SIMPSON'S PT. RD Home Phone # 729-8806
Cell/mobile Phone #: 751-3941 E-mail Address: DALEKING57@COMCAST.NET I live in Council Dist. #: 2

I wish to be considered for appointment to the:
PLANNING BOARD
(NAME OF BOARD/COMMISSION/COMMITTEE)

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

Do you or any relative currently serve on any Town Board/Commission/Committee? NO If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:
of Years _____ Date term exp. _____ Relationship _____

Your occupation: BUSINESS OWNER
Employer: SELF Work Telephone #: 729-3688

List any civic organizations to which you belong:
BDA

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
3 YEARS EXPERIENCE ON PLANNING BOARD, PARTICIPATED IN
SOME TRAINING WEBINARS

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

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

SIGNATURE

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

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: PLANNING BOARD

Term Length: 3 YEARS

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

NO - I HAVE BEEN TAUGHT ABOUT THE PROCESS

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

MY TRAINING AND EXPERIENCE ON THE BOARD THE LAST 3 YEARS HAVE TAUGHT ME WELL.

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

BECAUSE I CARE ABOUT MY TOWN AND HOW IT GETS DEVELOPED.

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

YES, YES, YES !!

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

NO

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

THANK FOR YOUR CONSIDERATION !!

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

Fran Smith

From: smithfm@brunswickme.org
Sent: Friday, December 18, 2015 3:36 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Michael Lawler
Street Address
22 Kimberley Circle
Home phone #
729-5455
Cell/mobile phone
841-9742
email address
mikelawler@mac.com
Committee/Board you are applying for
Sewer District Board of Trustees
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">No
Your occupation (include employer and work phone #)
Retired
List any civic organizations to which you belong
American Red Cross Amateur Radio Emergency Service (ARES) Institute of Electrical and Electronics Engineers (IEEE) Association for Computing Machinery (ACM)
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
4 years service on Elected Board of Trustees in Scherzo Texas 3 years service on Brunswick Sewer District Board of Trustees
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
Brunswick Sewer District 2001-2004 Memorial day Committee 2001-2008
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?
No
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?
see Resume

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

I believe my experience with governance of sewer districts makes me uniquely well qualified to serve on the Board of Trustees (see resume).

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

Yes

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

No

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

- [20150113-Mike-Lawlers-Biographical-Sketch.pdf](#)

Michael Lawler

Woodward Point
22 Kimberley Circle
Brunswick, Maine 04011

Wired 207-729-5455
AT&T Wireless 207-841-9742
US Cellular Wireless 207-538-7712
mikelawler@mac.com

January 13, 2015

Biographical Sketch

Michael Lawler was born in Omaha, Nebraska on December 3, 1944. Michael's Mother was a statistician with Mutual of Omaha and his Father was an attorney in private practice.

Michael grew up in Omaha and attended parochial schools there until graduating from Creighton University before entry into the United States Air Force. Following a 20 year career in the Air Force, Michael retired from the Air Force and returned to life as a civilian.

Michael's civilian professional experience has been exclusively in the Information Technology industry. Employed initially by the Datapoint Corporation, Michael rotated through several engineering positions with both Racal-Milgo and Intecom before landing with Apple Computer. Michael rapidly advanced while with Apple and held a senior management position upon his departure from the company. Following his many years at Apple Computer, Michael started his own private consulting practice that was located in Stamford, Connecticut. Michael and his wife, Mary Anne, both retired in 1999 and relocated from Stamford, Connecticut to Brunswick where they currently reside with their Golden Retrievers - Milly and Murphy.

Michael was elected as a Director of the Cibolo Creek Municipal Authority (CCMA) in the early 1980s and served in that capacity until moving out of the area two years later. The CCMA was a municipal wastewater treatment facility serving 3 incorporated communities located North of San Antonio, Texas.

Michael has has a long history of volunteer service to the Community and would like to continue that here in Brunswick.

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

For Office Use Only
11/12/15 Date App. → 11/12/15
Received
11/12/15 Date App.
Entered
Appointed

11/12/15

Full Name: WILLIAM JAMES LOCKE Date 11/9/15

Street Address: 255 MERE POINT RD. Home Phone # 207-725-6522

Cell/mobile Phone #: 207-552-5154 E-mail Address: BLOCKE21@COMCAST.NET I live in Council Dist. #: 2

I wish to be considered for appointment to the:

PERSONNEL BOARD

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: X

TERM BEGINS: 1/13/16

and/or

ASSOC/ALT MEMBERSHIP STATUS:

TERM EXPIRES: 1/12/19

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

PERSONNEL BOARD # of Years 36+ Date term exp. 1/12/16 Relationship

Your occupation:

RETIRED

Employer: Work Telephone #:

List any civic organizations to which you belong:

FORMER MEMBER + CHAIR - BRUNSWICK CHAPTER OF THE AMERICAN RED CROSS, BOARD BNMHC

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

50+ YEARS IN MANAGEMENT POSITIONS - MILITARY + CIVILIAN

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

PERSONNEL BOARD - 50+ YEARS

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: PERSONNEL BOARD

Term Length: 3 YRS

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

NO

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

YES - MILITARY & CIVILIAN MANAGEMENT
CHAIR OF PERSONNEL BOARD FOR 20 YRS

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

I BELIEVE THAT THE BRUNSWICK ARE OUTSTANDING,
TO SOME EXTENT TO THE PROCESS OF INJECTING
A COMMUNITY / CIVILIAN ATTITUDE INTO THE HIRING
AND PROMOTION OF OUR CANDIDATES VIA THE PERSONNEL
BOARD.

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

YES

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

NO

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

NO

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

Fran Smith

From: smithfm@brunswickme.org
Sent: Wednesday, December 30, 2015 11:50 AM
To: Fran Smith
Subject: New submission from Board Application

Full Name	Benjamin D Martens
Street Address	8 Wadsworth Rd
Home phone #	6035470936
Cell/mobile phone	6035470936
email address	martens.ben@gmail.com
Committee/Board you are applying for	Recycling and Sustainability Committee
Type of Memberships	Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission	<ul style="list-style-type: none">No
Your occupation (include employer and work phone #)	Executive Director, Maine Coast Fishermen's Association 207-619-1755
List any civic organizations to which you belong	None
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission	I am the director of a non-profit that is focused on stewardship of the Marine Resource
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:	No
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?	No
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?	I have a lot of experience with environmental policy and a degree from Bowdoin College in Environmental Studies.
3. Why would you like to be on the Board/Commission/Committee?	I would like to get more involved with the Town of Brunswick as a resident and believe that I am well suited to serve on this board.

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

I should be able to attend most meetings. I do travel for work some but it is only every couple of months.

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

No

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

no

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

- [MartensResume.pdf](#)

BENJAMIN D. MARTENS
MARTENS.BEN@GMAIL.COM
Phone: (207) 619-1755
36 Main Street • Topsham, Maine 04086

Education

Bowdoin College: Brunswick, ME

B.A. Coordinate major in *Government and Legal Studies* and *Environmental Studies* with a minor in *Biology*. May 2006.

Honors: Recipient of Rusack Research Fellowship and Luce Research Fellowship.

Work Experience

Maine Coast Fishermen's Association **Executive Director** May 2011 to Present

- Directs operations of MCFA including: developing and implementing short and long term goals, board development, fundraising, and strategic planning.
- Develops and advocates on policy positions to benefit the membership of the MCFA, the Gulf of Maine ecosystem, and Maine fishing communities.
- Coordinates campaigns and initiatives with state, regional, and national partners.

Cape Cod Commercial Hook Fishermen's Association **Policy Analyst** October 2008 to April 2011

- Member of the CCCHFA's policy staff. Worked to influence Massachusetts, New England and national policy decisions to protect Cape Cod small boat fishermen and the fisheries they target.
- Oversaw and coordinated the CCCHFA's internal Herring Campaign and its three staff/contract employees.
- Appointed as proxy for MA. Representative Sarah Peake at Atlantic States Marine Fisheries Commission.

Charles River Conservancy **Swimmable Charles Coordinator- Project Manager** March 2007 to September 2008

- Coordinated key groups and individuals to advocate for the Swimmable Charles Initiative.
- Wrote and received grants to support the funding of the swimming initiative and managed the \$90,000 annual project budget.
- Arranged and conducted presentations on swimming in the Charles River to politicians, constituents, and educational groups.

New Hampshire for John Lynch **Regional Field Director and Inaugural Staff Member** May 2006 to January 2007

- Managed Hillsborough County regional office, organized volunteers, researched and organized events.
- Organized and managed the official Inauguration, the Inaugural Ball and the North Country Ball for Governor John Lynch.

Sagadahoc County Rural Resource Initiative **Intern and GIS Mapping Specialist** January 2006 to May 2006

- Assisted in the development of an open space and growth planning project for towns in Sagadahoc County, Maine.
- Developed and presented project findings to stakeholder towns and communities.

Rusack Fellowship, Maine State Planning Office **Intern** Summer 2005

- Researched community-based planning for marine ecosystems focusing on fisheries associated with the Bay Management Study.
- Organized meetings between stakeholders associated with the target areas and provided updates on the progress to the project coordinator.

Rusack Outreach Assistant and Luce Fellowship **Employee of Maine Sea Grant Island Monitoring Project** Summer 2004

- Involved in the creation of a long term program to monitor the inter-tidal and near-tidal plant and animal communities exposed to human traffic.
- Gathered habitat change data and created GIS maps.

Extracurricular Activities

Treasurer, New England Farmers Union Board of Directors 2008 to 2010

- Founding board member of NEFU.

Environmental Studies Advisory Committee 2004 to 2006

Men's Varsity Cross Country, Indoor Track and Field, and Outdoor Track and Field 2002 to 2006

- Four year letter winner, Captain 2005 State Championship Team, All NESCAC team.
-

Fran Smith

From: smithfm@brunswickme.org
Sent: Friday, December 04, 2015 5:05 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Matthew Orlando
Street Address
17 McKeen Street
Home phone #
207 725-5043
Cell/mobile phone
207 449-2849
email address
morlando@bowdoin.edu
Committee/Board you are applying for
finance
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">No
Your occupation (include employer and work phone #)
VP Finance, Bowdoin College 725-3804
List any civic organizations to which you belong
United Way Mid Coast Maine - Treasurer Mid-Coast Hospital Board Member Brunswick Cal Ripken League - Treasurer
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
20+ years of Treasury experience
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
No
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?
No
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?
Chartered Financial Analyst & Finance MBA
3. Why would you like to be on the Board/Commission/Committee?

I believe I have the experience and insights that will help the committee.

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

Yes

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

No

Fran Smith

From: smithfm@brunswickme.org
Sent: Thursday, December 10, 2015 10:43 AM
To: Fran Smith
Subject: New submission from Board Application

Full Name	Ralph R. Palmer
Street Address	7 McIntosh Street
Home phone #	798-48221
Cell/mobile phone	607-1043
email address	RPraiser@comcast.net
Committee/Board you are applying for	Assessor Review
Type of Memberships	Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission	<ul style="list-style-type: none">No
Your occupation (include employer and work phone #)	Retired MDOT Engr. Tech. / R/W Appraiser
List any civic organizations to which you belong	Volunteer Staff - Maine Maritime Museum
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission	1954 - 1985 & 1993-1998 / Highway & Commercial construction 1985 - 2005 / Real Estate Broker, Real Estate Appraiser 2005-2015 / Part Time MDOT Right of Way Appraiser
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:	No
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?	No
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?	During my career, I have worked with many municipal officials in regard to real estate properties

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

I believe that with my knowledge and experience I can provide a fair assessment of property values.

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

Yes

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

NO

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

I look at this appointment as an opportunity to remain active and keep abreast with current events.

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

For Office Use Only
12/8/15 Date App.
Received
Date App.
Entered
Appointed

Full Name: JACQUELINE A. SARTONIS Date 12/8/2015

Street Address: 14 BOWDON ST. Home Phone # 7296327

Cell/mobile Phone #: 441-4654 E-mail Address: jacqueline.sartonis@gmail.com Live in Council Dist. #: 2

I wish to be considered for appointment to the:

SEWER BOARD OF TRUSTEES

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS:

and/or

ASSOC/ALT MEMBERSHIP STATUS:

TERM BEGINS: _____

TERM EXPIRES: _____

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

COUNCIL # of Years 2 Date term exp. 2016 Relationship HUSBAND

Your occupation:

ATTORNEY

Employer: SARTONIS LAW, LLC

Work Telephone #: 441-4654

List any civic organizations to which you belong:

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

WORKED FOR NUC DEP BUREAU OF WASTEWATER TREATMENT
FROM 1988-1993; MEMBER OF BRUN. BOARD FROM 2012(?) -

Have you previously served on a Town board/commission/committee? Y If so, please list the board/commission/committee and years of service: 2014(?)

SEE ABOVE

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: SEWER BOARD of TRUSTEES

Term Length: 3 yrs (on BALANCE of BANBORN'S TERM)

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

NO!

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

YES. SEE FRONT of FORM.

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

WATER QUALITY IS SOMETHING I AM PASSIONATE ABOUT & HAVE SOME EXPERIENCE WITH.

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

YES.

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

NO!

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

BELIEVE IT OR NOT, NO!

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

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

For Office Use Only
<u>7/27/15</u> Date App.
Received
_____ Date App.
Entered
_____ Appointed

Full Name: Annee Tara Date 7/24/2015
Street Address: 34 Belmont St Home Phone # 725.1249
Cell/mobile Phone #: 207/837.7360 E-mail Address: anneetara@gmail.com I live in Council Dist. #: 7

I wish to be considered for appointment to the:

Village Review Board or Downtown/Outer Pleasant St Master Plan Implement. Comm.

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: _____ TERM BEGINS: tbd
and/or
ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: _____

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

Conservation Commission # of Years 2 Date term exp. 2017 Relationship husband

Your occupation: self employed freelancer

Employer: self Work Telephone #: 207/837.7360

List any civic organizations to which you belong:

ME Center for Economic Policy - Board of Directors; member BDA

volunteer: Mid Coast Hunger Prevention Proj., Red Cross, Immigrant Leg Advoc. Proj.

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

I am trained as an attorney and would be able to apply the ordinances and guidelines to the project facts presented

Have you previously served on a Town board/commission/committee? no If so, please list the board/commission/committee and years of service:

in Freeport, where I lived until 2006, I was on the Conservation/Land Bank Committee

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

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

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

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

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Village Review Board

Term Length: as needed

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

Current members have been very forthcoming about answering questions

I had about the authority of the Board and the responsibilities around Historic Preservation

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

I am a 1973 graduate of the University of Maine School of Law and maintain my

license though I do not practice. I have written many proposals that require making a case while complying with regulations.

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

I understand the Board needs additional members and I hope that I will be able to add to consideration of projects as they come before the Board. I believe this will involve a bit of a learning curve for me, since I have not been involved with the work of the Board.

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

I understand there is a monthly meeting which I should be able to attend; I expect there will be sub-committee work and preparation for the meetings.

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

no

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

thank you for your consideration. I have lived in Brunswick for nearly 9 years and aside from working for the Clerk's office during elections I have not contributed much to the work of the Town and would be pleased to do so.

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

Fran Smith

From: smithfm@brunswickme.org
Sent: Saturday, January 23, 2016 1:05 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Stephen Tibbetts
Street Address
15 Oak Ridge Road
Home phone #
207-725-6168
email address
stibbettspe@gmail.com
Committee/Board you are applying for
Recycling and Sustainability
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">No
Your occupation (include employer and work phone #)
Retired Civil Engineer
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
30 plus years as a consulting civil engineer. Also ran a design/build company during that time called Sun House, Inc. which focused on designing energy efficient and healthy buildings. I was the architectural design person.
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
Planning Board- Two separate terms. I forget which years
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?
Refer to Prior Experience answer
3. Why would you like to be on the Board/Commission/Committee?
I feel that the issues being addressed by the committee are extremely important for the Town of Brunswick to succeed as a vibrant community.
4. Are you aware of the time involved and would you be able to attend most of the meetings?
Yes
5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?
No

Fran Smith

From: smithfm@brunswickme.org
Sent: Friday, October 16, 2015 3:56 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Richard E. Visser
Street Address
25 Thornton Way, Apt. 204
Home phone #
798-4670
email address
cvisser15370@yahoo.com
Committee/Board you are applying for
Planning Board
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">• Yes
What Board/Commission/Committee, the number of years of service, and the relationship to this applicant
I - Planning Board- 7 years; ZORC- 2 years
Your occupation (include employer and work phone #)
Retired
List any civic organizations to which you belong
Brunswick Downtown Association
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
Planning Board and Zoning Ordinance Rewrite Committee (see above) Well-organized Good attendance record
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
Currently (see above)
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?
No.
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?
Yes (see above).

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

I enjoy serving my community.

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

Yes. I have only missed one meeting in 7 years.

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

No.

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

I feel that I have served faithfully and well on the Planning Board.

Fran Smith

From: smithfm@brunswickme.org
Sent: Wednesday, November 11, 2015 3:34 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Sarah Wolpow
Street Address
45 Page St
Home phone #
2077210941
email address
thistlefarm@comcast.net
Committee/Board you are applying for
Sustainability
Type of Memberships
Full membership
Do you or any relative currently serve on any Town Board/Committee/Commission
<ul style="list-style-type: none">• Yes
What Board/Commission/Committee, the number of years of service, and the relationship to this applicant
I have been on the Sustainability Committee for two terms
Your occupation (include employer and work phone #)
Garden design/install. Self-employed
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
Prior service on this committee. Life-long interest in environmental issues. Partial completion of Masters in Community Planning & Development. Have written about environmental issues for the Times Record & other publications
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
Yes, as above
3. Why would you like to be on the Board/Commission/Committee?
Our planet is facing a terrible environmental crises - I feel very strongly we should be working at every level (personal, town, state, federal) to find ways to come back into a better balance with the natural world.
4. Are you aware of the time involved and would you be able to attend most of the meetings?
Yes
5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?
No

ITEM 19

NO BACK UP MATERIALS