

BRUNSWICK TOWN COUNCIL
Agenda
April 4, 2016
Executive Session 6:00 P.M.
7:00 P.M. – Regular Meeting
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)] Union Negotiations and [1 M.R.S.A. §405(6)(E)] Consultation with Legal Counsel

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the minutes of March 21, 2016
- b) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 223
- c) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 041 Lot 011 Sub 000 Typ 006
- d) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 276
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 200
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 025 Lot 016 Sub 000 Typ 058
- g) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 346
- h) Accept and expend 2016 Distracted Driving High Visibility Enforcement Grant
- i) Accept and expend 2016 High Visibility Enforcement Campaign Seat Belt Enforcement Grant:
- j) Permission to apply for, and, if received, expend a MMA Safety Enhancement Grant to assist with the purchase of turnout gear for the Fire Department
- k) Permission to apply for, and, if received, expend a MMA Safety Enhancement Grant for a security mechanism for the 2nd floor of Town Hall
- l) Adoption of a “Resolution Recognizing National Service Recognition Day” (returning from March 21, 2016 meeting)

Public Comments

Correspondence

COMMITTEE REPORTS

- Finance Committee
- Master Plan Implementation Committee
- Recycling and Sustainability Committee
- Rivers and Coastal Waters Commission

MANAGER’S REPORT

- a) Project Tracking Report
- b) Budget meeting schedule
- c) Special Permit for U-Haul Moving and Storage

PUBLIC HEARING

39. The Town Council will hear public comments on a renewal special amusement application, and will take any appropriate action. (Manager)

Special Amusement

Columbus Club, Inc.

William Sulzberger, G. K.

D/B/A: Knights of Columbus, Sekenger Council #1947

2 Columbus Drive

HEARING/ACTION

TABLED ITEM

36. The Town Council will consider requesting that the Town Manager direct the Planning Department to require a special use permit review of the Miller Point revetment project, and will take any appropriate action. (Councilor Walker)

ACTION

28. The Town Council will consider adopting a method to tally write-ins for local elections as required under 30-A M.R.S.A. §2501, and will take any appropriate action. (Manager/Town Clerk)

ACTION

NEW BUSINESS

40. The Town Council will consider adopting the proposed Social Service Policy, and will take any appropriate action. (Social Service Committee)

ACTION

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

ACTION

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

Brunswick Town Council
Agenda
April 4, 2016
Council Notes and Suggested Motions

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

Motion to go into executive session to discuss Union Negotiations per 1 M.R.S.A. §405(6)(D) and for a consultation with legal counsel per 1 M.R.S.A. §405(6)(E).

CONSENT AGENDA

- a) Approval of the minutes of March 21, 2016: A copy of the minutes is included in your packet.

Items CA-b through CA- g deed back properties to the owners, who have paid owed taxes. Copies of the deeds are included in your packet.

- b) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 223
- c) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 041 Lot 011 Sub 000 Typ 006
- d) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 276
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 200
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 025 Lot 016 Sub 000 Typ 058
- g) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 346
- h) Accept and expend 2016 Distracted Driving High Visibility Enforcement Grant: This item allows the Police Department to spend this grant, which they are eligible for, even without first applying. They will formally apply as a way to indicate their desire for the grant. This grant is for \$5,000 with no town match except in-kind time. Commander Hagan will be at the meeting to answer any questions. A copy of the grant application is included in your packet.
- i) Accept and expend 2016 High Visibility Enforcement Campaign Seat Belt Enforcement Grant: This item allows the Police Department to spend this grant, which they are eligible for, even without first applying. They will formally apply as a way to indicate their desire for the grant. This grant is for \$2,800 with no town match except in-kind time. Commander Hagan will be at the meeting to answer any questions. A copy of the grant application is included in your packet.

- j) Permission to apply for, and, if received, expend a MMA Safety Enhancement Grant to assist with the purchase of turnout gear for the Fire Department: This item is to apply for a grant to assist with the purchase of two sets of firefighting turnout gear. The amount of the grant is \$3,592 with up to a \$2,000 reimbursement through MMA. The Fire Department has money in the budget, and, if awarded, this would provide a savings. A copy of the Deputy Chief's memo is included in your packet.
- k) Permission to apply for, and, if received, expend a MMA Safety Enhancement Grant to assist with the purchase of a security mechanism for the 2nd floor of Town Hall: This item is to apply for a grant to assist with the purchase of this security mechanism, which will allow for the second floor to be locked after hours. This system will greatly enhance security measures for employees working in the building in the evening by restricting access to the second floors as needed. The quote is for \$5,221, funds have been reserved, and if the Town receives the \$2,000 from MMA, it will reduce the Town's cost. The benefits are outlined in a memo from Jessica Factor. A copy of the memo is included in your packet.
- l) Adoption of a "Resolution Recognizing National Service Recognition Day" (returning from March 21, 2016 meeting): This item, sponsored by Chair Brayman, recognizes municipalities' use of national service and volunteerism to provide assistance to their communities. The Resolution recognizes April 5, 2016, as a Day of Recognition for National Service. The Council approved a similar resolution for recognition in 2014. Copies of a memo from Manager Eldridge and the draft resolution are included in your packet.

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

Suggested motion:

Motion to approve the Consent Agenda

Chair Brayman will be pulling off item CA-1 to read and vote on separately.

Suggested motion:

Motion to adopt CA-1 "Resolution Recognizing National Service Recognition Day."

COMMITTEE REPORTS

- Finance Committee
- Master Plan Implementation 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 Committee updates beyond those listed, Councilors can also share them with the Council and public.

MANAGER'S REPORT

A memo from Manager Eldridge outlining the Manager's Report items is included in your packet.

- a) **Project Tracking Report:** The Council will receive a monthly report on projects being tracked. Manager Eldridge will discuss a possible quarterly workshop on these activities. A copy of the project list is included in your packet.
- b) **Budget meeting schedule:** Manager Eldridge will review the upcoming budget schedule, and the Council may make changes. A copy of the schedule is included in your packet.
- c) **Special Permit for U-Haul Moving and Storage:** This item is to inform the Council of a Special Permit that was approved by the Planning Board on March 22nd. Under section 701.G of the Zoning Ordinance, the Town Council has 30 days from the Board approval of the Special Permit to exercise jurisdiction over the application. If the Council decides not to exercise jurisdiction, the Planning Board's decision will take effect after the 30-day approval date. A memo from Anna Breinich explains the process in greater detail. Copies of the memo and the Special Permit are included in your packet.

PUBLIC HEARING

39. This item is the required public hearing on a renewal special amusement application for the Knights of Columbus. They are requesting live bands and D.J.s along with other functions, including comedy shows and variety shows in their banquet hall. They have requested this come forward even with a pending sale of the building. Copies of the public hearing notice and the application are included in your packet.

Suggested motion:

Motion to approve a renewal special amusement application for Knights of Columbus, located at 2 Columbus Drive.

TABLED ITEM

36. This item, tabled at your last meeting, is sponsored by Councilor Walker, who is asking the Council to vote to request the Town Manager direct the Planning Department to require a special use permit review of the Miller Point revetment project. Councilor Walker has prepared background information. Councilor Walker's request has been forwarded to the Town Attorney for review. A copy of Councilor Walker's memo is included in your packet.

Suggested motion:

Motion to request that Town Manager direct the planning department to require a special use permit review of the Miller Point revetment project.

28. This item, tabled at your March 7th meeting, is for the Council to adopt a method to tally write-in votes for local elections as required under "An Act Regarding Write-in Candidates in Municipal and City Elections" (PL 2015, c. 160). Currently, all valid write-

ins need to be tallied, but under this Act the Council may consider options to as to how to tally write-ins:

- (1) The Council can adopt according to certain procedures the two provisions in Title 21-A that require write-in candidates to declare their candidacy to the municipal clerk at least 45 days before any election in order to be considered a viable write-in candidate, and subsequently be governed by those provisions unless and until the Council chooses to opt-out of that process;
- (2) If the Council does not wish to follow the Title 21-A write-in provisions, and as a way of limiting the requirement to count the ballots cast for all valid write in candidates, the Act requires the formal counting of those ballots only when (a) the printed ballot does not include a properly nominated candidate for the office, (b) the properly nominated candidate withdraws from the race before or on election day, or (c) the number of write-in votes exceeds the number of votes for a candidate printed on the ballot;
- (3)The municipality that has not chosen to adopt the Title 21-A provisions may formally count all ballots cast for write in candidates even if the counting is not mandated by law.

The Town Clerk is requesting that the Council take action, with a recommendation to follow number 2, with the additional requirement to count write-ins who declare to the Clerk. The Clerk believes the 21-A provision is too restrictive for Brunswick, but mandatory counting of write-ins can lead to additional work for election clerks at the end of the long day, with no change in election outcome. Copies of a memo from the Town Clerk, Public Law Chapter 160, and an explanation of the law from the “Maine Townsman” are included in your packet.

Suggested motion:

Motion, as required under PL 2015, c. 160, to have the Town of Brunswick, for the purpose of tallying write-in votes for municipal election, follow Title 30-A only under the following circumstances:

- (1) The printed ballot does not include a properly nominated candidate for the office; or
- (2) A properly nominated candidate for the office listed on the ballot withdraws from the race before or on Election Day; or
- (3) The number of write-in votes for an office as determined by a machine count or initial hand count exceeds the number of votes in that count for a candidate printed on the ballot; or
- (4) A person has declared to the Town Clerk in writing no later than the Friday before the Election his/her intention to be a write-in candidate.

NEW BUSINESS

40. This item, removed from the last meeting since Councilor Perreault was absent, is for the Council to consider adopting the draft social service policy. At the October 5, 2015 meeting, the Council received a draft social service agency funding policy from the Social Service Committee. The draft was presented for the Council’s consideration and feedback, which has been incorporated into a revised draft for your review. Given where

the budget process stands and the timeline contemplated in the draft policy, the Council should consider adopting the policy, but not implementing it until the 2017-18 budget. Otherwise, the Council will need to amend the timeline and the procedures to consider funding for the 2016-17 budget. Copies of a memo from Manager Eldridge and the draft policy are included in your packet.

Suggested motion:

Motion to adopt a social service policy to become effective for the 2017-18 budget year.

41. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. A copy of the Appointment Committee's report 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.

Suggested motion:

Motion to adjourn the meeting.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
March 21, 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, Daniel E. Harris, Jane F. Millett, Sarah E. Brayman, Kathy Wilson and Alison Harris

Councilors Absent: Councilor John M. Perreault

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Pender Makin, Assistant Superintendent of Schools; Steve Langsdorf, Town Attorney; Cathy Jamison, Assessor; Julie Henze, Finance Director; Marc Hagan, Police Commander; Anna Breinich, Director of Planning and Development; Jeff Hutchinson, Codes Enforcement Officer; Dan Devereaux, Marine Warden; Paul Caron, School Facilities Manager; James Oikle, Business Manager for School Department; 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: [1 M.R.S.A. §405(6)(E)] Consultation with legal counsel

Chair Brayman moved, Councilor S. Wilson 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 eight (8) yeas.

Meeting Resumes

The meeting resumed at 7:00 p.m. and Chair Brayman led the Pledge of Allegiance.

Adjustments to Agenda

Chair Brayman made the following changes: postpone item 37 regarding Social Service Policy until April 4th; postpone item CA-f until April 4th; and place Item 36 prior to the Public Hearings.

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

- a) **Approval of the minutes of March 7, 2016**
- b) **Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 313**
- c) **Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 281**

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- d) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 140**
- e) Permission to expend a 2016 Speed Enforcement Grant**
- f) Adoption of a “Resolution Recognizing National Service Recognition Day” (tabled)**

Chair Brayman moved, Councilor Millett seconded, to approve the Consent Agenda items a – e. The motion carried with eight (8) yeas.

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

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

Richard Fisco, 2 Lincoln Street, stated even if a person does not vote, they are still represented by the Council as the Councilors represent all of the people. The Council must do what is good for community as well as the will of the people. The “cash draw” cannot be the best way to make decisions.

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

Councilor K. Wilson said she had received emails regarding the crosswalks between Coffin Street and Longfellow Avenue. BPAC will be looking at this possible safety issue.

Councilor Millett said there were many emails on the Styrofoam ban (Chair Brayman stated they were included in a packet provided to the Council.)

COMMITTEE REPORTS *(This item was discussed at 7:11 p.m.)*

- **Bicycle and Pedestrian Advisory Committee**
- **BDC**
- **Cable TV Committee**
- **Finance Committee**
- **Teen Center Board**

Reports were given on the committees listed above.

Chair Brayman appointed Councilor Millett to replace Councilor D. Harris on the Council Rules Subcommittee.

MANAGER’S REPORT

a) Financial update *(This item was discussed at 7:18 p.m.)*

Julie Henze, Finance Director, provided this update.

Manager Eldridge also spoke regarding the Mere Point Waste Water System, and responded to questions from Councilor Millett, Councilor Watson, and Councilor S. Wilson.

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b) Report on Municipal Budget schedule and CIP *(This item was discussed at 7:24 p.m.)*

Manager Eldridge provided this report.

Chair Brayman and Councilor Millett spoke regarding this item.

c) Presentation on the upcoming revaluation *(This item was discussed at 7:28 p.m.)*

Cathy Jamison, Assessor, made this presentation and responded to questions from Councilor Millett, Chair Brayman, and Councilor Walker.

(A copy of the Assessor's press release will be attached to the official minutes.)

d) Upcoming 45th Anniversary for Amtrak *(This item was discussed at 7:35 p.m.)*

Manager Eldridge spoke regarding this item.

(A copy of a letter from Amtrak will be attached to the official minutes.)

e) Update on high school boiler replacement *(This item was discussed at 7:36 p.m.)*

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

Chair Brayman spoke regarding this item.

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

PUBLIC HEARING

Item 36 was done prior to the public hearings.

31. The Town Council will hear public comments on a CDBG MicroEnterprise Assistance Program grant application for Pathways Rehabilitation Services, and will take any appropriate action. (Manager) *This item was discussed at 7:47 p.m.*

Manager Eldridge introduced this item.

Chair Brayman opened the public hearing; hearing no comments, she closed the public hearing.

Councilor Walker moved, Councilor Watson seconded, to adopt "A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Pathways Rehabilitation Services." The motion carried with eight (8) yeas.

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(A copy of a memo from Linda Smith, the MEA application, and adopted Resolution will be attached to the official minutes.)

- 32. The Town Council will hear public comments for an ordinance to enact a ban on polystyrene foam in consumer packaging, and will take any appropriate action. (Councilor Walker and Councilor K. Wilson) This item was discussed at 7:48 p.m.**

Chair Brayman opened the public hearing.

Councilor Walker introduced this item, and responded to questions from Councilor S. Wilson.

The following people spoke regarding this item:

Diane Schetky – Topsham – Bring Your Own Bag

Sarah Lakeman, Sustainable Maine Project Director

Loirel Nazzaro, 29 Pennell Way

Averil Fessenden, 30 Miller Creek Road

Alwyn Ecker, Simpson Point Road

Carol Harrington, Thornton Oaks

Jamie Ecker, 67 Simpson's Point Road

Jim Trusiani, 6 Pleasant Street

Yvette Meunier, 35 Prospect St, Topsham

Jay Plante, 81 Rossmore Road

Henry Heyburn, Pennellville Road

Becky Shepherd, 106 Union St, owner of Wild Oats Bakery

Richard Fisco, 2 Lincoln Street

Bruce Kantner, 72 Rossmore Road

Marcia Harrington, 71 Rossmore Road

Jeanette MacNeille, 2 Brookside Rd, Topsham

Punnie Edgerton, 29 McLellan Street

Chair Brayman closed the public hearing.

Chair Brayman spoke regarding this item.

Councilor Millett moved, Councilor K. Wilson seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting.

Chair Brayman, Councilor S. Wilson, Councilor Watson, Councilor Walker, and Councilor D. Harris spoke regarding this motion.

Vote on motion:

Councilor Millett moved, Councilor K. Wilson seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting. The motion carried with six (6) yeas. Chair Brayman and Councilor Watson were opposed.

Councilor K. Wilson moved, Councilor Walker seconded, to adopt the Ordinance to enact a ban on polystyrene foam in consumer packaging, with enforcement to begin on October 1, 2016.

Councilor S. Wilson, Councilor D. Harris, Councilor Walker, Councilor K. Wilson, Chair Brayman, and Councilor Watson spoke regarding this motion.

Vote on motion:

Councilor K. Wilson moved, Councilor Walker seconded, to adopt the Ordinance to enact a ban on polystyrene foam in consumer packaging, with enforcement to begin on October 1, 2016. The motion carried with eight (8) yeas.

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

- 33. The Town Council will hear public comments on a proposed “Ordinance Authorizing various Health, Safety and ADA Compliance Improvements at the Coffin Elementary School and the Brunswick Junior High School, with Total Project Costs Not to Exceed \$1,517,664, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$934,729 (following loan forgiveness of \$582,935),” and will take any appropriate action. (Manager) *This item was discussed at 8:41 p.m.***

Chair Brayman opened the public hearing.

Manager Eldridge introduced this item.

James Oikle, School Department Business Manager, made a presentation.

Councilor Millett asked questions, to which Mr. Oikle and Paul Caron, Facilities’ Manager for School Department, responded.

Mr. Oikle responded to questions from Councilor D. Harris and Chair Brayman.

Bill Thompson, Chair of School Board, responded to questions from Councilor K. Wilson, Councilor Millett, and Councilor D. Harris.

Paul Caron responded to questions from Councilor Watson and Councilor Millett.

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

Jim Trusiani, 6 Pleasant Street, spoke regarding this item.

Chair Brayman closed the public hearing.

Chair Brayman spoke regarding this item.

Councilor D. Harris moved, Councilor Watson seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting.

Councilor D. Harris, Chair Brayman, Councilor K. Wilson, Councilor Millett, Councilor Watson and Councilor A. Harris spoke on this motion.

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

Vote on Motion:

Councilor D. Harris moved, Councilor Watson seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting. The motion carried with six (6) yeas. Chair Brayman and Councilor Millett were opposed.

Chair Brayman moved, Councilor K. Wilson seconded, to adopt an “Ordinance Authorizing various Health, Safety and ADA Compliance Improvements at the Coffin Elementary School and the Brunswick Junior High School, with Total Project Costs Not to Exceed \$1,517,664, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$934,729 (following loan forgiveness of \$582,935).”

Councilor S. Wilson and Chair Brayman spoke regarding the motion.

Vote on Motion:

Chair Brayman moved, Councilor K. Wilson seconded, to adopt an “Ordinance Authorizing various Health, Safety and ADA Compliance Improvements at the Coffin Elementary School and the Brunswick Junior High School, with Total Project Costs Not to Exceed \$1,517,664, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$934,729 (following loan forgiveness of \$582,935).” The motion carried with seven (7) yeas. Councilor Millett was opposed.

(A copy of the adopted ordinance, a memo from Mr. Perzanoski with additional supporting materials, and the presentation will be attached to the official minutes.)

- 34. The Town Council will hear public comments on a “Moratorium on New Development in the Natural Resources Protection Zone,” and will take any appropriate action. (Manager) This item was discussed at 9:21 p.m.**

Chair Brayman opened the public hearing.

Manager Eldridge introduced this item.

The following people spoke from the public:

Richard Knox, 81 Simpson’s Point Road

Richard Fisco, 2 Lincoln Street

Henry Heyburn, Pennellville Road

Councilor Walker asked a question, to which Manager Eldridge responded.

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For clarification, Manager Eldridge stated that the Town Attorney indicated the intent of the Moratorium was not to apply to projects that are underway and it will not impact the Miller Point Project.

Councilor D. Harris spoke regarding this item.

Councilor Millett and Councilor D. Harris asked questions, to which Manager Eldridge responded.

Councilor S. Wilson spoke regarding this item.

Chair Brayman closed the public hearing.

Councilor A. Harris and Councilor Millett spoke regarding this item.

Councilor Watson moved, Councilor Walker seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting. The motion carried with eight (8) yeas.

Councilor Walker moved, Councilor Millett seconded, to adopt a “Moratorium on New Development in the Natural Resources Protection Zone (NRPZ).” The motion carried with eight (8) yeas.

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

35. **The Town Council will hear public comments on proposed amendments to the Municipal Code of Ordinance Chapter 10 “Licenses and Business Regulations” Section 10-26(6) to increase the number of food vendors on the town mall from four to five, and will take any appropriate action. (Manager) This item was discussed at 9:42 p.m.**

Chair Brayman opened the public hearing.

Manager Eldridge introduced the item.

Chair Brayman closed the public hearing.

Chair Brayman indicated there was unanimous consent of the Council to suspend the rules to allow for this item to be voted on tonight.

Councilor Watson moved, Councilor K. Wilson seconded, to adopt amendments to the Municipal Code of Ordinance Chapter 10 “Licenses and Business Regulations” Section 10-26(6) to increase the number of food vendors on the town mall from four to five.

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Councilor Millett, Councilor Walker, Councilor S. Wilson, Councilor D. Harris, Chair Brayman and Councilor K. Wilson spoke regarding the motion.

Councilor Watson moved, Councilor K. Wilson seconded, to adopt amendments to the Municipal Code of Ordinance Chapter 10 “Licenses and Business Regulations” Section 10-26(6) to increase the number of food vendors on the town mall from four to five. The motion carried with five (5) yeas. Councilor Walker, Councilor D. Harris, and Councilor Millett were opposed.

(A copy of the adopted ordinance changes will be attached to the official minutes.)

NEW BUSINESS

- 36. The Town Council will consider requesting that the Town Manager direct the Planning Department to require a special use permit review of the Miller Point revetment project, and will take any appropriate action. (Councilor Walker) *This item was discussed at 7:41 p.m.***

This item was done prior to the public hearings.

Councilor Walker introduced this item.

Councilor Walker moved, Councilor Watson seconded, to table this item to April 4, 2016, pending the results of discussions and agreements with the Kings. The motion carried with eight (8) yeas.

- 37. The Town Council will consider adopting the proposed Social Service Policy, and will take any appropriate action. (Social Service Committee)**

This item will come back at the April 4th meeting.

- 38. The Town Council will consider a request for a Sellers of Prepared Food on Public Ways license for outdoor seating for Little Saigon, 44 Maine Street, and will take any appropriate action. (Manager) *This item was discussed at 9:51 p.m.***

Fran Smith spoke regarding this item and responded to questions from Councilor Millett.

Councilor Walker moved, Chair Brayman seconded, to approve a request for Sellers of Prepared Food on Public Ways license for outdoor seating for Little Saigon, located at 44 Maine Street. The motion carried with eight (8) yeas

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

The meeting adjourned at 9:53 p.m.

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

Frances M. Smith

Town Clerk

March 25, 2016

April 4, 2016

Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 4, 2016 for consideration paid, release to **Greg Batteese**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
31725	257	August 22, 2014	2013
32536	338	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 223 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2013 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 4th day of **April 2016**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 4, 2016

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

Before me,

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

CONSENT AGENDA - C BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 4, 2016 for consideration paid, release to **Danielle Gainey**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
31725	200	August 22, 2014	2013
32536	293	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 041 Lot 011 Sub 000 Typ 006 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2013 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 4th day of **April 2016**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 4, 2016

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

Before me,

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

CONSENT AGENDA - D BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 4, 2016 for consideration paid, release to **Karen Race**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
30957	106	August 23, 2013	2012
31725	124	August 22, 2014	2013
32536	272	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 045 Lot 003 Sub 000 Typ 276 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2012, April 1, 2013, and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 4th day of **April 2016**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 4, 2016

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

Before me,

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

CONSENT AGENDA - E BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 4, 2016 for consideration paid, release to **Sean & Felicia Barter**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
31725	256	August 22, 2014	2013
32536	337	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 045 Lot 003 Sub 000 Typ 200 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2013 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 4th day of **April 2016**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 4, 2016

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

Before me,

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

CONSENT AGENDA -F BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 4, 2016 for consideration paid, release to **Hood, Elizabeth & Krystle**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
31725	188	August 22, 2014	2013
32536	223	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 025 Lot 016 Sub 000 Typ 058 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2013 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 4th day of **April 2016**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 4, 2016

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

Before me,

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

CONSENT AGENDA - G BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 4, 2016 for consideration paid, release to **Lobdell, Christopher & Frazier, Shannon**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
31726	7	August 22, 2014	2013
32536	165	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 346 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2013 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 4th day of **April 2016**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 4, 2016

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

Before me,

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

CONSENT AGENDA - H BACK UP MATERIALS

**TOWN OF BRUNSWICK
GRANT INFORMATION SUMMARY**

Name of Grant: 2016 Distracted Driving High Visibility Enforcement Grant (including texting)

Description/Purpose of Grant: Targeted Speed Enforcement and Education

Are Grant Funds: State Federal** Federal Pass Through**

****If Federal or Federal Pass Through, C.F.D.A. No (Catalog of Federal Domestic Assistance) MUST be provided.**

C.F.D.A. No.: 20.600

Are any Grant Funds to be passed through to Sub recipients? Yes No

If yes, please explain: _____

Is this a reimbursement grant? Yes No

If no, is there any restriction on the investment of grant funds? Yes No

Please explain restrictions: _____

Funds will be received by: ACH Wire Check

Summarize reporting and auditing requirements of grant: B.H.S will audit the grant program; Officer Roma will be the project director. LT. Garrepy will audit the monthly progress reports and cash requests.

Agency Grant No: _____

Grant Period Starts: April 22, 2016

Total amount of Grant: \$5,000.00

Grant Period Ends: September 15, 2016

Grantor Share: _____

Town Expenditure No: _____

Town Matching Share: \$0.00

Town Revenue No: _____

If there is other than cash match, please explain: N/A

GRANTOR

Name of Federal or State Agency: Maine Bureau of Highway Safety

Address: 164 State House Station
45 Commerce Drive, Suite 1
Augusta, Maine 04333-0164

Contact Person: Corey Perreault

Telephone No.: 207.626.3847

If passed through from Federal Agency, name of that Agency: N/A

GRANTEE

Department Receiving Grant: Brunswick Police Department

Department Grant Administrator: Patrol Commander Marc Hagan

Date of Council Vote to:

Date of Council Vote to:

Accept Grant: _____

Appropriate Funds: _____

Signed: _____

Date: _____

Department Head



**SUBGRANT APPLICATION
FOR
HIGHWAY SAFETY
FEDERAL NHTSA FUNDS**

Lauren V. Stewart, Director
Maine Bureau of Highway Safety
45 Commerce Drive, Suite 1
164 State House Station
Augusta, ME 04333
Phone: 207-626-3840
Fax: 207-287-3042
www.maine.gov/dps/bhs

1. Grant Title	2016 High Visibility Distracted Driving Enforcement (including Texting)
-----------------------	--

2. Applicant Information	Applicant Agency	Address To Mail Checks
Name	Brunswick Police Department	Town of Brunswick
Address Line 1	85 Pleasant Street	Attn: Finance Department
Address Line 2		85 Union Street
City and Zip Code	Brunswick 04011	Brunswick 04011
Federal Employer Number	E016000089E	
DUNS Number	077466274	
State of ME Vendor Code		

3. Contact Information	Individual Who Has Legal Authority to Sign this Sub-Grant Application
Name	Marc Hagan
Title	Patrol Commander
Address Line 1	85 Pleasant Street
Address Line 2	
City and Zip Code	Brunswick 04011
Direct Telephone Number	207.721.4316
Fax Number	207.725.6627
E-Mail Address	mhagan@brunswickpd.org

4. Contact Information	Project Director	Financial Officer
Name	John Roma	Branden Perreault
Title	Patrol Officer	Deputy Finance Director
Address Line 1	85 Pleasant Street	85 Union Street
Address Line 2		
City and Zip Code	Brunswick 04011	Brunswick 04011
Direct Telephone Number	207.721.4341	207.725.6652
Fax Number	207.725.6627	207.725.4107
E-Mail Address	jroma@brunswickpd.org	bperreault@brunswickme.org
*Other Contact/s Involved:		

5. Project Period	April 22, 2016 to September 15, 2016
6. Population of Your Area*	21,000
7. Congressional District Served	<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Both

8. Project Description Summary: Grant funds will reduce distracted driving related crashes, fatalities and serious injuries in areas of the State based on crash and fatal data analysis.

9. Budget Summary (Use Totals from Budget Worksheet, p. 11)

	Federal	Match	Total
Personal Services	\$5,000.00	MeBHS USE ONLY	\$
Other	\$		\$
Totals	\$5,000.00	\$	\$

10. Any agency (i.e. police department, school, hospital, county) receiving a grant must have a written seat belt policy. **Does your agency have a seat belt use policy?** Yes No

11. Any agency (i.e. police department, school, hospital, county) receiving a grant must meet the requirements of the Department of Public Safety's civil rights discrimination policies; see Page 5 of application for policy requirements. **Does your agency meet the Dept. of Public Safety civil rights discrimination policies' requirements?** Yes No

12. I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this sub-grant and agree to all conditions, terms and certifications and certify our compliance with requirements outlined elsewhere in this application. **This must be the person listed in Section 3 on Page 1.**



Legal Authority Signature: *Cmdr. J.M. W.* **Date:** *3/25/16*

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

STD. AREA: 405e	PSP #: 2016-405e	CLASS:
SUB-GRANT #: DD16-	COORDINATOR:	BHS TYPE: Highway Safety

IS THIS A <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> CONTINUATION		PRIOR SUB-GRANT #:	
UNIT OF GOVERNMENT:		SUB-GRANT TYPE: Highway Safety	
IF UNIT OF GOVERNMENT, WHAT DEPT?			
FUND s. 405e	FY 2013-5	P/T % = NA	PROGRAM = DD 16
FUND s.	FY	P/T % =	PROGRAM =
TOTAL FEDERAL AWARD			
EAIN: 18X920405E MI 1		CFDA : 20.616	NHTSA
EAIN: 18X		CFDA :	NHTSA
FEDERAL AWARD DATE : 06/28/13			

NOTICE OF AWARD: The above sub-grant was approved by the Bureau of Highway Safety on:
 Signed: _____
 Lauren V. Stewart, Director

NOTICE OF DENIAL: The above sub-grant was denied by the Bureau of Highway Safety on:
 Signed: _____
 Lauren V. Stewart, Director

CONSENT AGENDA - I BACK UP MATERIALS



**SUBGRANT APPLICATION
FOR
HIGHWAY SAFETY
FEDERAL NHTSA FUNDS**

Lauren V. Stewart, Director
Maine Bureau of Highway Safety
45 Commerce Drive, Suite 1
164 State House Station
Augusta, ME 04333
Phone: 207-626-3840
Fax: 207-287-3042
www.maine.gov/dps/bhs

1. Grant Title	2016 Click It or Ticket High Visibility Enforcement Campaign & Increased Seat Belt Enforcement
-----------------------	--

2. Applicant Information	Applicant Agency	Address To Mail Checks
Name	Brunswick Police Department	Town of Brunswick
Address Line 1	85 Pleasant Street	Attn: Finance Department
Address Line 2		85 Union Street
City and Zip Code	Brunswick, ME 04011	Brunswick, ME
Federal Employer Number	FED#016000089E	
DUNS Number	#077466274	
State of ME Vendor Code		

3. Contact Information	Individual Who Has Legal Authority to Sign this Sub-Grant Application
Name	Marc Hagan
Title	Commander
Address Line 1	85 Pleasant Street
Address Line 2	
City and Zip Code	Brunswick, ME 04011
Direct Telephone Number	207-725-5521 x4316
Fax Number	207-725-6627
E-Mail Address	mhagan@brunswickpd.org

4. Contact Information	Project Director	Financial Officer
Name	Justin Dolci	Branden Perrault
Title	Patrol Officer	Assistant Finance Director
Address Line 1	Brunswick Police Department	Town of Brunswick
Address Line 2	85 Pleasant Street	85 Union Street
City and Zip Code	Brunswick, ME 04011	Brunswick, ME 04011
Direct Telephone Number	207-725-4339	207-725-6652
Fax Number	207-725-6627	207-725-4107
E-Mail Address	JDolci@BrunswickPD.org	bperrault@brunswickme.org
*Other Contact/s Involved:		

5. Project Period	May 23, 2016 to June 5, 2016
6. Population of Your Area*	21,000
7. Congressional District Served	<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Both

8. Project Description Summary: Grant funds will reduce occupant protection related crashes, fatalities and serious injuries in areas of the State based on crash and fatal data analysis. 2016 "Buckle Up – No Excuses!" Seat Belt Enforcement & Education Campaign is designed to encourage and increase use of occupant protection measures and reduce fatalities and serious injuries due to unrestrained occupants in motor vehicle crashes. This Maine campaign runs in conjunction with the National Click It or Ticket Campaign.

9. Budget Summary (Use Totals from Budget Worksheet, p. 11)

	Federal	Match	Total
Personal Services	\$2,800.00	MeBHS USE ONLY	\$
Other	\$		\$
Totals	\$2,800.00		\$

10. Any agency (i.e. police department, school, hospital, county) receiving a grant must have a written seat belt policy. **Does your agency have a seat belt use policy?** Yes No

11. Any agency (i.e. police department, school, hospital, county) receiving a grant must meet the requirements of the Department of Public Safety's civil rights discrimination policies; see Page 5 of application for policy requirements. **Does your agency meet the Dept. of Public Safety civil rights discrimination policies' requirements?** Yes No

12. I, the undersigned, for and on behalf of the named applicant agency, do herewith apply for this sub-grant and agree to all conditions, terms and certifications and certify our compliance with requirements outlined elsewhere in this application. **This must be the person listed in Section 3 on Page 1.**

Legal Authority Signature: _____

Date: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

STD. AREA: 405b	PSP #: 2016-405b	TASK: 1
SUB-GRANT #: OP16-	COORDINATOR:	BHS TYPE: Highway Safety

IS THIS A <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> CONTINUATION		PRIOR SUB-GRANT #:
UNIT OF GOVERNMENT: Non-State		SUB-GRANT TYPE: Highway Safety
IF UNIT OF GOVERNMENT, WHAT DEPT?		
FUND s.405b FY 2013= \$	P/T % = 100%	PROGRAM = OP 16
FUND s. 405b FY 2014=\$	P/T % =	PROGRAM =
TOTAL FEDERAL AWARD = \$		
FAIN : 18X920405BME13	CFDA : 20.616	NHTSA
FAIN : 18X920405BME14	CFDA :	NHTSA
FEDERAL AWARD DATE : 06/28/13 & 09/27/13		

NOTICE OF AWARD: The above sub-grant was approved by the Bureau of Highway Safety on:

Signed: _____
 Lauren V. Stewart, Director

NOTICE OF DENIAL: The above sub-grant was denied by the Bureau of Highway Safety on:

Signed: _____
 Lauren V. Stewart, Director

CONSENT AGENDA - J BACK UP MATERIALS

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

To: John Eldridge, Town Manager

From: Don Koslosky, Deputy Chief

Ref: MMA Grant request

Date: March 28, 2016

The Fire Department is looking for permission to apply for a grant through Maine Municipal Association Safety Enhancement Grant for the amount of \$3,592.00. This grant is 2/3 matching, with up to \$2,000.00 reimbursement through MMA.

Brunswick Fire Department would like to purchase two sets of firefighting turnout gear for use during emergent and non-emergent responses. The gear is used daily by our department on fire responses and car accidents for extrication. Once awarded the grant we have one year to expend the funds. The money for the gear is already budgeted, as we replace 5 to 6 sets a year.

These two sets of turnout gear will help reduce injuries by providing turnout gear that meets NFPA standards. It will also provide more protection at trainings and emergency scenes. Also these two sets will have the new (DRD) Drag Rescue Device that is required in the turnout gear for aiding in the removal of a downed firefighter.

Please describe the safety equipment/services you are considering purchasing. Include the intended purchase, installation or completion date for your project.

Brunswick Fire Department would like to purchase two sets of firefighting turnout gear for use during emergent and non-emergent responses. The gear is used daily by our department on fire responses and car accidents for extrication. Once awarded the grant we would like to have operational within 120 days due to having to order.

We will be purchasing the following equipment:

(2)	Structural firefighting gear	\$1,796.00
-----	------------------------------	------------

Total Cost of Project:	\$3,592.00
------------------------	------------

Why is this safety equipment/services needed?

The two sets of turnout gear are needed to replace gear that does not meet current NFPA standards.

How will this safety equipment/service help to reduce workplace injuries and provide your entity with a safer work environment?

These two sets of turnout gear will help reduce injuries by providing turnout gear that meets NFPA standards. It will also provide more protection at trainings and emergency scenes. Also these two sets will have the new (DRD) Drag Rescue Device that is required in the turnout gear for aiding in the removal of a downed firefighter.

**CONSENT AGENDA - K
BACK UP MATERIALS**



Town of Brunswick, Maine

Incorporated 1739

HUMAN RESOURCES DEPARTMENT

JESSICA B. FACTOR, HUMAN RESOURCES MANAGER

85 UNION STREET
BRUNSWICK, ME 04011
TELEPHONE 207-725-6653
FAX # 207-725-6663

MEMORANDUM

To: Town Council

From: Jessica Factor, Human Resources Manager *Jessica Factor*

Date: March 28, 2016

RE: **Maine Municipal Association Spring Safety Grant**

“The Maine Municipal Association Safety Enhancement Grant Program provides financial incentives to members of the MMA Workers Compensation Fund to purchase safety equipment or services that assist in reducing the frequency and severity of workplace injuries. The program will match an investment on a 2:1 ratio basis. Interested municipal members must submit an application form with the description and intended purpose of the safety equipment or service. The deadlines for the Safety Enhancement Grants are April 30 and September 30 of each year.”

The information above is derived from the Maine Municipal Association's website and provides an overview of MMA's bi-annual safety grant process. This memo will provide information describing one of the two possible grants, of which the Town's Safety Committee wishes to submit with your approval. This request would be submitted prior to the April 30th deadline.

This grant application is towards the purchase of a security mechanism for the second floor of the Town Hall building. Please see the included cost estimate, as obtained by Facilities Foreman Buddy Rogers. The estimate includes system locks for the two second-floor access doors, as well as an access card reader for additional security after the building closes. Staff has encountered visitors unexpectedly on the second floor after hours, which results in a startling and potentially dangerous situation and raises concerns for safety. The locking system as noted will greatly enhance security measures for Employees working in the building in the evening by restricting access to the second floor as needed. This system would not be activated on those evenings when meetings are held both on the first and second floors.

The quoted estimate for this system as noted is \$5,221.00, of which funds have been reserved. The Town's Safety Committee wishes to submit a grant application in the amount of the maximum allotment (\$2,000). Thank you for your consideration of this request.

Enclosure

HARDWARE CONSULTANTS



a division of EXACTITUDE, INC

Precision solutions. Uncompromised service.

Buddy
Town of Brunswick
Brunswick, ME

Date: 1/11/16
Project: Town hall
Stairwels
Location: Brunswick, ME

WE PROPOSE TO FURNISH & INSTALL THE FOLLOWING MATERIALS:

2 Stairwells

Remove 2 Existing Lever Trims from Existing Exit Devices

Install the Following:	Each	Total
2 Card Readers on the Stairwell Side Only	\$ 232.00	\$ 464.00
2 Electric Hinges	\$ 110.00	\$ 220.00
2 Power Supplies	\$ 140.00	\$ 280.00
2 Electrified Levers	\$ 480.00	\$ 960.00
2 Door Sensors	\$ 18.00	\$ 36.00
1 New Board Reader	\$ 1,825.00	\$ 1,825.00
Labor/Wire/Wiring	\$ 1,736.00	\$ 1,736.00
	Total	\$ 5,521.00

Note: Hall Side you can always exit into the stairs.
Stair side locked during normal business hours.
Swipe card on stair side to gain access.
Can program stair side to lock and unlock for certain hours

SALES AND OTHER TAXES NOT INCLUDED IN THIS QUOTATION
TERMS ARE NET 30 DAYS, NO RETAINAGE

ACCEPTED _____

BY _____

DATE: _____

HARDWARE CONSULTANTS

BY Bob Ewing

CONSENT AGENDA - L BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 17, 2016

SUBJECT: Resolution Recognizing National Service Recognition Day

The National League of Cities has set April 5, 2016 as a day to recognize those who volunteer and provide service to communities. The volunteer service efforts often result in savings to local governments or allow for the accomplishment of projects that might not have otherwise been completed. Chair Brayman requested that the attached Resolution Recognizing National Service Day be placed on the agenda to allow the Town Council to formally recognize service and volunteerism in our community.

In March 2014, the Town Council approved a similar resolution. That year, the Town utilized personnel from the Maine Conservation Corps AmeriCorps Veteran Community Leader program to assist with trail development at the Kate Furbish Preserve. The assistance allowed for work to be done that otherwise would not have been done with Town resources.

Attachment

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

RESOLUTION RECOGNIZING NATIONAL SERVICE RECOGNITION DAY

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, municipalities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet municipal needs; and

WHEREAS, national service participants serve in more than 60,000 locations across the country, bolstering the civic, neighborhood, and other organizations vital to our economic and social well-being; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impacts; and

WHEREAS, the Corporation for National and Community Service is joining with others, across the country, to recognize April 5, 2016 as a Day of Recognition for National Service.

NOW THEREFORE, BE IT RESOLVED, that the Town Council recognizes April 5, 2016, as National Service Recognition Day, and encourages residents to recognize the positive impact of national service in our town; to thank those who serve; and to find ways to give back to their communities.

Proposed to Town Council: April 4 2016

Adopted by Town Council:

Join Us on April 5, 2016!

Every day, in counties and cities across America, national service is tackling tough problems and strengthening communities. On April 5, 2016, county officials and mayors across the country will thank those who serve and recognize their impact on the **Mayor and County Recognition Day for National Service**.

The nation's cities and counties are increasingly turning to national service as a cost-effective strategy to address local challenges. By unleashing the power of citizens, AmeriCorps and Senior Corps programs have a positive and lasting impact, making our communities better places to live. The initiative is being led by the National League of Cities, the National Association of Counties, Cities of Service, and the Corporation for National and Community Service (CNCS).

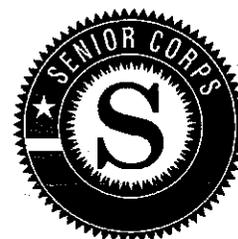
National Service: A Local Resource

As the federal agency for national service and volunteering, CNCS annually engages five million citizens in service at more than 60,000 sites across the country. Through AmeriCorps (including VISTA and NCCC), Senior Corps (including Foster Grandparents, Senior Companions, and RSVP), the Social Innovation Fund, and other programs, CNCS leverages federal and private funds to support organizations that achieve measurable results where the need is greatest. Whether supporting food banks and homeless shelters, restoring parks, providing health services, strengthening public safety and juvenile justice services, tutoring and mentoring students, and managing community volunteers, national service members help county officials and mayors tackle tough problems.

Why a City and County Recognition Day?

County and city governments have a broad range of responsibilities to their residents, which matches CNCS's mission to improve lives, strengthen communities and foster civic engagement. A coordinated recognition day presents a unique opportunity to spotlight the key role that national service plays in helping counties solve problems. Participating in the day will highlight the impact of citizen service, show support for nonprofit and national service groups, and inspire more residents to serve in their communities.

MAYOR and COUNTY Recognition Day for National Service



What Happened Last Year?

On April 7, 2015, the third annual Recognition Day for National Service united mayors, and for the first time, county officials across the country to spotlight the impact of national service and honor those who serve. Altogether, 2,786 county officials and mayors in all 50 states and the District of Columbia, Guam, and Puerto Rico officially recognized the work that AmeriCorps members and Senior Corps volunteers are doing to make cities better and stronger. Together, these elected officials represent more than 150 million citizens, or nearly half of the population.

What are the Goals of the Day?

- Highlight how county officials and mayors use national service to solve their local challenges
- Thank national service members for their commitment and impact
- Build public awareness about the value and impact of national service to the nation's cities and counties
- Highlight the role that national service plays in managing volunteers to focus and amplify their impact
- Provide opportunities for county officials and mayors to communicate about the impact of national service to national policymakers
- Generate press coverage and online discussion about county officials and mayors supporting service

Who Can Participate?

Mayors, county officials, county board chairs, tribal leaders, or other head officials of counties and cities of any size.

How Can We Help?

CNCS offers a variety of resources that can help county officials and mayors learn about national service and volunteering in their jurisdictions and expand the impact of volunteering by their residents:

- Each year, CNCS produces State Profiles that list all national service funding, projects, and participants in every state. CNCS also will produce county and city profiles on demand for those participating in the Recognition Day for National Service. To receive your profile, contact the CNCS Director in your state. A list is here: nationalservice.gov/state-offices.
- CNCS also produces the annual Volunteering and Civic Life in America report, the most comprehensive data on volunteering ever assembled. Visit volunteeringinamerica.gov.

How Can County Officials and Mayors Get Involved?

County officials and mayors are encouraged to hold a public event, issue a proclamation, and use media to highlight the impact of national service. Here are several ways county officials and mayors can participate:

- Announce your county/city is becoming an Employer of National Service (nationalservice.gov/employers)
- Issue a proclamation naming April 5 as Recognition Day for National Service
- Visit national service programs or projects in order to highlight their value to the county/city
- Invite national service programs to a public roundtable to discuss how they address county/city problems
- Issue a press release or report on the scope and impact of national service in your county/city
- Serve with a national service program as a "member" for a day to highlight their important work
- Use Twitter, Facebook, and other social media to thank national service members in your community
- Write an op-ed about the unique contributions of national service your county/city
- Take a group photo with all national service members in your county/city

Where Can I Learn More?

To learn more or register to participate, go to NationalService.gov/RecognitionDay or contact Tess Mason-Elder, Office of Government Relations, 202-606-6873 or tmason-elder@cns.gov. You can also contact the CNCS Director in your state, whom you can find here: nationalservice.gov/state-offices.

The Corporation for National and Community Service is the federal agency that engages five million Americans in service through our AmeriCorps, Senior Corps, Social Innovation Fund, and other programs, and leads President's national call to service initiative, United We Serve. For more information, visit NationalService.gov.

MANAGER'S REPORT OVERVIEW OF ITEMS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 31, 2016

SUBJECT: Town Manager's Report (a) – (c)

Below is a brief summary of items included in the April 4, 2016 Manager's Report.

Project Tracking Report (a)

The report, tracking the projects deemed of interest to the Town Council, is included in the packet. The "current update" field identifies the last activity on the project. In this report, completed projects have been deleted.

Budget Update (b)

Based on discussions at your last meeting, we have proposed a revised budget calendar. The revised calendar proposes to add three workshop dates. Of course, the Town Council may choose to add those or not.

Special Permit for U-Haul on Cressey Road (c)

At its March 22, 2016 meeting the Planning Board granted a special permit allowing U-Haul to occupy a major portion of the former Cooper Industries building on Cressey Road. Because the use requires a special permit, the Town Council may elect to take jurisdiction over the application. Please see the memos in the packet for more details.

MANAGER'S REPORT - A BACK UP MATERIALS



Town of Brunswick - Project Tracking (Council)

Task Title	Class	Priority	Status	Description
91 Capital Improvement Plan 2016-2017	1 - Major	0 - Required	In Progress	Adopt 2016-17 CIP
Comments: 3/21/16 CIP delivered to Town Council Municipal CIP projects have been reviewed by Finance Committee.				Current Update: CIP delivered to Town Council.
				3/21/2016
92 Municipal Budget 2016-2017	1 - Major	0 - Required	In Progress	Adopt 2016-17 Municipal Budget
Comments: See attached budget schedule and documents.				Current Update: Preparing Manager's recommended budget. Departments presenting to Finance Committee.
				3/30/2016
2 MRRA Tax Appeal	1 - Major	2 - High	In Progress	MRRA Tax Appeal Case
Comments: Settlement Reached. Implement via new Development Programs Need to schedule PH on program amendments. Negotiate the credit enhancement agreement.				Current Update: Settlement date extended. TIF and CEA sent to DECD for review. Public hearing required.
				3/23/2016
7 Zoning Ordinance Re-write	1 - Major	2 - High	In Progress	Re-write of Zoning Ordinance
Comments: See project timeline.				Current Update: ZORC draft to Planning Board in April
				3/30/2016

Task Title	Class	Priority	Status	Description
4 Graham Road Landfill	1 - Major	2 - High	In Progress	Solid Waste Committee Review of Landfill Options Solid Waste Plan start date
Comments:			Current Update:	3/30/2016
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. Conversations on-going with MDEP.	
117 State Revolving Loan Fund	1 - Major	2 - High	In Progress	Fund Improvements at Junior High and Coffin Schools
Comments:			Current Update:	3/30/2016
DOE has approved Brunswick for funding. Brunswick has notified MMBB and needs to file an application School Board approved projects and borrowing Borrowing Ordinance Must Be Adopted by Town Council - schedule for 3/7/16.			Ordinance adopted. MMBB application approved. School Department presentation to Town Council 03/07.	
32 Solar Installation at Rec Center	1 - Major	2 - High	On Hold	Explore Solar Installation at Recreation Center
Comments:			Current Update:	3/30/2016
See attached memos and Gantt chart.			New pricing received on 3/2. Evaluating.	
See attached project details.			Considering whether schedule will now work for roofers.	
18 Revaluation	1 - Major	2 - High	In Progress	
Comments:			Current Update:	3/29/2016
Revaluation database created on 3/24/2016 Start Up Meeting Scheduled for 3/14/2016 Contract Signed (3/9/2016) Contract Awarded to KRT (3/1/2016) Responses to RFP being reviewed. RFP Issued Included in 2015-2016 CIP Prepare RFP Prepare Bond Ordinance			Video shot on 3/29/2016, needs to be edited and voice over	

Task Title	Class	Priority	Status	Description
111 Mare Brook Watershed Project	1 - Major	3 - Normal	In Progress	Investigate health of impaired stream
Comments:				Current Update: 3/1/2016 Consultant selected. Technical Advisory Committee meeting.
39 Master Plan Implementation Committee	1 - Major	3 - Normal	In Progress	Implement Downtown and Pleasant Street Master Plan
Comments: See Master Plan Timeline Review Funding Opportunities Phase as appropriate				Current Update: 3/1/2016 See MPIC meeting minutes for details.
3 Cook's Corner Road Improvements and TIF	1 - Major	5 - Defer	Deferred	Cook's Corner Road Improvements; connection of Gurnet Rd to Wal-Mart
Comments: Prepare engineering analysis and cost estimates Coordinate extinguishment of cross easements Develop TIF funding model Develop bond ordinance Deferred due to pending sale of DDR properties				Current Update: 3/30/2016 Planning to meet with key property owners. Property sold to Katz. Preliminary conversations about improvements at Cook's Corner.
108 Freeport Dispatch Contract	2 - Large	2 - High	In Progress	Negotiate an Extension to the Contract
Comments: The contract expires on June 30, 2016.				Current Update: 3/30/2016 Contacted Freeport about extending contract.

Task Title	Class	Priority	Status	Description
1 MRRA TIF Requests	2 - Large	2 - High	In Progress	Amend development programs, establish credit enhancement agreement with MRRA
Comments: Amendment of development programs and credit enhancement agreement with MRRA based on MOA signed 10/7/15. Town Council approval required. Development program amendment also requires DECD approval.			Current Update:	3/1/2016 Need to set up Council TIF Committee meeting to review additional requests from MRRA.
26 Streetlight Policy and Reduction Plan	2 - Large	2 - High	Deferred	Develop Streetlight reduction plan
Comments: Develop street light policy based on traffic and pedestrian safety. Preliminary to street light reduction plan. Summary of cost/benefits Policy on placement of streetlights Trial sections of town.			Current Update:	1/20/2016 Draft of street lighting policy in development
71 Mere Point Wastewater District	2 - Large	2 - High	In Progress	Address Several Issues Relating to the MP Wastewater District
Comments: Review annual operating costs; audit the billing units; identify capital replacement costs; identify solution for holding tank; and propose new rates. Evaluate existing fields and pumps. 2. Field Replacement 3. Fee Charge			Current Update:	3/30/2016 Letters regarding rate increase sent to property owners. Completed initial review of system and recent history of operating costs. Setting up meeting with Richard Burns & Dana Smith to understand status of contractual agreement with residents. Developing capital and operating budgets. Reviewing fees.

Task Title	Class	Priority	Status	Description
60 Solarize Brunswick	2 - Large	2 - High	In Progress	Develop and implement Solarize Brunswick Program
Comments: Project exceeded target of Tier 5 200 kw discount; actual sign up to date = 450 kW. Program extended to end of May 2016.				Current Update: 3/10/2016 ReVision extending program through May 2016. See attachment. Update to TC thro R&S Committee report from Chair Brayman on 3/7/2016.
89 Revenues and Fees	2 - Large	2 - High	In Progress	Review of All Fees and Charges
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				Current Update: 3/1/2016 Fees approved by Town Council
57 Ocean Access	2 - Large	3 - Normal	Requested	Explore Additional Opportunities for Ocean Access
Comments:				Current Update: 1/20/2016
58 Multi-unit apartment inspections	2 - Large	3 - Normal	In Progress	Explore fee based apartment inspections. Draft ordinance.
Comments: In the queue since 2011. Request by the Council to explore multi unit apartment building inspections.				Current Update: 1/25/2016 Fire Department has communicated with Portland FD
94 Website Upgrades	2 - Large	3 - Normal	Requested	Study and Make Recommended Improvements
Comments: Study Recommended Improvements. Social Media Texts				Current Update: 2/1/2016 Requested not yet authorized

Task Title	Class	Priority	Status	Description
99 New Meadows Restoration	2 - Large	3 - Normal	Requested	Remove the "dam" on Bath road. Remove the lake and restore.
Comments: ACE has Brunswick on the list for potential funding.				Current Update: 1/25/2016 Recent call from ACOE asking if Brunswick wished to stay on list for potential funding.
38 Riverwalk	2 - Large	5 - Defer	Deferred	Implementation of Riverwalk Plan.
Comments: Implementation of Riverwalk Plan. Check with MDOT on Funding.				Current Update: 1/20/2016 No recent activity. Attempting to coordinate with replacement/rehab of Frank Wood Bridge.
59 Pleasant and Mill St Property Acquisition	3 - Medium	2 - High	In Progress	Property Acquisition
Comments: P&S reached with Cumberland Farms. VRAP application submitted.				Current Update: 3/30/2016 Preliminary VRAP completed. Expected to close by May 1. Contacted by MDOT about possible intersection improvements.
30 Meeting Minutes & Indexing	3 - Medium	2 - High	In Progress	Review and Recommend Minutes Indexing
Comments: Fran Smith and Bryan Cobb to investigate different ways to improve the searchability of meetings and minutes; to make recommendation.				Current Update: 3/25/2016 Spoke with several vendors and waiting on quotes to further evaluate them
15 Town Hall Trim Work	3 - Medium	2 - High	In Progress	Develop Specifications and Bid Project Bond Ordinance for Funding
Comments:				Current Update: 3/4/2016 Developing specifications. Developing bond ordinance. Met with John Foster, TM, and rep for Warren Construction to discuss scope of work and suggestions for bid process.

Task Title	Class	Priority	Status	Description
97 Council Rules Committee Comments: Draft a committee charge	3 - Medium	2 - High	Requested	Rules Committee to Review and Update Council Rules Current Update: 3/1/2016 Charge written; committee appointed
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: 1/20/2016 No recent activity. NNEPRA believes the layover facility will resolve this issue.
96 Simpson's Point Comments: Request made to IFW	3 - Medium	2 - High	On Hold	Open Access to Propeller Driven Boats Current Update: 3/1/2016 Waiting on decision from IFW
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: 1/20/2016 No recent activity.
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: 3/30/2016 MDOT prepared to present recommendations. Presentation to Brunswick Town Council on 4/19
9 Extended RR Quiet Zones Comments: Consultants to make recommendations	3 - Medium	5 - Defer	Deferred	Study alternatives for Quite Zones Current Update: 1/20/2016 Project on hold pending new train schedules.

Task Title	Class	Priority	Status	Description
45 Social Services Policy Comments: Second draft ready for Council consideration on April 4th.	3 - Medium	5 - Defer	In Progress	Council Committee to draft social services policy Current Update: 3/25/2016 Being considered by the Town Council
61 Bus Transportation Comments: Explore Metro expansion and funding.	3 - Medium	5 - Defer	Deferred	Review options for bus transportation to Portland Current Update: 3/2/2016 TIGER Grants will be available soon.
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: 1/20/2016 Improvements made. Continue to evaluate.
112 Ambulance Fees Update Comments: Consider one free non-transport.	4 - Small	3 - Normal	Requested	Update the Ambulance Fees Current Update: 3/30/2016 Fire Department and Finance Department have reviewed fees. Expect recommendation by June.
65 Complete Streets Policy Comments: Policy should be advisory for Town reconstruction projects.	4 - Small	3 - Normal	Requested	Develop Complete Streets Policy Current Update: 3/20/2016 Reviewed draft BBPAC policy and met with Chair. Drafting a proposed policy.
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: 3/1/2016 Task force continues to meet

Total 37

MANAGER'S REPORT - B BACK UP MATERIALS

**Town of Brunswick
2015-16 Meeting Calendar**

RESPONSIBLE	DATE	DAY	TIME	ACTION	COMMENTS
Manager	1/11/2016	Mon			Munic Budget Information and Instructions to Departments
Depts	2/5/2016	Fri			Munic Depts Personnel Budgets Due
Depts	2/19/2016	Fri			Munic Department Budgets Due
Manager	2/22/2016	Mon			Munic Department Budget Reviews Begins
School Dept	3/2/2016	Wed	7:00 PM	School budget workshop	
Fin Committee	3/3/2016	Thu	7:00 PM	Finance Committee workshop Budget presentations	People Plus, Fire Dept, Finance Dept
Assessor	3/11/2016	Fri		Assessor Valuation	Valuation Estimates
School Dept	3/16/2016	Wed	7:00 PM	School budget workshop	
Fin Committee	3/17/2016	Thu	7:00 PM	Finance Committee workshop Budget presentations	BDA, Planning & Codes Dept, Police Dept
Council	3/21/2016	Mon	7:00 PM	Regular Council Meeting Budget Update	
School Dept	3/23/2016	Wed	7:00 PM	School Board Review School Budget	School Prelim Budget Numbers approved
Fin Committee	3/31/2016	Thu	7:00 PM	Finance Committee workshop Budget presentations	CML, Public Works Dept, Parks & Rec Dept
Manager	4/1/2016	Fri			Munic Department Budget Reviews Ends
Council	4/4/2016	Mon	7:00 PM	Regular Council Meeting Budget Update	
School Dept	4/6/2016	Wed	7:00 PM	School budget public forum	
School Dept	4/13/2016	Wed	7:00 PM	School Board Finalize School Budget	
Manager	4/19/2016	Tue		Present Manager's Budget to Council	
Council	4/19/2016	Tue	7:00 PM	Regular Council Meeting Mgr Budget / Set PH	Council Receives Budget Council Sets Public Hearing
Council	4/21/2016	Thu	6:00 PM	Council CIP/Budget Workshop	Manager's Proposed CIP
Public	4/22/2016	Fri		Public Notice	Clerk Sends Public Hearing Notice
Council	4/25/2016	Mon	6:00 PM	Council Workshop	School Budget Presentation
Council	4/28/2016	Thu	6:00 PM	OPEN DATE	
Council	5/2/2016	Mon	7:00 PM	Regular Council Meeting	
Council	5/5/2016	Thu	6:00 PM	Council Budget Workshop	
Council	5/12/2016	Thu	7:00 PM	Public Hearing Budget and CIP	Charter Section 502
Council	5/16/2016	Mon	7:00 PM	Regular Council Meeting	
Council	5/19/2016	Thu	6:00 PM	Council Workshop Budget Deliberations	
Council	5/26/2016	Thu	7:00 PM	Special Council Meeting Budget & CIP Adoption	Adoption 10 or More Days after Public Hearing
Council	6/6/2016	Mon	7:00 PM	Regular Council Meeting	
Public	6/14/2016	Tue	8:00 AM	School Budget Referendum	20-A MRSA 1486

MANAGER'S REPORT - C BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 31, 2016

SUBJECT: Planning Board Special Permit Approval
U-Haul Moving and Storage (Case #16-009)

The Town of Brunswick's Zoning Ordinance gives the Town Council an opportunity to exercise jurisdiction over the special permits approved by the Planning Board. The Town Council must act on this opportunity within thirty (30) days of the Planning Board's approval.

In this case, the Planning Board, at its March 22, 2016 meeting, granted a special permit that allows U-Haul of New Hampshire and Maine to locate a storage and equipment rental operation at 1 Cressey Road in the building formerly occupied by Cooper Industries.

If the Town Council decides to exercise jurisdiction, it is required to hold a public hearing. Following the hearing, the Town Council may ratify, reverse or modify the decision of the Planning Board. If the Town Council does not exercise jurisdiction over the Special Permit application, the Planning Board's decision will take effect thirty (30) days from the date of the Planning Board's approval. In this case, should the Town Council wish to exercise jurisdiction, it must vote to do so by April 21st.

Please find a memo and related attachments from Anna Breinich, Director of Planning and Development.

Attachments



TOWN OF BRUNSWICK, MAINE
INCORPORATED 1739
DEPARTMENT OF PLANNING AND DEVELOPMENT
85 UNION STREET
BRUNSWICK, ME 04011

ANNA M. BREINICH, FAICP
DIRECTOR OF PLANNING & DEVELOPMENT

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

March 28, 2016

Memo to: Brunswick Town Council
John Eldridge, Town Manager

From: Anna Breinich, FAICP

Subject: Planning Board Special Permit Approval: U-Haul Moving and Storage (Case #16-009)

On March 22, 2016, the Planning Board voted unanimously of those present to approve a Special Permit application submitted by authorized representatives for U-Haul Company of New Hampshire and Maine, for the proposed reuse of an existing industrial building for *equipment rental* which is an omitted use from Brunswick's Zoning Ordinance. A Special Permit is required for this use. The proposed use is at a parcel located at 1 Cressey Road, primarily within the Business and Industry 1 (I1) – Industry Road Industrial Park Zoning District; and partially within the Town Residential 4 (TR4) – Jordan Acres Neighborhood Zoning District (Assessor's Map U07, Lots 49 and 68). Prior to occupying the site, the applicant will ensure that the proposed facility complies with all applicable codes and ordinances. No additional changes to the site are proposed at this time.

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

Attached to this memo are the Special Permit Findings of Fact approved by the Planning Board on March 22, 2016.

Sincerely,

Anna M. Breinich, FAICP
Director of Planning and Development

cc: Charlie Frizzle, Chair, Planning Board
Jeff Hutchinson, Code Enforcement Officer
Jared Woolston, Planner

**Approved Findings of Fact
Special Permit (Section 701)
U-Haul Moving and Storage of Brunswick
Planning Board Review Date: March 22, 2016**

Project Name: U-Haul Moving and Storage
Case Number: 16-009
Tax Map: Map U07 Lots 48 and 68
Applicant: U-Haul Company of New Hampshire and Maine
c/o Jon Hynes
515 South Willow Street
Manchester NH 03103

PROJECT SUMMARY

Case Number 16-009 – U-Haul Moving and Storage - The Board will hold a public hearing on a **Special Permit** application submitted by U-Haul Company of New Hampshire and Maine for the proposed reuse of an existing industrial building on a parcel located at 1 Cressey Road, primarily within the **Business and Industry 1 (I1) – Industry Road Industrial Park Zoning District; and partially within the Town Residential 4 (TR4) – Jordan Acres Neighborhood Zoning District (Assessor’s Map U07, Lots 48 and 68).**

The existing site is the former location of Cooper Industries. The applicant proposes to reuse the site which includes an existing 186,000 square foot building and associated parking as follows:

Proposed Site Use Table for I1 Zone			
Description	Zoning Use	Building Area* (sf)	Notes
Moving Equipment Rental	Equipment Rental	2,000	Omitted Use
Self-Storage	Warehousing	30,000	Permitted Use
U-box Storage	Warehousing	12,000	Permitted Use
BIW Storage	Warehousing	60,000	Permitted Use
Reserve Storage	Warehousing	60,500	Permitted Use
Retail	Retail	3,500	Accessory Use
Equipment Repair	Auto Service	15,000	Accessory Use
Office Space	Business Office	3,000	Accessory Use
Total		186,000	

*Building areas are approximate. BIW Storage is existing leased space to continue under U-Haul ownership.

Equipment rental use is an omitted use from the Brunswick Zoning Ordinance. Therefore a Special Permit application is required for the proposed use. All other proposed uses are currently permitted or will remain as accessory to the permitted uses.

Upon approval of the Special Permit, the applicant shall submit a major development review application for Planning Board consideration to provide additional parking and outdoor display area.

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

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

A. The application shall further the planning goals of the Planning Area in which the property is located, as follows:

A1.6 Existing Industrial Planning Areas (2008 Comprehensive Plan)

- A. Existing Industrial Planning Areas encompass portions of the town that currently accommodate more intensive business and institutional uses. As development expansions and redevelopment occur within these areas, the environmental and visual quality is improved.
- B. Appropriate land use includes a limited range of non-residential uses including light industrial, service and office uses but not including retail or consumer-oriented activities as principal uses.
- C. This portion of this growth planning area is located within the Industry Road Industrial Park, the Town's original industrial area.

This Special Permit application is consistent with and furthers the planning area goals by adding an auto-dependent light industrial use with accessory uses to complement principal uses in an existing large scale industrial building.

The Planning Board finds the proposed use furthers the planning goals of Existing Industrial Planning Areas.

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

No new structures are proposed. The site of the proposed use is comprised of an approximately 185,000-square foot building, and 87,000 square feet of paved parking area. An additional 50,000 square feet of paved service road and parking area is proposed. A full build-out consistent with the applicant's stated intentions would not be out of scale with surrounding development because there are other large scale developments in the area and this is a growth area for the town.

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

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

No new buildings are proposed. The proposed development is well oriented to public streets.

The Planning Board finds the proposed development is harmonious in design and compatible to the surrounding area.

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

The Existing Industrial Planning Area is not pedestrian-oriented region. This area of town is auto-dependent.

The Planning Board finds that this standard is not applicable because the Existing Industrial Planning Area does not encourage pedestrian oriented development.

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

The proposed use does not violate any standard in the Zoning Ordinance.

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

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

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

The Planning Board finds that in its determination, the proposal will not adversely affect the enjoyment or use of or devalue such property of persons entitled to notice.

Approved Motions

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

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

1. That the Board's review and approval does hereby refer to these findings of fact, the plans and materials submitted by the applicant and the written and oral comments of the applicant, his representatives, reviewing officials, and members of the public as reflected in the public record. Any changes to the approved plan not called for in these conditions of approval or otherwise approved by the Director of Planning and Development as a minor modification shall require a review and approval in accordance with the Brunswick Zoning Ordinance.

Planning Board Denial of Special Permits

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

ITEM 39

BACK UP MATERIALS



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

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Council Chamber, Municipal Office Building, 85 Union Street, Brunswick, at 7:00 P.M. on 4/4/2016 on the following Special Amusement license applications:

Special Amusement

Columbus Club, Inc.

D/B/A: Knights of Columbus, Sekenger Council #1947
2 Columbus Drive

William Sulzberger, G.K.

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

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

Fran Smith
Town Clerk

Columbus Club

TOWN OF BRUNSWICK

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

APPLICATION FOR SPECIAL AMUSEMENT LICENSE

Please complete:

Type of Business: Sole Proprietor-Owner's Name: _____
 Partnership-Partner's Names: _____
 Corporation-Corporation Name: Columbus Club of Brunswick Inc.
Incorporation Date: 11-10-1938 Incorporation State: Maine

New License: Opening Date _____ Renewal License

Business Name: Columbus Club of Brunswick Inc E-Mail: KCBBRUNS@KOC1947.comcast
Business Address: 2 Columbus dr Brunswick Business Phone Number: 729-6552 ^{biz.net}
Name of Contact Person: William Sulzberger G.K. Contact's Phone Number: 751-3854
Mailing Address for Correspondence: Same

Signature of Owner, Officer, Partner or Agent: [Signature]
Date: 1-12-16

Corporations Please Complete:

Address of Incorporation: 2 Columbus dr. Brunswick, ME 04011 Phone #: 207-729-6552

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>William Sulzberger</u>	<u>Grand Knight</u>	<u>22 Peary dr. Brunswick ME 04011</u>	<u>Ø</u>
<u>Richard Lewis</u>	<u>Dep. Grand Knight</u>	<u>15 Amos Way Brunswick, ME 04011</u>	<u>Ø</u>
<u>Omer Gagne</u>	<u>Financial Sec.</u>	<u>9 Union st Brunswick ME 04011</u>	<u>Ø</u>
<u>William O'Connell</u>	<u>Treasurer</u>	<u>17 Randall rd Harpswell ME 04079</u>	<u>Ø</u>

Town Clerk Use Only

License Fee \$100.00 Paid _{CK # 3015} Advertising Fee \$ _____ Paid

Required Approvals: Finance Codes/Fire Council PH Date: 4/4/16

Mailed or Issued Date: _____

Clerk Notes:

OVER

need in clerks
JAN 13 2016

Describe in detail the kind and nature of entertainment:

DJ's, Live bands, Comedy shows, variety shows

serial number
field code instance

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

50 x 100 foot banquet hall

During what hours will your live entertainment occur?

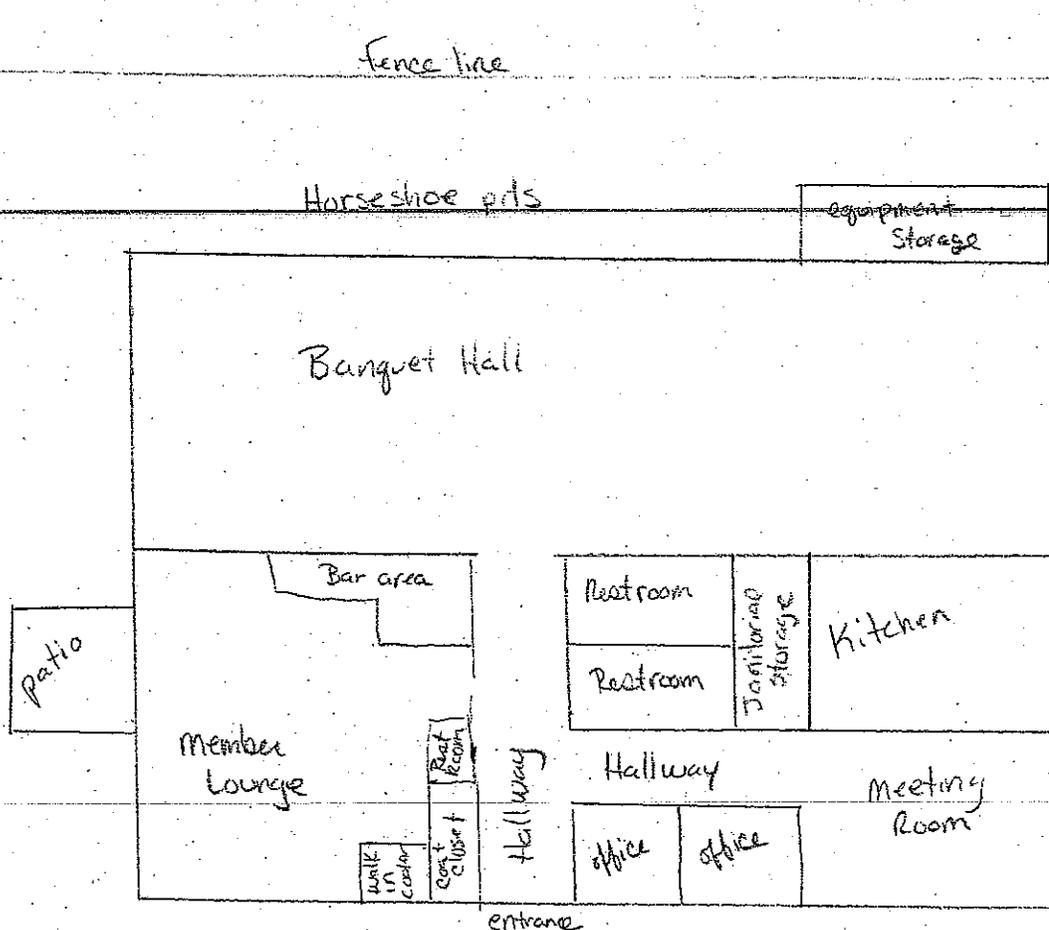
12pm - 12am

Did the Town Council place any specific restrictions on your license over the past three years? If so, what was that restriction?

NO

DIAGRAM

(ATTACH SEPARATE SHEET, IF NECESSARY)



ITEM 36

BACK UP MATERIALS

MEMORANDUM

TO: Town Council

FROM: Steve Walker
Councilor – District 2

DATE: March 17, 2016

SUBJECT: Miller Point Project

Action:

The Town Council will consider requesting that Town Manager direct the planning department to require a special use permit review of the Miller Point revetment project.

Suggested Motion:

Motion to request that Town Manager direct the planning department to require a special use permit review of the Miller Point revetment project

Background:

Per the Town Attorney memo of March 2, 2016 there is a significant omission to the Brunswick Zoning Ordinance. Specifically, the 35 land uses (emphasis added) required for regulation by State Shoreland Zoning, and as required to be administered at the local level, do not appear in Brunswick's Natural Resources Protection Zone (our version of shoreland zone) land use table.

One specific example very pertinent to the Miller Point revetment project is that state mandated shoreland zoning includes "filling and earth moving of >10 cubic yards" as a regulated land use. Michael Morse of MDEP's Shoreland Zoning Program has verified that filling and earth moving is indeed a use by state law, and has verified that this use has been omitted in Brunswick's ordinance. Chapter 2, section I-2 of Brunswick's zoning ordinance (Special Permits for Unclassified and Omitted Uses), states that "any use that is an Unclassified or Omitted Use and that is not otherwise prohibited in Chapter 3 is eligible for consideration based on the requirements of Section 701".

As confirmed by MDEP, "filling and earth moving of >10 cubic yards" is a regulated use, and it is clear that this use has been omitted. Therefore I am requesting that the Town Manager direct the planning department to require that a special use permit review of the Miller Point revetment project move forward through the typical planning board process.

This project is located in an area of Brunswick that has been designated as being of statewide ecological significance due to the diversity of high value intertidal habitat types; the project is located in a significant viewshed as identified in the 2002 Brunswick Parks Recreation and Open Space Plan, the 2014 Harbor Management Plan highlights the need for thoughtful and appropriate approaches to combat shoreline erosion, and the Marine Resource Committee has identified Clay Cove (the mudflat immediately adjacent to the proposed project) as one of Brunswick's most prolific and diverse marine resource areas.

For each of these reasons, I believe that we need to exercise our ability under Chapter 2, section I-2 of Brunswick's zoning ordinance (Special Permits for Unclassified and Omitted Uses) to ensure that this project has had sufficient review. Five hundred feet of rip-rap covering an undeveloped stretch of Brunswick's coastline is a permanent and significant change to the character and geology of upper Miller Bay. To date, there has not even been a review of this project by a professional engineer. While the Special Use Permit process may not materially change the scope of the project, the Town will at least be able to demonstrate that the project has been vetted publicly and ensure that the design has been professionally reviewed and is compatible with upper Middle Bay's irreplaceable natural resources.

ITEM 28

BACK UP MATERIALS



MEMORANDUM

DATE: January 27, 2016
TO: Town Council
FROM: Fran Smith, Town Clerk
RE: Tallying write-in votes in a municipal election

This memo is to provide information and a recommendation as to how the Town of Brunswick should handle municipal write-in votes, as required under Chapter 160 Public Law “An Act Regarding Write-In Candidates in Municipal and City Elections” that was passed by the legislature in 2015.

This law requires the municipal officers to determine if they wish to follow State Election law Title 21-A, or Title 30-A with regard to counting write-in votes. Prior to this law, the law required municipal ballot clerks count all valid write-in votes in a municipal election. The Brunswick Town Charter states that, as much as possible, Elections in the Town of Brunswick are governed by State Election Law. This has always been determined to be Title 21-A; Title 30-A deals with Municipal Elections and is used when Title 21-A is not applicable, as had been the case with write-ins. (After consultation with the Town Attorney and insufficient time between passage and the November 2015 Election, it was determined that the Town of Brunswick would continue to count every valid write-in vote at the November 2015 Election, and go to the Council for action in early 2016.)

Title 21-A requires write-in candidates be declared in order for votes for that candidate to be counted, except when there is no candidate on the ballot or a candidate withdraws. (As a point of information, the voting machines only separate ballots that have the declared write-in indicator filled in, so election clerks review and count only the write-ins for the name of a declared person. All other write-ins are considered blanks and placed with fully counted ballots.) Currently, Title 21-A requires declaration 45 days prior to Election. Brunswick Town Charter requires nomination papers be submitted between 100 and 60 days prior to Election, affording a potential write-in candidate an additional two weeks to choose to declare their write-in candidacy and have any votes for them counted on Election Day. However, there is a bill under consideration this session to change the time the candidate must declare to be a write-in candidate to 60 days.

The other option provided in this new law falls under Title 30-A, should the municipality choose not to be governed by Title 21-A with regard to write-in candidacy. Title 30-A lays out three scenarios when write-ins must be counted:

- (1) The printed ballot does not include a properly nominated candidate for the office;
- (2) A properly nominated candidate for the office listed on the ballot withdraws from the race before or on Election Day; or
- (3) The number of write-in votes for an office as determined by a machine count or initial hand count exceeds the number of votes in that count for a candidate printed on the ballot.

This option also presents what I would refer to as a “catch-all”, where votes for write-in candidates may be counted even if none of the criteria listed above are met in a municipality that has not voted to be governed by Title 21-A. To put this into context, I reviewed the tally sheets from last November’s Election where Election Clerks tallied approximately 96 write-ins for uncontested Councilor At Large, with only five people getting more than a single vote (four people getting two votes and one getting three.)

A middle ground between the ‘catch-all’ and the three scenarios listed would be to also count valid write-ins for any race where a person declared to the Town Clerk their intention to be a write-in candidate. (As all municipal candidates are required to file campaign finance paperwork with the Town Clerk, even if declaring an exception from reporting, a person carrying out a write-in candidacy would, by that filing, be making declaration to the Town Clerk.) The Town Attorney sees no restriction on the Town imposing this additional requirement.

I am requesting the Council make a decision to either take steps to follow Title 21-A that requires a write-in candidate to declare their candidacy by 45 days prior to an Election, which would require setting a public hearing; or to follow Title 30-A. If the Council chooses to follow Title 30-A, I request that the Council determine whether or not they want all valid write-in votes counted at every Election, only count them when any of the three scenarios listed above occur, or with the addition of the fourth criteria if a person declares their intention to the Town Clerk. This determination will provide clear direction for Election officials on Election night.

It is my recommendation that the Council support counting the write-ins under Title 30-A when

- 1) The printed ballot does not include a properly nominated candidate for the office;
- (2) A properly nominated candidate for the office listed on the ballot withdraws from the race before or on Election Day; or
- (3) The number of write-in votes for an office as determined by a machine count or initial hand count exceeds the number of votes in that count for a candidate printed on the ballot; or
- (4) A person has declared to the Town Clerk in writing no later than the Friday before the Election his/her intention to be a write-in candidate.

As always, I will honor the decision of the Council; however, I do request that formal direction be provided. I have attached a copy of the public law for your review.

STATE OF MAINE

—
IN THE YEAR OF OUR LORD
TWO THOUSAND AND FIFTEEN

—
S.P. 219 - L.D. 626

An Act Regarding Write-in Candidates in Municipal and City Elections

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 30-A MRSA §2501, sub-§3 is enacted to read:

3. Determining and counting write-in votes. A municipality may choose the method of determining and counting write-in votes according to this subsection. Once a municipality has voted to accept the option under this subsection, the option applies to all municipal elections until the municipal officers hold a public hearing and the legislative body of the municipality votes to rescind the option at least 90 days before the next election of candidates by secret ballot.

A. After the municipal officers hold a public hearing, at least 90 days prior to an election of candidates by secret ballot, the legislative body of a municipality may vote to be governed by the provisions of Title 21-A, section 696, subsection 2, paragraph C and Title 21-A, section 722-A. Votes for a write-in candidate are counted only if that candidate has filed a timely declaration of write-in candidacy with the municipal clerk in accordance with Title 21-A, section 722-A, except that votes for write-in candidates who have not filed a declaration of write-in candidacy must be counted if:

- (1) The printed ballot does not include a properly nominated candidate for the office; or
- (2) A properly nominated candidate for the office listed on the ballot withdraws from the race before or on election day.

B. In a municipality that has not voted under paragraph A to be governed by Title 21-A, section 696, subsection 2, paragraph C and Title 21-A, section 722-A, votes cast for write-in candidates must be counted if:

- (1) The printed ballot does not include a properly nominated candidate for the office;
- (2) A properly nominated candidate for the office listed on the ballot withdraws from the race before or on election day; or

(3) The number of write-in votes for an office as determined by a machine count or initial hand count exceeds the number of votes in that count for a candidate printed on the ballot.

Votes for write-in candidates may be counted even if none of the criteria listed in subparagraphs (1) to (3) are met in a municipality that has not voted to be governed by Title 21-A, section 696, subsection 2, paragraph C and Title 21-A, section 722-A.

Nothing in this subsection requires a municipal clerk to count or tally write-in votes for a fictitious person, a deceased person or a person from outside the municipality when residency is a qualification of office or who is otherwise not qualified to be a candidate for the office for which the person is a write-in candidate.

JULY 2015 MAINE TOWNSMAN

Explanation of LD 626 – An Act Regarding Write-in Candidates in Municipal and City Elections. PL 2015, c. 160

Current law requires municipal ballot clerks to count all write-in votes in a municipal election regardless of the number of write-in votes cast. This Act amends that requirement in several ways: (1) the Act allows the legislative body of any municipality that does not already follow the state election provisions provided under Title 21-A, and instead relies on municipal election law provided in Title 30-A, to adopt according to certain procedures the two provisions in Title 21-A that require write-in candidates to declare their candidacy to the municipal election clerk at least 45 days before any election in order to be considered a viable write-in candidate, and subsequently be governed by those provisions unless and until the legislative body chooses to opt-out of that process; (2) for those municipalities that do not choose to adopt the Title 21-A provisions regarding write in candidates, and as a way of limiting the mandate to formally count the ballots cast for all write in candidates, the Act requires the formal counting of those ballots only when (a) the printed ballot does not include a properly nominated candidate for the office, (b) the properly nominated candidate withdraws from the race before or on election day, or (c) the number of write-in votes exceeds the number of votes for a candidate printed on the ballot; (3) the Act expressly allows a municipality that has not chosen to adopt the Title 21-A provisions regarding write-in candidates to formally count all ballots cast for write in candidates even if the counting is not mandated by law; and (4) the Act makes it clear that election clerks are not required to count or tally write-in votes for write-in candidates that are fictitious, deceased, or expressly unqualified such as a non-resident when residency is a qualification for office.

ITEM 40

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 17, 2016

SUBJECT: Social Service Agency Funding Policy

At the Town Council's October 5, 2015 meeting, it received a draft social service agency funding policy from a committee comprised of Councilors J. Perreault, K. Wilson, and D. Harris. The draft was presented for the Council's consideration and feedback.

Attached please find a revised draft for the Council's consideration. Given where we are in the 2016-17 budget process and the timeline contemplated in the draft policy, the Council should consider adopting the policy but not implementing it until the 2017-18 budget. Otherwise, the Council will need to amend the timeline and the procedures to consider funding for the 2016-17 budget.

Attachment

Town of Brunswick Social Services Funding Policy

Purpose of this Policy

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

Background

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

Social Services Committee

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

Committee Responsibilities: The committee has the following responsibilities:

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

Definitions

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

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

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

Year: A Charitable Organization's fiscal year.

Eligibility

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

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

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

- Distributions made by the Charitable Organization shall be in the form of food, clothing, shelter, medical, transportation, or a combination thereof.
- At least ~~seventy-five~~ninety percent (~~75~~90%) of the funds the Charitable Organization receives from the Town of Brunswick shall be distributed to Charitable Organization's Recipients shall be residents of the Town of Brunswick.
- At least seventy-five percent (75%) of the Charitable Organization's budget shall be comprised of Distributions to Recipients.

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

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

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

Applications

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

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

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

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

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

Awards

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

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

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

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

Calendar

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

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

ITEM 41

BACK UP MATERIALS

MEMORANDUM

TO: Town Council
FROM: Appointments Committee
SUBJECT: Report for April 4th Appointments
DATE: 03/25/2016

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

Village Review Board

Annee Tara – balance of term to expire on 10/20/2017

Fence Viewer

Mark Worthing – full term to expire on 05/01/2019

Rivers and Coastal Waters Commission

Doug Niven – Alternate for a term to expire on 05/01/2019

Bill Good – Full for a term to expire on 05/01/2019

Sue Stableford – Full for a term to expire on 05/01/2019

Sewer District

Thomas Green – full term to expire on 04/01/2019

Earle Harvey – full term to expire on 04/01/2019

(There was one additional application from Michael Lawler.)

Fran Smith

From: smithfm@brunswickme.org
Sent: Wednesday, January 06, 2016 1:46 PM
To: Fran Smith
Subject: New submission from Board Application

Full Name
Bill Good
Street Address
5 Outlook Lane
Home phone #
N/A
Cell/mobile phone
631-267-6119
email address
fairwind500@gmail.com
Committee/Board you are applying for
Rivers & Coastal Waters Commission
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
Rivers & Coastal Waters Commission, 2 years, myself
Your occupation (include employer and work phone #)
Retired
List any civic organizations to which you belong
Friends of Merrymeeting Bay Merrymeeting Audubon The Association of Bowdoin Friends Pejepscot Historical Society
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission
Have served on the Rivers & Coastal Waters Commission since its first meeting on May 28th, 2014. Have a life-long interest in the waterfront that includes motor boating, sailing, paddling and fishing.
Have you previously served on a Town board/commission/committee? If so, please list the board/commission/committee and years of service:
Rivers & Coastal Waters Commission 2 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?

As mentioned above, I have had experience as a recreational boater. Have also served on the board of a non-profit boat shop of which I remain a member.

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

The Rivers & Coastal Waters Commission is a relatively new commission and I would like to continue to serve to help make the waterfront more accessible to people while protecting it at the same time.

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?

Would welcome the opportunity to continue to serve the Rivers & Coastal Waters Commission and the Town of Brunswick.

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	
<u>2/2/16</u>	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Earle F. Harvey Date 2-2-16

Street Address: 28 Jewell Street, Brunswick Home Phone # 557-2224

Cell/mobile Phone #: 557-2224 E-mail Address: earlefh@yahoo.com I live in Council Dist. #: 3

I wish to be considered for appointment to the:

Brunswick Sewer District Board of Trustees

(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:

Brunswick Sewer District (myself) # of Years 3 Date term exp. _____ Relationship Myself

Your occupation:

Employer: Mechanics Savings Bank Work Telephone #: 207-333-4591

List any civic organizations to which you belong:

United Baptist Church of Topsham, SMM Chamber of Commerce,

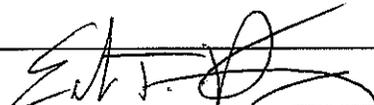
Topsham Development Inc., USM Alumni Board, and volunteer coach.

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

I have been on the BSD Board of Trustees for the past three years.

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

Currently Vice Chair of BSD and on Board for past three years.

 2-2-16
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: Brunswick Sewer District Board of Trustees

Term Length: 3 years

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

I fully understand as I am now on the Board.

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

MPA and an MBA. I also have been the President of a community bank and currently serve as an SVP of a community bank here in Brunswick.

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

I can continue to contribute to the growth of BSD and provide some financial oversight.

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

Yes, and I can attend the meetings.

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

None known.

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

N/A

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.

Earle F. Harvey
28 Jewell Street
Brunswick, ME 04011
earlefh@yahoo.com
207-557-2224

Experience

Mechanics Savings Bank (Brunswick, ME)

Senior Vice President & Private Banking Officer (August 2012 – Current)

- Responsible for a portfolio of commercial loans and private banking relationships in the mid-coast and southern Maine market
- Serve as a member of all functional committees within the Bank (budget, ALCO, commercial sales, management loan, and strategic planning)
- Responsible for all staffing and goal attainment in the Brunswick office (commercial and retail sales goals)
- Responsible for all community relations in the mid-coast and southern Maine market

Border Trust Company (Augusta, ME)

President & Chief Executive Officer (January 2005 – August 2012)

- Responsible for all strategic and business functions of this 45 employee institution
- Communicated with all regulatory entities on a regular basis
- Responsible for all loan and deposit growth at all branch locations
- Directly oversaw and managed all budget and investment portfolio activities
- Responsible for all investor relations and shareholder communications
- Served as Vice Chair of the Board of Directors
- Leader of Bank Team that successfully sold BTC to a competitor in 2012

Chief Financial Officer & Treasurer (August 2001 to January 2005)

- Oversaw all financial reporting functions including regulatory reporting, budgeting, and board reporting
- Served as Chief Risk Officer with 3 direct reports
- Managed investment portfolio and responsible for all pricing strategies
- Managed IT, Compliance, Human Resources, and Accounting functions

Assistant Treasurer (June 1998 to August 2001)

- Responsible for creating ALCO and financial infrastructure
- Managed investment portfolio and responsible for all board reports
- Responsible for Year 2000 conversion and member of strategic planning team

Mellon Private Asset Management (Boston, MA)

Family Office Analyst (January 1998 to May 1998)

- Served as Family Office Analyst during last year of graduate school
- Assisted all Portfolio Managers in daily investment functions
- Created Disaster Recovery Manual for Boston Family Office

Citizen's Financial Group (Providence, RI)

ALCO Staff Analyst (May 1997 to September 1997)

- Served as ALCO Analyst (summer intern) in this growing international banking company (owned by the Royal Bank of Scotland)
- Managed the non-maturity deposit assumption database and created reports for ALCO meetings and was an active participant in weekly working groups

Education

Master's Degree in Business Administration (MBA) – Boston College, Chestnut Hill, MA. Carroll Graduate School of Management. 1998. Graduated with Honors.

Master's Degree in Public Administration (MPA) – Suffolk University, Boston, MA. Frank Sawyer School of Management. 1996. Graduated with Honors.

New England School of Banking at Williams College (General Banking Diploma). 1994.

Bachelor of Science Degree in Business Administration (B.S.) – University of Southern Maine, Portland, ME. School of Business. 1993.

Community and Professional Involvement

- United Way of Mid Coast Maine – 2011 Chairman of Campaign
- Southern Mid Coast Maine Chamber (SMMC) – 2009 and 2013 Chairman of the Board, Current Board Member
- United Baptist Church of Topsham – Current Member of Board of Trustees and Finance Committee Chairman
- Bankers Bank Northeast (Glastonbury, CT) – Former Board Member & Credit Committee Member
- Topsham Development, Inc. (Topsham, ME) – Current Treasurer and Board Member
- Brunswick Sewer District (Brunswick, ME) – Current Vice Chair and Board Member
- Active Coach in Brunswick Youth Sports (football and basketball)
- Maine Aviation Business Association (MABA) – Current Treasurer and Board Member
- University of Southern Maine Alumni Association – Current Board Member

Personal Interests

Aviation (commercial pilot's license with instrument and multi-engine ratings), running, and golf.

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
1/26/16 Date App.
Received
1/26/16 Date App.
Entered
Appointed

Full Name: Douglas NIVEN Date 1/25/2016
Street Address: 37 W. Marginal Rd Home Phone # 729-3651
Cell/mobile Phone #: 798-3311 E-mail Address: doug@thenivens.net I live in Council Dist. #: 2

I wish to be considered for appointment to the:
Rivers & Coastal Waters Commission
(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: 5/1/2016
and/or
ASSOC/ALT MEMBERSHIP STATUS: TERM EXPIRES: 5/1/2019

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:
Doug Niven # of Years 2 Date term exp. 5/1/2016 Relationship Self

Your occupation: Self-employed semi-retired

Employer: _____ Work Telephone #: 798-3311

List any civic organizations to which you belong:
Brunswick Rotary
MidCoast Hospital

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
I have been boating, lobstering, fishing, etc. on Casco Bay all my life - and fishing in The Androscoaggin River for many years. Shorefront property owner on Mace Point

Have you previously served on a Town board/commission/committee? yes If so, please list the board/commission/committee and years of service:
Rivers & Coastal Waters Commission 2 years
Brunswick Pride 10 years

Doug Niven
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: Rivers & Coastal Waters Commission

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?

I have worked for Paul DesRocher (previous owner of Paul's Marina) for many years while in school (1980-1987). I feel that I know the Sea Point Bay ^(Middle Bay, Muskrat Bay) area very well and understand the concerns of residents and pressures on the environment.

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

I believe I can contribute valuable information based on my prior knowledge and history of the area. I would also be able to represent the Homeowner Association of Sea Point Land Company as I am an active member.

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

Yes

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

No.

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

I have lived in Brunswick for 47 years and feel that I can contribute some "Institutional Memory" dating back to Winn Smith Paul DesRocher and Frank Webb era, without losing sight of the future goals and challenges.

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.

Board Application : Entry # 533

FEB - 9 2016

Full Name

Sue Stableford

Street Address

12 Larkspur Lane

Home phone #

207-402-9843

Cell/mobile phone

207-402-9843

email address

sues9404@gmail.com

Committee/Board you are applying for

Rivers and Coastal Waters Commission

Type of Memberships

Full membership

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

- Yes

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

I have served on the RCWC for the past 2 years as vice-chair

Your occupation (include employer and work phone #)

self employed communication consultant

List any civic organizations to which you belong

I serve on the Board for a local non-profit.

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

I have a Masters Degree in Public Health, expertise in health communication, and prior experience on a Land Use Planning Committee in Kennebunk where I lived until 2008.

Board Application : Entry # 533

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

I have served on the Rivers and Coastal Waters Commission for the past 2 years as a citizen member and Vice-Chair of the Commission.

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

No. I have attended every meeting of the RCWC since it was formed and have collaborated with the Chair, Staff, and members to reach our goals.

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

Yes - the almost 2 years I have already contributed to the Commission's work. I was just reappointed Vice-Chair in January 2016. My public health degree supports this work as well.

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

I believe that preserving Brunswick's coastal and river resources for future generations as well as helping citizens enjoy our spectacular waters is essential to the town's well being. I love the town and the water access we have and want to help.

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

I have attended every meeting in the past 2 years and will attend all future 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?

I think my reappointment would further the Commission's work, since I have background and knowledge of the Commission's work to date and the town's needs. I think it would serve the town well to maintain continuity of my position of Vice Chair.

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

For Office Use Only
7/27/15 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.

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: 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.

3/16
6:30pm

Board Application : Entry # 530

Full Name

Mark H. Worthing

FEB - 9 2016

Street Address

26 Eastern Shore Road

Home phone #

729-6050

Cell/mobile phone

844-1505

email address

mrworthing@comcast.net

Committee/Board you are applying for

Fence Viewer

Type of Memberships

Full membership

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

- Yes

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

Current Fence Viewer 17 years, Chair RCWC 2 years

Your occupation (include employer and work phone #)

Physician, MaineGeneral Hospital, 872-1471

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

Current Fence Viewer, 17 years.

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

17 years of experience as Brunswick's Fence Viewer.

Board Application : Entry # 530

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

Fence Viewer is one of the oldest appointed positions in New England towns dating back to the 1600s. I enjoy being part of such a long tradition and am well willing to help mediate fence disputes.

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.