

BRUNSWICK TOWN COUNCIL
Agenda
March 21, 2016
Executive Session – 6:00 P.M.
Regular Meeting - 7:00 P.M.
Council Chambers
Town Hall
85 Union Street

Roll Call of Members

Acknowledgement of Meeting Notice

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

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- 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
- 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”

Public Comments

Correspondence

COMMITTEE REPORTS

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

MANAGER’S REPORT

- a) Financial update
- b) Report on Municipal Budget schedule and CIP
- c) Presentation on the upcoming revaluation
- d) Upcoming 45th Anniversary for Amtrak
- e) Update on high school boiler replacement

PUBLIC HEARING

- 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)
HEARING/ACTION

- 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)
HEARING/ACTION

- 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)
HEARING/ACTION

- 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)
HEARING/ACTION

- 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)
HEARING/ACTION

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)
ACTION

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

- 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)
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
March 21, 2016
Council Notes and Suggested Motions

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

Suggested motion:

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

CONSENT AGENDA

- a) Approval of the minutes of March 7, 2016: A copy of the minutes is 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 313: This item deeds back property to the owner, who has paid owed taxes. A copy of the deed is included in your packet.
- c) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 281: This item deeds back property to the owner, who has paid owed taxes. A copy of the deed is included in your packet.
- d) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 140: This item deeds back property to the owner, who has paid owed taxes. A copy of the deed is included in your packet.
- e) Permission to expend a 2016 Speed Enforcement Grant: This item allows expending of this grant for speed enforcement through the Bureau of Highway Safety. The requested amount is \$7,000 and the Town's match will be in-kind staff hours. The details will be from April 15th through September 15th. A copy of the first page of the grant is included in your packet.
- f) Adoption of a "Resolution Recognizing National Service Recognition Day": 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 has the option to remove any item from the Consent Agenda to be considered separately. Chair Brayman will be requesting Item F be removed so it can be read to the public.

Suggested motion:

Motion to approve the Consent Agenda

COMMITTEE REPORTS

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

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

MANAGER'S REPORT

- a) Financial update: Manager Eldridge will update the Council on the Town's financial picture to date for the current fiscal year. Copies of financial reports will be included in your packet.
- b) Report on Municipal Budget schedule and CIP: This item service two purposes. First, to update the Council on the budget process, and second, to provide the proposed 2017-2021 Capital Improvement Program (CIP). Copies of a memo from Manager Eldridge explaining the process used to develop the CIP, along with the proposed Plan, are included in your packet.
- c) Presentation on the upcoming revaluation: Assessor Cathy Jamison will provide a timeline for the Council and public on the revaluation so citizens will be aware of what is happening and when steps will occur. A copy of her press release is included in your packet.
- d) Upcoming 45th Anniversary for Amtrak: This item is to inform the public of Amtrak's 45th Anniversary on May 1st for their high-speed passenger rail service to the nation. They will celebrate this event on June 11, 2016, with an exhibit train available for tours at the Brunswick Train Station. A copy of the letter from Amtrak is included in your packet.
- e) Update on high school boiler replacement: This item allows Manager Eldridge to respond to questions raised about the process that led to the bond ordinance approving the replacement of the boiler plant at the high school. Manager Eldridge has provided a memo that attempts to provide that information as well as recommended improvements to the process by which significant capital projects and acquisitions are authorized. A copy of this memo is included in your packet.

PUBLIC HEARING

31. This item is the required public hearing on a CDBG MicroEnterprise Assistance Program grant application for Pathways Rehabilitation Services. On January 19, 2016, the Council approved the Town submitting a Letter of Intent to the Maine Department of Economic and Community Development (DECD) to apply for a MicroEnterprise Assistance grant on behalf of Pathways Rehabilitation Services, a Brunswick-based small business providing driving ability evaluations and recommendations, behind-the-wheel driver training, and adaptive equipment consultations and recommendations. On February 5, 2016, the Town submitted its Letter of Intent, and on February 9, DECD invited the Town to apply for funds on behalf of the company. The next step is to adopt the resolution authorizing the acceptance and expenditure of CDBG funds so the project can meet the March 25th deadline. Copies of a memo from Linda Smith, MEA application, and draft Resolution are included in your packet.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Pathways Rehabilitation Services.”

32. This item, sponsored by Councilor Walker and Councilor K. Wilson, is the required public hearing on this ordinance to ban polystyrene foam in consumer packaging. The Council had set this public hearing back on January 19th to allow time for outreach to those businesses affected. The Town, working with the Brunswick Downtown Association (BDA) and the Southern Midcoast Maine Chamber (SMMC), promoted and hosted three information sessions for the business community and general public on the Town’s proposed ordinance. Copies of a memo from Manager Eldridge and the proposed ordinance, along with a memo from Linda Smith with summaries of the information meetings, are included in your packet.

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

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting.

Suggested motion:

Motion to adopt the Ordinance to enact a ban on polystyrene foam in consumer packaging, with enforcement to begin on October 1, 2016.

33. This item is the required public hearing on 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).” This request comes from the School Board. Staff from the School Department will make a presentation and answer any questions. Copies of the draft ordinance, a memo from Mr. Perzanoski with additional supporting materials, and the presentation are included in your packet.

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

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting.

Suggested motion:

Motion 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).”

34. The Town Council will hear public comments on a “Moratorium on New Development in the Natural Resources Protection Zone.” At the March 7, 2016 meeting the Town Council adopted, on an emergency basis, an ordinance imposing a moratorium on development in this Zone. An emergency ordinance is only effective for 50 days after

enactment unless it then is enacted through the regular ordinance process, as outlined in the Town Charter sections 210 and 211. At the same meeting, the Council voted to send this ordinance to public hearing so it may be adopted on a regular basis. Copies of Manager Eldridge's memo and the draft language are included in your packet.

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

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting.

Suggested motion:

Motion to adopt a "Moratorium on New Development in the Natural Resources Protection Zone (NRPZ)."

35. This item is the required public hearing 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. At the March 7, 2016 meeting, after approving five vendors for the mall, the Town Council directed staff to prepare this amendment to bring the ordinance in compliance with the increased number of vendors. Copies of Manager Eldridge's memo and draft ordinance changes are included in your packet.

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

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting.

Suggested motion:

Motion 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.

NEW BUSINESS

36. This item 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

37. This item 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.

38. This item is for the Council to approve an additional request for Sellers of Prepared Food on Public Ways license for outdoor seating for Little Saigon. This is a renewal request that was not received in time to be considered at the last meeting. A copy of the application is included in your packet.

Suggested motion:

Motion to approve a request for Sellers of Prepared Food on Public Ways license for outdoor seating for Little Saigon, located at 44 Maine Street.

Suggested Motion:

Motion to adjourn the meeting.

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
March 7, 2016
6:00 P.M. – Executive Session
7:00 P.M.
Council Chamber
Town Hall
85 Union Street

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

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Derek Scrapchansky, Assistant Town Manager; Paul Perzanoski, Superintendent of Schools; Steve Langsdorf, Town Attorney; Linda Smith, Business Development Manager; Julie Henze, Finance Director; Anna Breinich, Director of Planning and Development; Jeff Hutchinson, Codes Enforcement 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)] on Consultation with legal counsel

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

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

Adjustments to Agenda:

Chair Brayman moved, Councilor Millett seconded, to suspend the rules to add an agenda item at the end of the meeting regarding enacting an emergency moratorium on development in the Natural Resources Protection Zone. The motion carried with eight (8) yeas. Councilor Perreault was opposed.

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

a) Approval of the minutes of February 16, 2016

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

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

Richard Fisco, 2 Lincoln Street, spoke regarding the unnecessary replacement of the high school heating system, which should be addressed and discussed in public. He also expressed concerns about not being allowed to speak at the Human Rights Task Force meetings.

Richard Knox, 81 Simpsons Point Road, spoke regarding the lack of town permits for the Miller Point project and his concerns with the project. He also thought the Planning Board should have input on this project.

Christopher St. John, 14 Cedar Street, compared the Simpsons Point and Miller Point projects and noted how much time was spent on Simpsons Point, saying this also needs to be done on the Miller Point project. It will be a significant change to the shore in that area.

Rob Manter, 31 Magean Street, said he has concerns about the look of the Miller Point project since it has been stripped of trees.

Henry Heyburn, 215 Pennellville Road, said that the Miller Point project is setting a bad precedent and he requested the Town give it the oversight it deserves.

Correspondence *(This item was discussed at 7:22 p.m.)*

Chair Brayman provided information on Curtis Library activities, including movies on Friday nights. She also discussed a comment from Will Van Twist about parking at Harriet Beecher Stowe school, the need for a satellite parking lot, and that students should be encouraged to walk.

Councilor Walker spoke regarding the need to make the crosswalk signs at Whittier Street and Maine Street more visible. Responding to a citizen, he clarified the upcoming revaluation will not be a “money maker”.

Councilor K. Wilson said she will not read correspondence unless it is signed by the person providing it.

Councilor Perreault spoke regarding the upcoming high school Play, “Bye, Bye Birdie,” on March 17th, 18th, and 19th.

COMMITTEE REPORTS *(This item was discussed at 7:26 p.m.)*

- **Bicycle and Pedestrian Committee**
- **Brunswick Development Corporation**
- **Finance Committee**
- **Human Rights Task Force**
- **Recycling and Sustainability Committee**
- **Rivers and Coastal Waters Commission**

Reports were given on the above committees.

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MANAGER'S REPORT

a) Council Activities Report *(This item was discussed at 7:42 p.m.)*

Manager Eldridge provided this information.

b) Miller Point *(This item was discussed at 7:45 p.m.)*

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

Councilor Walker, Councilor Millett, Councilor Dan Harris, and Chair Brayman asked questions, to which Mr. Langsdorf responded.

Councilor S. Wilson spoke and asked questions, to which Mr. Langsdorf responded.

Councilor Walker, Councilor Millett, and Councilor Perreault spoke regarding this item.

Richard Knox spoke on this item.

Scott Bodwell, Ocean Drive, spoke about this item.

(A copy of the Town Attorney's memorandum to the Town Manager dated March 2nd will be attached to the official record.)

NEW BUSINESS

22. The Town Council will consider setting a public hearing for March 21, 2016, on 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)," and will take any appropriate action. (Manager) *(This item was discussed at 8:21 p.m.)*

Manager Eldridge introduced this item.

Bill Thompson, Chair of School Board, spoke regarding an upcoming public forum on facilities.

Paul Perzanoski, Superintendent of Schools, spoke regarding this item and responded to questions from Councilor Millett, Chair Brayman, Councilor Perreault, and Councilor Watson.

Julie Henze, Finance Director, spoke regarding this item.

Public input

Richard Fisco, 2 Lincoln Street, asked questions, to which Manager Eldridge responded.

Sarah Singer, School Board member, spoke regarding this item.

Councilor Walker moved, Councilor Watson seconded, to set a public hearing for March 21, 2016, on 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 nine (9) yeas.

23. **The Town Council will consider setting a public hearing for March 21, 2016, on a CDBG MicroEnterprise Assistance Program grant application for Pathways Rehabilitation Services, and will take any appropriate action. (Manager) (This item was discussed at 8:40 p.m.)**

Linda Smith, Business Development Manager, spoke regarding this item.

Councilor D. Harris moved, Councilor Perreault seconded, to set a public hearing for March 21, 2016, on a CDBG MicroEnterprise Assistance Program grant application for Pathways Rehabilitation Services. The motion carried with nine (9) yeas.

24. **The Town Council will consider confirming the Town Manager’s action to provide a Letter of Intent for CDBG on behalf of MRRA to benefit Washburn & Doughty, and will take any appropriate action. (Manager) (This item was discussed at 8:45 p.m.)**

Manager Eldridge and Linda Smith spoke regarding this item.

Councilor Walker thanked staff for their work on this.

Councilor Millett moved, Councilor K. Wilson seconded, to confirm the Town Manager’s action of sending of a Letter of Intent for a CDBG grant on March 4, 2016, on behalf of MRRA to benefit Washburn & Doughty, since the deadline was prior to this Council meeting of March 7th. The motion carried with nine (9) yeas.

(A copy of Manager Eldridge’s memo and letter of intent will be attached to the official minutes.)

25. **The Town Council will consider the following requests for Sellers of Prepared Food on Public Ways licenses on the Brunswick Mall, and will take any appropriate action. (Manager) (This item was discussed at 8:50 p.m.)**

Farmer’s Market	Danny’s Dogs
Taco the Town	Wrappers
BB’s Grill	Twist-N-Dip

Fran Smith, Town Clerk, introduced this item.

Councilor K. Wilson, Councilor Millett, and Councilor S. Wilson asked questions, to which Ms. Smith responded.

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

Councilor Perreault moved, Councilor Watson seconded, to accept all five vendors and to build an additional pad.

Councilor Millett, Councilor K. Wilson, Councilor S. Wilson, and Councilor Perreault spoke regarding this motion.

VOTE ON MOTION:

Councilor Perreault moved, Councilor Watson seconded, to accept all five vendors and to build an additional pad. The motion carried with eight (8) yeas. Councilor Millett was opposed.

The Council also provided direction to the Town Manager that this item should come back as a public hearing to change the ordinance from four vendors to five vendors.

- 26. The Town Council will consider requests for Sellers of Prepared Food on Public Ways license for outdoor seating, and will take any appropriate action. (Manager) (This item was discussed at 9:15 p.m.)**

**Big Es, 111 Maine Street
Frosty's Donuts, 54 Maine Street
Gelato Fiasco, 74 Maine Street
Shere Punjab, 46 Maine Street
The Great Impasta, 42 Maine Street**

Fran Smith, Town Clerk, introduced this item.

Councilor Walker, Chair Brayman, Councilor Perreault, and Councilor Millett spoke regarding this item.

Councilor D. Harris, Councilor K. Wilson seconded, to approve licenses for Sellers of Prepared Food on Public Ways on a Sidewalk for Big Es, 111 Maine Street; Frosty's Donuts, 54 Maine Street; Gelato Fiasco, 74 Maine Street; The Great Impasta, 42 Maine Street; and Shere Punjab, 46 Maine Street. The motion carried with nine (9) yeas.

- 27. The Town Council will consider sending a letter of support for the reappointment of Lois Skillings and appointment of Sharon Eggleston to the Midcoast Regional Redevelopment Authority, and will take any appropriate action. (Chair Brayman (This item was discussed at 9:31 p.m.)**

Manager Eldridge spoke regarding this item.

Councilor S. Wilson spoke regarding this item.

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Councilor D. Harris moved, Councilor Millett seconded, to send to the Governor's Office a letter of support for the reappointment of Lois Skillings and appointment of Sharon Eggleston to the Midcoast Regional Redevelopment Authority Board. The motion carried with nine (9) yeas.

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

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) *(This item was discussed at 9:37 p.m.)***

Councilor Perreault moved, Councilor D. Harris seconded, to table this item. The motion carried with seven (7) yeas. Councilor Walker and Councilor S. Wilson were opposed.

29. **The Town Council will consider appointments to the Town's Boards and Committees, and will take any appropriate action. (Appointments Committee) *(This item was discussed at 9:45 p.m.)***

Councilor K. Wilson made the following nominations:

Cable TV Committee

Chance Stevens-Griffeth for a term to expire on 09/06/2018. He was supported by nine (9) yeas.

Recycling and Sustainability Committee

Benjamin Martens for the balance of a term to expire on 01/01/2017. He was supported by nine (9) yeas.

Conservation Commission

Stephen Tibbetts for a term to expire on 05/01/2019. He was supported by nine (9) yeas.

Davis Fund

Annee Tara for a term to expire on 06/30/2018. She was supported by nine (9) yeas.

Planning Board

Dale King for the full term to expire on 2/23/2019

Sande Updegraph for the balance of a term to expire on 02/23/2017

Councilor D. Harris nominated the following:

Planning Board

Jane Arbuckle for the full term to expire on 2/23/2019

Jessica Flaherty for the balance of term to expire on 02/23/2017

Councilor A. Harris, Councilor D. Harris, Councilor K. Wilson, and Councilor Walker spoke regarding the process.

Vote on Planning Board Nominations

Dale King received votes from Councilor Watson, Councilor S. Wilson, Councilor K. Wilson, and Councilor A. Harris

Jane Arbuckle received votes from Councilor Walker, Councilor Perreault, Councilor D. Harris, Councilor Millett, and Chair Brayman

Ms. Arbuckle was appointed for the full term to expire on 2/23/2019.

Sande Updegraph received votes from Councilor Watson, Councilor S. Wilson, Councilor Perreault Councilor K. Wilson, and Councilor A. Harris. Receiving five votes Ms. Updegraph was appointed to the balance of a term to expire on 02/23/2017. There was no need for a vote on Ms. Flaherty.

- 30. (ADDED) The Town Council will consider “An Emergency Ordinance Imposing A Moratorium on New Development in the Natural Resources Protection Zone,” and will take any appropriate action. (This item was discussed at 10:08 p.m.)**

Councilor Perreault abstained due to a conflict, as he has a building project in the area.

Manager Eldridge spoke regarding this item.

(Note for record: An emergency ordinance needs six votes to be enacted this evening and is good for 50 days prior to expiring. In order continue it, the ordinance will need to go through the process of a public hearing and enactment on a regular basis.)

Councilor Millett, Councilor S. Wilson, and Chair Brayman asked questions, to which Mr. Langsdorf responded.

Councilor Walker moved, Councilor D. Harris seconded, to adopt the “Emergency Moratorium on New Development in the Natural Resource Protection Zone (NRPZ)” with the following amendment to the paragraph beginning with “Now Therefore” as stated below:

“ NOW THEREFORE, be it ordained by the Town Council of Brunswick that no filling and earth moving activity within the NRPZ shall be reviewed, allowed or permitted by Town Staff, the Planning Board or under any other authority pursuant to the Brunswick Zoning Ordinance unless earth moving has been substantially completed unless the activity is currently underway and approved by the Maine Department of Environmental Protection, or associated with an activity that is currently subject to Development Review pursuant to Section 402 of the Brunswick Zoning Ordinance, or within areas where principal and accessory structures are allowed with a building permit from the Town of Brunswick unless located within 125 feet, horizontal distance, of the normal high water line of a river or within 125 feet, horizontal distance, of the upland edge of a coastal or fresh water wetland or 75 feet, horizontal distance, of the normal high water line of a stream. This does not prevent the Code Enforcement Officer or Planning Board from allowing such activities if necessary to prevent immediate and irreparable environmental harm.”

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Councilor Millett and Councilor Walker spoke regarding the motion.

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

Richard Knox, 81 Simpsons Road, spoke regarding this item.

John Perreault, 295 Hacker Road, spoke as a citizen regarding this item.

Manager Eldridge and Attorney Langsdorf spoke regarding this item.

Councilor K. Wilson, Councilor Millett, and Chair Brayman spoke on this item.

Councilor Millett moved, Councilor K. Wilson seconded, to amend the motion to change the 180 days to 90 days in the last sentence. They withdrew their motion.

VOTE ON MOTION:

Councilor Walker moved, Councilor D. Harris seconded, to adopt the “Emergency Moratorium on New Development in the Natural Resource Protection Zone (NRPZ)” with the following amendment to the paragraph beginning with “Now Therefore” as stated below:

“ NOW THEREFORE, be it ordained by the Town Council of Brunswick that no filling and earth moving activity within the NRPZ shall be reviewed, allowed or permitted by Town Staff, the Planning Board or under any other authority pursuant to the Brunswick Zoning Ordinance unless earth moving has been substantially completed unless the activity is currently underway and approved by the Maine Department of Environmental Protection, or associated with an activity that is currently subject to Development Review pursuant to Section 402 of the Brunswick Zoning Ordinance, or within areas where principal and accessory structures are allowed with a building permit from the Town of Brunswick unless located within 125 feet, horizontal distance, of the normal high water line of a river or within 125 feet, horizontal distance, of the upland edge of a coastal or fresh water wetland or 75 feet, horizontal distance, of the normal high water line of a stream. This does not prevent the Code Enforcement Officer or Planning Board from allowing such activities if necessary to prevent immediate and irreparable environmental harm.”

The motion failed with two (2) yeas. Councilor Watson, Councilor S. Wilson, Chair Brayman, Councilor Millett, Councilor K. Wilson, and Councilor A. Harris were opposed.

SECOND MOTION:

Councilor Millett moved, Councilor K. Wilson seconded, to adopt the “Emergency Moratorium on New Development in the Natural Resource Protection Zone (NRPZ)” as proposed by the Town Attorney, except changing the days in effect from 180 days to 90 days.

Councilor Watson asked questions, to which Manager Eldridge responded.

Councilor Walker, Chair Brayman, and Councilor K. Wilson spoke regarding the second motion.

Richard Knox, 81 Simpsons Road, spoke on the item.

VOTE ON SECOND MOTION:

Councilor Millett moved, Councilor K. Wilson seconded, to adopt the “Emergency Moratorium on New Development in the Natural Resource Protection Zone (NRPZ)” as proposed by the Town Attorney, except changing the days in effect from 180 days to 90 days. The motion carried with seven (7) yeas. Councilor D. Harris was opposed and Councilor Perreault abstained from the vote.

Chair Brayman moved, Councilor Walker seconded, to set a public hearing for March 21, 2016, for “An Ordinance for a Moratorium on New Development in the Natural Resource Protection Zone (NRPZ).” The motion carried with nine (9) yeas.

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

The meeting adjourned at 10:38 p.m.

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

*Frances M. Smith
Town Clerk
March 14, 2016*

March 21, 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 March 21, 2016 for consideration paid, release to **Lewis, Michelle**, 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	263	August 22, 2014	2013
32536	160	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 313 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 21st day of **March 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.

March 21, 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 March 21, 2016 for consideration paid, release to **Morin, Zachary**, of Topsham, 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	92	August 22, 2014	2013
32536	318	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 281 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 21st day of **March 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.

March 21, 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 March 21, 2016 for consideration paid, release to **Cheetham. Jennifer**, 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	338	August 22, 2014	2013
32536	309	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 140 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 21st day of **March 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.

March 21, 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

**TOWN OF BRUNSWICK
GRANT INFORMATION SUMMARY**

Name of Grant: 2016 Speed Enforcement Grant

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 Mahar will be the project director. LT. Garrepy will audit the monthly progress reports and cash requests.

Agency Grant No: _____

Grant Period Starts: April 15, 2016

Total amount of Grant: \$7,000.00

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: Jessica Voisine

Telephone No.: 207.626.3840

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:
Accept Grant: _____

Date of Council Vote to:
Appropriate Funds: _____

Signed: _____
Department Head

Date: _____

CONSENT AGENDA -F 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: March 21, 2016

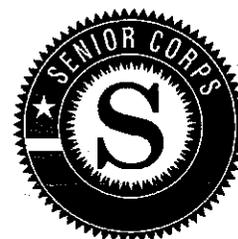
Adopted by Town Council:

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).

MAYOR and COUNTY Recognition Day for National Service



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.

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 - A BACK UP MATERIALS

FOR 2016 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
00 Fill							
<hr/>							
19000 General Fund Transfers Out	1,368,236	1,559,217	1,559,217.00	4,500.00	.00	.00	100.0%
TOTAL Fill	1,368,236	1,559,217	1,559,217.00	4,500.00	.00	.00	100.0%
10 General Government							
<hr/>							
11000 Administration	583,769	583,769	329,711.21	47,379.47	75.00	253,982.79	56.5%
11100 Finance Department	710,161	710,161	436,980.88	55,943.36	370.85	272,809.27	61.6%
11150 Technology Services Dept	363,164	363,164	220,615.04	9,949.46	29,664.87	112,884.09	68.9%
11200 Municipal Officers	85,665	85,665	58,949.86	1,294.20	.00	26,715.14	68.8%
11210 Munic Bldg - 85 Union	214,863	215,063	131,843.26	18,135.03	10,745.56	72,474.09	66.3%
11230 Risk Management	479,057	479,057	377,889.89	-5.19	.00	101,167.11	78.9%
11240 Employee benefits	0	0	-127,961.83	-7,459.60	.00	127,961.83	100.0%
11250 Cable TV	61,298	61,298	35,498.98	4,417.06	486.36	25,312.66	58.7%
11300 Assessing	295,863	295,863	175,292.44	22,537.75	2,619.00	117,951.56	60.1%
11600 Town Clerk & Elections	363,719	364,119	194,479.69	21,244.85	1,228.22	168,411.09	53.7%
11900 Planning Department	480,995	483,088	280,207.28	38,673.07	1,293.03	201,587.72	58.3%
11950 Economic Development Dept	115,106	116,726	67,532.51	8,037.74	.00	49,193.49	57.9%
TOTAL General Government	3,753,660	3,757,973	2,181,039.21	220,147.20	46,482.89	1,530,450.84	59.3%
20 Public Safety							
<hr/>							
12100 Fire Department	3,154,491	3,167,016	1,961,365.09	266,035.50	33,397.80	1,172,253.11	63.0%
12150 Central Fire Station	59,158	59,158	20,387.82	881.74	831.55	37,938.63	35.9%
12160 Emerson Fire Station	49,328	49,328	37,170.83	3,825.97	1,475.95	10,681.22	78.3%
12200 Police Department	3,836,175	3,836,175	2,317,427.68	269,301.21	3,389.92	1,515,357.40	60.5%
12210 Police Special Detail	0	0	30,554.76	2,058.76	.00	-30,554.76	100.0%
12220 Emergency Services Dispatch	812,214	812,214	485,919.84	57,940.23	50.00	326,244.16	59.8%
12250 Police Station Building	101,431	101,431	50,312.83	6,227.22	.00	51,118.17	49.6%
12310 Streetlights	211,000	211,000	141,487.75	18,369.93	.00	69,512.25	67.1%
12320 Traffic Signals	31,600	31,600	13,953.58	1,195.92	.00	17,646.42	44.2%
12330 Hydrants	465,000	465,000	228,314.23	.00	.00	236,685.77	49.1%
12340 Civil Emergency Preparedness	2,000	2,000	1,280.00	800.00	.00	720.00	64.0%
TOTAL Public Safety	8,722,397	8,734,922	5,288,174.41	626,636.48	39,145.22	3,407,602.37	61.0%
30 Public Works							
<hr/>							

FOR 2016 08

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13100	Public Works Administration	446,577	446,577	269,226.96	35,322.27	.00	177,350.04	60.3%
13110	PW General Maintenance	1,713,865	1,802,351	894,577.04	154,665.87	189,645.21	718,128.67	60.2%
13130	Refuse Collection	611,556	611,556	388,113.21	82,221.86	154,395.39	69,047.40	88.7%
13140	Recycling	298,631	298,631	172,418.90	39,919.28	120,101.49	6,110.61	98.0%
13150	PW Central Garage	724,112	724,112	439,334.10	62,996.75	68,246.29	216,531.61	70.1%
	TOTAL Public Works	3,794,741	3,883,227	2,163,670.21	375,126.03	532,388.38	1,187,168.33	69.4%
40 Human Services								
14100	General Assistance	169,994	169,994	93,039.49	10,750.93	1,039.86	75,914.65	55.3%
14120	Health & Social Services	12,766	12,766	29,787.51	704.63	.00	-17,021.51	233.3%
	TOTAL Human Services	182,760	182,760	122,827.00	11,455.56	1,039.86	58,893.14	67.8%
45 Education								
14500	School Department	36,525,855	36,525,855	19,991,032.03	4,295,081.52	.00	16,534,822.97	54.7%
	TOTAL Education	36,525,855	36,525,855	19,991,032.03	4,295,081.52	.00	16,534,822.97	54.7%
50 Recreation and Culture								
15000	Recreation Administration	439,700	440,780	287,243.62	35,531.81	1,080.00	152,456.38	65.4%
15050	Rec Buildings and Grounds	699,391	707,371	419,658.65	44,051.27	10,555.00	277,157.35	60.8%
15250	Rec Building 211	173,982	173,982	44,331.73	6,425.13	10,369.00	119,281.27	31.4%
15300	Teen Center	15,000	15,000	15,000.00	.00	.00	.00	100.0%
15310	People Plus	118,300	124,300	119,300.00	.00	.00	5,000.00	96.0%
15400	Curtis Memorial Library	1,325,000	1,325,000	873,333.32	109,166.67	.00	451,666.68	65.9%
	TOTAL Recreation and Culture	2,771,373	2,786,433	1,758,867.32	195,174.88	22,004.00	1,005,561.68	63.9%
60 Intergovernmental								
16000	County tax	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%

FOR 2016 08

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL Intergovernmental	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%
70 Unclassified								
17000	Promotion and Development	161,917	157,417	162,023.44	3,705.48	2,831.30	-7,437.74	104.7%
17010	Additional School Assistance	10,000	10,000	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,000	3,000	4,250.00	.00	.00	-1,250.00	141.7%
17030	Wage Adjustment Account	43,000	43,000	.00	.00	.00	43,000.00	.0%
	TOTAL Unclassified	217,917	213,417	166,273.44	3,705.48	2,831.30	44,312.26	79.2%
80 Debt Service								
18020	2006 CIP G/O Bonds	244,000	244,000	224,000.00	.00	.00	20,000.00	91.8%
18030	2011 GO CIP Bonds	255,380	255,380	235,130.00	-258,560.00	.00	20,250.00	92.1%
18040	Police Station Bond	400,125	400,125	338,937.51	.00	.00	61,187.49	84.7%
18050	2010 Elementary School Bond	0	0	-229,976.88	-1,539,863.26	.00	229,976.88	100.0%
	TOTAL Debt Service	899,505	899,505	568,090.63	-1,798,423.26	.00	331,414.37	63.2%
	GRAND TOTAL	59,596,486	59,903,351	35,159,233.25	3,933,403.89	643,891.65	24,100,225.96	59.8%

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

FOR 2016 08

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes								
111190	41101	Property Taxes	38,824,828	37,878,170	37,996,610.16	510.48	-118,440.16	100.3%*
111190	41103	Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190	41104	Tax Abatements	-75,000	-75,000	-46,304.51	.00	-28,695.49	61.7%
111190	41105	Interest on Taxes	65,000	65,000	45,384.14	11,053.87	19,615.86	69.8%*
111190	41106	Tax Lien Costs Revenu	13,000	13,000	17,185.92	6.00	-4,185.92	132.2%*
111190	41107	Tax Lien Interest Rev	13,000	13,000	19,091.21	.00	-6,091.21	146.9%*
111190	41109	Payment in Lieu of Ta	175,000	175,000	100,286.42	.00	74,713.58	57.3%*
111190	41197	BETE reimbursement	0	504,808	565,776.00	.00	-60,968.00	112.1%*
111190	41198	Homestead exemption r	0	441,850	332,248.00	.00	109,602.00	75.2%*
111190	41199	Miscellaneous tax adj	4	4	.00	.00	4.00	.0%*
111191	41110	Excise Tax - Auto	2,865,000	2,865,000	1,986,030.55	224,074.87	878,969.45	69.3%*
111191	41111	Excise Tax Boat/ATV/S	25,000	25,000	5,267.50	1,204.60	19,732.50	21.1%*
111191	41112	Excise Tax - Airplane	3,500	3,500	2,835.04	2,835.04	664.96	81.0%*
		TOTAL Taxes	41,709,332	41,709,332	41,024,410.43	239,684.86	684,921.57	98.4%
		TOTAL REVENUES	41,709,332	41,709,332	41,024,410.43	239,684.86	684,921.57	
20 Licenses & Fees								
121111	42207	Passport Fees	9,500	9,500	8,275.00	1,875.00	1,225.00	87.1%*
121111	42208	Postage Fees	0	0	108.83	108.83	-108.83	100.0%*
121111	42209	Passport Picture Reve	3,000	3,000	3,390.00	780.00	-390.00	113.0%*
121411	42100	Building Permits	145,000	145,000	91,743.87	14,137.57	53,256.13	63.3%*
121411	42101	Electrical Permits	34,000	34,000	26,456.03	6,129.33	7,543.97	77.8%*
121411	42102	Plumbing Permits	22,000	22,000	20,600.00	1,530.00	1,400.00	93.6%*
121411	42103	Zoning Board Fees	0	0	150.00	.00	-150.00	100.0%*
121611	42200	Hunting & Fishing Lic	1,100	1,100	603.50	60.00	496.50	54.9%*
121611	42201	Dog License Fee	2,500	2,500	2,551.00	216.00	-51.00	102.0%*
121611	42202	Vital Statistics	50,000	50,000	33,362.80	3,782.20	16,637.20	66.7%*
121611	42203	General Licenses	21,270	21,270	17,296.00	10,752.50	3,974.00	81.3%*
121611	42204	Victulars/Innkeepers	18,250	18,250	575.00	50.00	17,675.00	3.2%*
121611	42205	Shellfish Licenses	17,400	17,400	450.00	.00	16,950.00	2.6%*
121611	42206	Neutered/Spayed Dog L	4,730	4,730	4,622.00	352.00	108.00	97.7%*
121611	42208	Postage Fees	0	0	119.94	19.99	-119.94	100.0%*
121611	42210	Mooring fees	0	0	2,550.00	2,300.00	-2,550.00	100.0%*
121911	42300	Planning Board Appl F	22,500	22,500	13,043.40	850.00	9,456.60	58.0%*
122121	42400	Fire Permits	500	500	150.00	50.00	350.00	30.0%*
122221	42500	Conc Weapons Permits	600	600	245.00	40.00	355.00	40.8%*

FOR 2016 08

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
123131 42600 Public Works Opening	8,000	8,000	9,025.00	75.00	-1,025.00	112.8%*
TOTAL Licenses & Fees	360,350	360,350	235,317.37	43,108.42	125,032.63	65.3%
TOTAL REVENUES	360,350	360,350	235,317.37	43,108.42	125,032.63	

30 Intergovernmental

131122 43505 FD EMPG grant	15,000	15,000	5,055.90	.00	9,944.10	33.7%*
131132 43103 Highway Grant Fund	195,000	195,000	199,148.00	.00	-4,148.00	102.1%*
131142 43104 State General Assista	24,000	24,000	18,663.97	1,939.77	5,336.03	77.8%*
131190 43102 State Tax Exemption R	40,000	40,000	11,346.86	.00	28,653.14	28.4%*
131192 43101 State Revenue Sharing	1,088,154	1,088,154	792,478.94	108,076.48	295,675.06	72.8%*
131192 43106 Snowmobile Receipts	1,400	1,400	1,542.46	.00	-142.46	110.2%*
134546 43120 State Education Subsi	9,826,081	9,826,081	6,326,170.97	.00	3,499,910.03	64.4%*
TOTAL Intergovernmental	11,189,635	11,189,635	7,354,407.10	110,016.25	3,835,227.90	65.7%
TOTAL REVENUES	11,189,635	11,189,635	7,354,407.10	110,016.25	3,835,227.90	

40 Charges for services

141111 44110 Agent Fee Auto Reg	47,000	47,000	32,924.50	3,368.00	14,075.50	70.1%*
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500	634.00	69.00	866.00	42.3%*
141211 44121 Rental of Property	1,200	1,200	800.00	100.00	400.00	66.7%*
141611 44131 Advertising Fees	0	0	706.92	.00	-706.92	100.0%*
142121 44155 Ambulance Service Fee	845,000	845,000	682,519.61	123,337.84	162,480.39	80.8%*
142121 44166 Special Detail - Fire	1,000	1,000	2,565.20	.00	-1,565.20	256.5%*
142221 44161 Witness Fees	3,000	3,000	550.00	.00	2,450.00	18.3%*
142221 44162 Police Reports	4,500	4,500	2,441.50	.00	2,058.50	54.3%*
142221 44163 School Resource Offic	86,000	86,000	86,000.00	.00	.00	100.0%*
142221 44165 Special Detail - Poli	3,000	3,000	20,823.50	2,187.00	-17,823.50	694.1%*
142221 44167 Dispatch Services fee	143,760	143,760	99,079.49	11,170.18	44,680.51	68.9%*
143431 44175 Recycling Revenue	25,000	25,000	10,454.80	349.30	14,545.20	41.8%*
144545 44100 School Tuition, etc	102,000	102,000	77,945.30	11,303.29	24,054.70	76.4%*
145051 44121 Rental of Property	0	0	300.00	.00	-300.00	100.0%*
TOTAL Charges for services	1,262,960	1,262,960	1,017,744.82	151,884.61	245,215.18	80.6%
TOTAL REVENUES	1,262,960	1,262,960	1,017,744.82	151,884.61	245,215.18	

50 Fines & Penalties

151621 45103 Unlicensed Dog Fines	10,000	10,000	4,525.00	3,800.00	5,475.00	45.3%*
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FOR 2016 08

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
152121	45104	False Alarm Fire	1,000	1,000	5.00	.00	995.00	.5%*
152121	45107	Fire Code Violation F	0	0	400.00	.00	-400.00	100.0%*
152221	45100	Ordinance Fines	600	600	445.00	.00	155.00	74.2%*
152221	45101	Parking Tickets	30,000	30,000	21,549.00	4,489.00	8,451.00	71.8%*
152221	45102	Leash Law Fines	100	100	200.00	.00	-100.00	200.0%*
152221	45105	False Alarm Police	100	100	5.00	.00	95.00	5.0%*
152221	45106	Restitution	0	0	231.68	93.10	-231.68	100.0%*
TOTAL Fines & Penalties			41,800	41,800	27,360.68	8,382.10	14,439.32	65.5%
TOTAL REVENUES			41,800	41,800	27,360.68	8,382.10	14,439.32	
60 Interest earned								
161193	46100	Interest Earned	20,000	20,000	5,237.24	1,299.84	14,762.76	26.2%*
TOTAL Interest earned			20,000	20,000	5,237.24	1,299.84	14,762.76	26.2%
TOTAL REVENUES			20,000	20,000	5,237.24	1,299.84	14,762.76	
70 Donations								
171952	47000	BDC Contrib to Econ D	94,000	94,000	94,000.00	.00	.00	100.0%*
171952	47002	MRRA - MCOG DUES	15,000	15,000	15,208.50	.00	-208.50	101.4%*
TOTAL Donations			109,000	109,000	109,208.50	.00	-208.50	100.2%
TOTAL REVENUES			109,000	109,000	109,208.50	.00	-208.50	
80 Use of fund balance								
181100	48000	Unapprop General Fund	825,000	1,011,481	.00	.00	1,011,481.00	.0%*
181100	48001	Bal of State Revenue	50,000	50,000	.00	.00	50,000.00	.0%*
184500	48004	School Balance Forwar	3,067,309	3,067,309	.00	.00	3,067,309.00	.0%*
184500	48005	Restricted-Sch Bond P	119,800	119,800	.00	.00	119,800.00	.0%*
TOTAL Use of fund balance			4,062,109	4,248,590	.00	.00	4,248,590.00	.0%
TOTAL REVENUES			4,062,109	4,248,590	.00	.00	4,248,590.00	
90 Other								
191011	49000	Administration Miscel	0	0	790.42	.00	-790.42	100.0%*

FOR 2016 08

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111	49000	Finance Miscellaneous	4,000	4,000	11,472.28	4,174.82	-7,472.28	286.8%*
191111	49104	Property & Casualty D	0	0	10,052.00	.00	-10,052.00	100.0%*
191111	49105	Postage & Handling	0	0	45.00	.00	-45.00	100.0%*
191111	49106	W/C Proceeds	0	0	5,563.01	.00	-5,563.01	100.0%*
191192	49100	Cable Television	225,000	225,000	129,880.14	64,759.53	95,119.86	57.7%*
191611	49000	Town Clerk Miscellane	1,300	1,300	1,312.00	210.75	-12.00	100.9%*
191911	49000	Planning Miscellaneou	200	200	1,373.04	6.00	-1,173.04	686.5%*
192121	49000	Fire Miscellaneous	5,800	5,800	10,929.00	5.00	-5,129.00	188.4%*
192194	49151	Fire Vehicle Sales	0	0	5,700.00	.00	-5,700.00	100.0%*
192221	49000	Police Miscellaneous	10,000	10,000	14,384.57	40.00	-4,384.57	143.8%*
193131	49000	Public Works Miscella	2,000	2,000	12.28	.00	1,987.72	.6%*
194141	49103	General Assistance Re	0	0	1,440.00	.00	-1,440.00	100.0%*
194545	49000	School Miscellaneous	93,000	93,000	30,330.91	7,350.94	62,669.09	32.6%*
199980	48100	General Fund Transfer	500,000	500,000	619,813.25	.00	-119,813.25	124.0%*
TOTAL Other			841,300	841,300	843,097.90	76,547.04	-1,797.90	100.2%
TOTAL REVENUES			841,300	841,300	843,097.90	76,547.04	-1,797.90	
GRAND TOTAL			59,596,486	59,782,967	50,616,784.04	630,923.12	9,166,182.96	84.7%

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

MANAGER'S REPORT - B BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 16, 2016

SUBJECT: Proposed 2017-2021 Capital Improvement Program

Attached please find the proposed 2017-2021 Capital Improvement Program (CIP). Development of the CIP began last fall with department submissions, and has been reviewed and refined by the Finance Committee in a series of workshops and meetings.

Whenever possible, we have complied with the stated goals of the Capital Improvement Program Policy, as adopted by the Council in February 2013. Among these is the continued funding of certain reserve funds. Accordingly, this CIP document maintains the recommended level of funding of the vehicle/equipment reserves and the annual Public Works program funds. While budgetary pressures will continue to be an impediment to moving to full funding of these reserves, it is in the long-term interests of the Town to continue to work in the direction of fully funding the vehicle reserves and annual work programs.

The CIP Policy also provides guidelines for the selection of funding method. In this CIP, for certain projects, which would ideally be financed through municipal revenues, the use of bond funding is recommended in order to minimize the 2016-17 property tax impact.

It should be noted that this document can only represent information available at this time, and it is likely that there will be substantial changes to plans over the next months. Particularly with the School Department projects currently in consideration, the final proposals may be quite different. For this reason, it was decided to keep the school projects in the "in development" section of the CIP, and the Finance Committee chose to illustrate the possible scenario of repairs to the Junior High School and a new elementary school.

A few projects also currently appearing in the "in development" section are well conceived, but are lacking solid cost estimates. Some of these are expected to become more developed during the Council's review of the CIP and at some point it may be appropriate to move them into the "recommended for funding" section of the CIP.

Finally, I will include a reminder of what this CIP document represents. This five-year plan for the period 2017-2021 is only a recommendation for the timing and funding of projects. Council adoption of the CIP does not mean that those projects are authorized to proceed or that the Council has committed to funding them. Project authorization and funding requires additional action of the Council either through the budget process, bond ordinance or supplemental appropriation.

Attachment

Town of Brunswick, Maine
Capital Improvement Program
Manager's Proposed CIP
For Fiscal Years Ending 2017-2021

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**Town of Brunswick, Maine
Capital Improvement Program
Manager's Proposed CIP
For Fiscal Years Ending 2017-2021**

PROJECTS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTALS
Facilities - Improvements	\$ 575,000	\$ 1,757,664	\$ 513,000	\$ -	\$ -	\$ -	\$ 2,270,664
Infrastructure	160,000	1,300,000	20,000	300,000	-	-	1,620,000
Capital Acquisitions / Other	575,500	-	-	525,000	350,000	-	875,000
Municipal vehicle replacement	519,236	649,828	662,825	676,081	689,603	703,395	3,381,731
Municipal annual work programs	655,000	995,000	1,000,000	1,010,000	1,025,000	1,050,000	5,080,000
School vehicle replacement	185,000	180,000	185,400	190,962	196,691	202,592	955,645
School annual work programs	153,000	354,999	220,700	287,000	309,500	212,000	1,384,199
TOTALS	\$ 2,822,736	\$ 5,237,491	\$ 2,601,925	\$ 2,989,043	\$ 2,570,794	\$ 2,167,987	\$ 15,567,239
FUNDING SOURCES							
General Obligation Bonds	\$ 975,000	\$ 1,200,000	\$ 413,000	\$ 675,000	\$ 350,000	\$ -	\$ 2,638,000
School Revolving Renovation Funds	-	934,729	-	-	-	-	934,729
General Fund Balance	50,000	40,000	20,000	150,000	-	-	210,000
Municipal Revenues - Annual Prog	1,174,236	1,644,828	1,662,825	1,686,081	1,714,603	1,753,395	8,461,731
School Revenues	338,000	534,999	406,100	477,962	506,191	414,592	2,339,844
State of Maine	100,000	882,935	-	-	-	-	882,935
Impact Fees	60,000	-	-	-	-	-	-
Reserves	125,500	-	-	-	-	-	-
TOTALS	\$ 2,822,736	\$ 5,237,491	\$ 2,601,925	\$ 2,989,043	\$ 2,570,794	\$ 2,167,987	\$ 15,567,239

Project Summary

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL	FUNDING
I. PROJECTS RECOMMENDED FOR FUNDING								
<i>Capital Improvements</i>								
Facilities								
BHS Boiler Plant Replacement	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	G.O. Bonds
17 Town Hall Exterior Trim	-	200,000	-	-	-	-	200,000	G.O. Bonds
19 Library Building Upgrades	-	-	158,000	-	-	-	158,000	G.O. Bonds
19 Library Building Upgrades	-	-	100,000	-	-	-	100,000	Other
21 Coffin School SRRF projects	-	318,829	-	-	-	-	318,829	SRRF Bonds
21 Coffin School SRRF projects	-	198,835	-	-	-	-	198,835	DOE grant
23 Junior HS SRRF projects	-	615,900	-	-	-	-	615,900	SRRF Bonds
23 Junior HS SRRF projects	-	384,100	-	-	-	-	384,100	DOE grant
25 Rec Ctr - Indoor Space Planning	-	20,000	-	-	-	-	20,000	Gen. Fund Bal.
27 Vehicle Wash Bay Planning	-	20,000	-	-	-	-	20,000	Gen. Fund Bal.
27 Vehicle Wash Bay	-	-	255,000	-	-	-	255,000	G.O. Bonds
Total Facilities	575,000	1,757,664	513,000	-	-	-	2,270,664	
Infrastructure								
Crosswalk Lights	100,000	-	-	-	-	-	-	M.D.O.T
Pine Street Access	60,000	-	-	-	-	-	-	Impact Fees
29 Union Street Storm Sewer	-	1,000,000	-	-	-	-	1,000,000	G.O. Bonds
29 Union Street Storm Sewer	-	300,000	-	-	-	-	300,000	M.D.O.T
31 Range Road Culvert	-	-	20,000	-	-	-	20,000	Gen. Fund Bal.
31 Range Road Culvert	-	-	-	150,000	-	-	150,000	G.O. Bonds
33 Rec Center Front Parking Lot	-	-	-	150,000	-	-	150,000	Gen. Fund Bal.
Total Infrastructure	160,000	1,300,000	20,000	300,000	-	-	1,620,000	
Capital Acquisitions / Other								
Telecommunications	50,000	-	-	-	-	-	-	Gen. Fund Bal.
P&R Sidewalk Tractor/snowblower	125,500	-	-	-	-	-	-	Reserves
35 Engine 2 Replacement	-	-	-	525,000	-	-	525,000	G.O. Bonds
37 Tank 2 Replacement	-	-	-	-	350,000	-	350,000	G.O. Bonds
Property Revaluation	400,000	-	-	-	-	-	-	G.O. Bonds
Total Capital Acquisitions/Other	575,500	-	-	525,000	350,000	-	875,000	
Total Capital Improvements	\$ 1,310,500	\$ 3,057,664	\$ 533,000	\$ 825,000	\$ 350,000	\$ -	\$ 4,765,664	

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL	FUNDING
<i>Annual Programs/Reserves</i>								
Municipal Vehicle Replacement								
Fire Vehicle Replacement	\$ 104,040	\$ 106,121	\$ 108,243	\$ 110,408	\$ 112,616	\$ 114,869	\$ 552,258	Munic. Rev.
Police Vehicle Replacement	109,208	150,000	153,000	156,060	159,181	162,365	780,606	Munic. Rev.
PW Vehicle Replacement	283,968	340,647	347,460	354,409	361,497	368,727	1,772,741	Munic. Rev.
P&R Vehicle Replacement	22,020	53,060	54,121	55,204	56,308	57,434	276,126	Munic. Rev.
Total vehicle replacement	519,236	649,828	662,825	676,081	689,603	703,395	3,381,731	
Municipal Annual Work Programs								
PW - Sidewalks	25,000	50,000	50,000	50,000	50,000	50,000	250,000	Munic. Rev.
PW - Street Resurfacing	630,000	725,000	750,000	775,000	775,000	800,000	3,825,000	Munic. Rev.
Kimberley Circle Reconstr.	-	220,000	-	-	-	-	220,000	Munic. Rev.
Brackett Road Reconstr.	-	-	200,000	-	-	-	200,000	Munic. Rev.
Bank Street Reconstr.	-	-	-	50,000	-	-	50,000	Munic. Rev.
Bowdoin/Whittier/Berry Reconstr.	-	-	-	135,000	-	-	135,000	Munic. Rev.
Oak St Reconstr.	-	-	-	-	200,000	-	200,000	Munic. Rev.
Thomas Point Road Reconstr.	-	-	-	-	-	200,000	200,000	Munic. Rev.
Total annual work programs	655,000	995,000	1,000,000	1,010,000	1,025,000	1,050,000	5,080,000	
Total Municipal Programs/Reserves	\$ 1,174,236	\$ 1,644,828	\$ 1,662,825	\$ 1,686,081	\$ 1,714,603	\$ 1,753,395	\$ 8,461,731	
School Department								
School Vehicle Replacement	185,000	180,000	185,400	190,962	196,691	202,592	955,645	School Revenues
School Annual Work Program	153,000	354,999	220,700	287,000	309,500	212,000	1,384,199	School Revenues
Total School Programs/Reserves	\$ 338,000	\$ 534,999	\$ 406,100	\$ 477,962	\$ 506,191	\$ 414,592	\$ 2,339,844	
Total Annual Programs/Reserves	\$ 1,512,236	\$ 2,179,827	\$ 2,068,925	\$ 2,164,043	\$ 2,220,794	\$ 2,167,987	\$ 10,801,575	
Total Recommended Projects/Reserves	\$ 2,822,736	\$ 5,237,491	\$ 2,601,925	\$ 2,989,043	\$ 2,570,794	\$ 2,167,987	\$ 15,567,239	

Project Summary

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL	FUNDING
II. PROJECTS IN DEVELOPMENT								
<i>Capital Improvements</i>								
Facilities								
39 Town Hall HVAC	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000	G.O. Bonds
41 Rec Center Roof & Solar	-	-	260,250	-	-	-	260,250	G.O. Bonds
43 BHS Track Replacement	-	300,000	-	-	-	-	300,000	G.O. Bonds
45 Elementary School Solution	-	-	-	24,457,965	-	-	24,457,965	G.O. Bonds
47 Junior High School Repairs	-	5,671,873	-	-	-	-	5,671,873	G.O. Bonds
49 Tennis Courts	-	-	208,060	-	-	-	208,060	G.O. Bonds
51 Bus Garage	-	-	-	-	-	2,200,000	2,200,000	G.O. Bonds
53 Central Fire Station	-	-	-	-	6,000,000	-	6,000,000	G.O. Bonds
55 Aquatics Facility	-	-	-	-	1,500,000	-	1,500,000	G.O. Bonds
55 Aquatics Facility	-	-	-	-	1,500,000	-	1,500,000	Other
57 Land for Brunswick's Future	-	50,000	50,000	50,000	50,000	50,000	250,000	Gen. Fund Bal.
59 East Brunswick Fields	-	-	-	250,000	250,000	-	500,000	G.O. Bonds
Total Facilities	<u>\$ -</u>	<u>\$ 6,021,873</u>	<u>\$ 518,310</u>	<u>\$ 24,757,965</u>	<u>\$ 9,700,000</u>	<u>\$ 2,250,000</u>	<u>\$ 43,248,148</u>	
Infrastructure								
61 Maine St Sidewalks/Lighting	-	50,000	50,000	-	-	-	100,000	TIF revenues
63 BHS Egress Road	-	-	500,000	-	-	-	500,000	G.O. Bonds
65 Riverwalk	-	-	800,000	-	-	-	800,000	M.D.O.T
65 Riverwalk	-	-	200,000	-	-	-	200,000	Other
67 Androscoggin Bike Path	-	-	-	-	330,000	-	330,000	G.O. Bonds
67 Androscoggin Bike Path	-	-	-	-	110,000	-	110,000	Impact Fees
67 Androscoggin Bike Path	-	-	-	-	1,760,000	-	1,760,000	U.S. D.O.T.
69 Fitzgerald-Bike Path connection	-	-	-	-	-	37,000	37,000	Gen. Fund Bal.
69 Fitzgerald-Bike Path connection	-	-	-	-	-	148,000	148,000	U.S. D.O.T.
Total Infrastructure	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 1,550,000</u>	<u>\$ -</u>	<u>\$ 2,200,000</u>	<u>\$ 185,000</u>	<u>\$ 3,885,000</u>	
Other Projects								
71 Town Private Dark Fiber	-	176,135	-	-	-	-	176,135	Gen. Fund Bal.
Total Other Projects	<u>\$ -</u>	<u>\$ 176,135</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 176,135</u>	
Total Projects in Development	<u>\$ -</u>	<u>\$ 6,248,008</u>	<u>\$ 2,068,310</u>	<u>\$ 24,757,965</u>	<u>\$ 11,900,000</u>	<u>\$ 2,435,000</u>	<u>\$ 47,309,283</u>	

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL	FUNDING
III. PROPOSED BY DEPARTMENTS BUT NOT RECOMMENDED								
<i>Capital Improvements</i>								
Facilities								
73 Lamb Boat Launch	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000	I.F.W. - D.O.C.
73 Lamb Boat Launch	-	-	-	-	30,000	-	30,000	Gen. Fund Bal.
75 Landfill Wastewater Treatment	-	-	1,000,000	-	-	-	1,000,000	G.O. Bonds
77 People Plus Parking Lot	-	-	-	100,000	-	-	100,000	Gen. Fund Bal.
79 Skate Park	-	-	-	-	-	125,000	125,000	G.O. Bonds
Total Projects Not Recommended	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 100,000</u>	<u>\$ 150,000</u>	<u>\$ 125,000</u>	<u>\$ 1,375,000</u>	
IV. NON-TOWN PROJECTS								
Old Brunswick Rd bridge	\$ -	\$ 1,255,000	\$ -	\$ -	\$ -	\$ -	\$ 1,255,000	M.D.O.T.
Maine St bridge	-	250,000	-	-	-	-	250,000	M.D.O.T.
Route 24 preservation paving	-	820,700	-	-	-	-	820,700	M.D.O.T.
Route 201 preservation paving	-	597,800	-	-	-	-	597,800	M.D.O.T.
Pedestrian crosswalk lights	-	-	125,000	-	-	-	125,000	M.D.O.T.
Route 1 bridge (Cooks Corner)	-	-	300,000	-	-	-	300,000	M.D.O.T.
Frank Wood Bridge	-	-	-	9,655,000	-	-	9,655,000	M.D.O.T.
Route 1 Hwy preservation paving	-	-	-	819,000	-	-	819,000	M.D.O.T.
Old Bath Rd culvert	-	-	-	270,000	-	-	270,000	M.D.O.T.
Total Non-Town Projects	<u>\$ -</u>	<u>\$ 2,923,500</u>	<u>\$ 425,000</u>	<u>\$ 10,744,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,092,500</u>	

MANAGER'S REPORT - C BACK UP MATERIALS

Town of Brunswick, Maine

FOR IMMEDIATE RELEASE

Brunswick, Maine USA March 15, 2016

KRT APPRAISAL TO CONDUCT BRUNSWICK'S REVALUATION

The Firm of KRT Appraisal has been hired by the Town of Brunswick, to conduct the Town wide revaluation project. The following is a general outline and explanation of each phase of the project.

KRT Appraisal will be working with the Assessor's Office to make the process a successful one. There are five major phases to a municipal revaluation: Data Collection, Market Analysis, Valuation, Field Review, and Informal Hearings. During these phases many tasks will be implemented in order to successfully complete the revaluation.

PHASE 1: DATA COLLECTION

The first phase, Data Collection, will begin in March, 2016 and continue through the spring of 2017. During this phase "Data Collectors" go to each property and physically inspect the interior and measure the exterior of each building. These Data Collectors note the buildings location, size, age, and quality of construction, improvements, topography, utilities, zoning restrictions, if any, and numerous other characteristics both inside and out. To ensure that a home was inspected, the homeowner is asked to sign the data collection form to verify that the inspection took place. The entire process takes approximately 15 minutes for most properties. The data collected is subject to verification by the KRT Supervisor and the Assessor.

All KRT Field Representatives will carry Picture ID, Municipal Letters of Introduction, and have their vehicles listed with both the Town Offices and Police Department.

PHASE 2: MARKET ANALYSIS

A variety of resources are used to analyze the real estate market. While the physical data is being collected by the Data Collectors, Appraisal Personnel will be analyzing property sales that took place over the last two years to determine which market factors influenced property values. KRT Appraisal will gather and use information from The Registry of Deeds, property managers, developers, and local real estate professionals. Once all the data is collected and reviewed for accuracy, the appraiser will determine land values and delineate neighborhoods, which rate the desirability of locations throughout the Town as determined by actual market activity.

PHASE 3: VALUATION

Valuation is done using one of the three recognized methods, Cost Approach, Income Approach and Sales Comparable Approach. The Sales Comparable Approach is the most widely used approach amongst the three methods.

Town of Brunswick, Maine

During this phase, individual characteristics of the building are analyzed using information gathered in both phases 1 and 2. Each property is compared to other comparable properties with similar characteristics. Then the market value of the improvements are added to the land value that was previously determined. This value is the final estimate for each parcel of property, building and land.

PHASE 4: FIELD REVIEW

Field Review is the method of checking and re-checking both the values that have been determined and the data that has been collected. During this review, properties are viewed in the field by experienced appraisers who double-check uniformity and accuracy of information.

PHASE 5: INFORMAL HEARINGS

Once the Field Review is completed, a Notice of New Value will be mailed to each property owner. At this time, anyone with questions concerning the revaluation process or about the data collected on their property has an opportunity to meet with a member of KRT's staff to discuss their property value.

After all five phases are completed all data, files, records, etc. used in the revaluation are then turned over to the Assessor's Office. This will allow the Town to maintain the data collected during the revaluation on a continual basis.

Town of Brunswick, Maine

Contact:

Cathy Jamison

207-725-6650

cjamison@brunswickme.org

MANAGER'S REPORT - D BACK UP MATERIALS

Joe McHugh
Vice President, Government Affairs &
Corporate Communications



February 23, 2016

John Eldridge
Town Manager
85 Union Street
Brunswick, ME 04011

Dear Mr. Eldridge:

On May 1, Amtrak will celebrate its 45th anniversary of providing vital intercity and high-speed passenger rail service to the nation and offering a critical transportation choice for both urban and rural communities. To champion the positive impact of intercity rail travel in the communities Amtrak serves, a special Exhibit Train has been created. This train allows visitors on board to learn about Amtrak's past and present while also offering a glimpse into the company's future.

The Exhibit Train has two locomotives with historic paint schemes and uses three renovated Heritage baggage cars to display educational exhibits focusing on various aspects of our business. Displays include vintage advertising, past menus and dinnerware, period uniforms, photographs, and other items of memorabilia from Amtrak's creation in 1971 to a model of today's modern-sleeping accommodations and high-speed rail service displays. Interactive displays include railroad horns, trivia questions, workable signals and an engineer's stand. There is no charge for the public to tour the train.

We are delighted to have the Exhibit Train be available for tours at the Brunswick Amtrak Station on June 11, 2016.

We ask that you provide your consent to host the Exhibit Train and any related activities. Your Amtrak contact for any questions or concerns regarding these planned activities is:

Fran Berk
National Railroad Passenger Corporation
60 Massachusetts Ave, NE
Washington, D.C. 20002
Francine.Berk@Amtrak.com
202.906.4839



Mr. Eldridge
February 23, 2016
Page 2

Thank you in advance for your help on this exciting event. We are sure it will be rewarding for all who participate.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe McHugh". The signature is fluid and cursive, with a large initial "J" and "M".

Joe McHugh
Sr. Vice President
Government Affairs and Corporate Communications

cc: Fran Berk
Steve Corcoran
Bill Hollister
Wayne Moore
Paul O'Mara

MANAGER'S REPORT - E BACK UP MATERIALS

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 16, 2016

SUBJECT: Brunswick High School Boiler Plant Replacement Project

Since the Town Council's October 5, 2015 adoption of a bond ordinance authorizing the replacement of the boiler plant at the Brunswick High School, at an estimated cost of \$575,000, questions have been raised about the process that led to that authorizing vote. At its December 7th and December 21st meetings, the Town Council requested additional information regarding the project and the process that led to its approval. This memorandum attempts to provide that information as well as recommend improvements to the process by which significant capital projects and acquisitions are authorized.

Questions

Why did the School Department recommend replacing the boiler plant at the High School?

The School Department provided two reasons for the replacement, 1) age and condition of the equipment, and 2) energy efficiency. The Department cited its Facilities Director's strategic plan and the need to proactively replace aging equipment. It subsequently offered an Equipment Life Expectancy Chart published by American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) as an indicator of a boiler's life expectancy.

Was there any independent verification of the recommendation that the boiler plant be replaced?

The School Department cited the Hartford Steam Boiler inspector's April 4, 2011 loss prevention report as the impetus for the boiler plant replacement project. While the boiler inspector is independent and did report there were, "Indications of leakage..." on the Kewanee boiler, the inspector had no role in recommending the heating plant upgrade chosen by the Department. The "leakage" cited in 2011 was subsequently determined to be condensation. The Kewanee boiler was the secondary boiler.

Why wasn't the project competitively bid?

The School Department cited its experience and satisfaction with the selected vendor. The vendor has completed projects for the Department and has serviced the Department's HVAC systems for several years. The Department believes the experience and familiarity gave the selected vendor an edge in designing a replacement system. Finally, the Department expressed a desire to maintain consistency in its energy-saving software.

Is the cost competitive or reasonable for a project of this scope?

In attempting to address this question, the School Department offered examples of other projects with which its Facilities Manager was familiar. However, it was not clear that those projects were comparable. Also, Siemens offered information showing project mark-ups. Unfortunately, there was no third party review or verification of these costs.

If a boiler failure in the coldest months of the heating season could result in a need to invoke the School Department's emergency plan, why would the Department propose replacing the boilers in the height of the heating season?

The School Department's response is that its planned replacement of the boilers considered the potential of operating without the secondary boiler. The Department stated that by having the replacement boilers on hand near the start of the project it could, if necessary, quickly install and utilize one of the replacements as the secondary boiler. However, an unexpected failure, without a replacement on site, would not offer that flexibility. Such a failure would likely be far more problematic.

What is the role of the Town Council in approving School Department projects?

The Town Charter requires an ordinance be adopted to approve capital projects with a value of greater than \$1,000,000, and for any issuance of debt. Debt was proposed as the source of funding for this project. Consequently, an ordinance was required. An ordinance may be adopted following a public hearing, allowing the Town Council and the public to hear the justification for the project and the borrowing. The Town Council, in considering a major or debt-financed project, must exercise its fiduciary responsibility, meaning that it must be satisfied that the project is necessary and the funding source is appropriate.

Wasn't the boiler project recommended for funding in the Town's Capital Improvement Program (CIP)?

The High School Boiler project was recommended for funding in year two of the CIP. The School Department requested that the project be moved to year one as the project it was pursuing for year one, replacement of the High School Track, would not be fully developed in time to be funded in year one. In the CIP process, projects that are to be immediately funded receive more scrutiny than those recommended for funding in subsequent years.

How could the process of planning, reviewing, and approving projects be improved?

Credibility is the key to approving and funding public expenditures. Beginning with the Capital Improvement Program (CIP) and continuing through to funding, those making requests have an obligation to thoroughly define the need, scope and cost of their project requests. This includes responding in a complete and timely fashion to requests for information. See the recommendations that follow.

Recommendations

The review of the events that led to the funding of this project has resulted in several recommendations for improvement.

Capital Improvement Program (CIP)

Projects recommended for funding in the CIP should be more fully developed as they approach the funding year. In this case, the School Department requested that the Boiler Plant Replacement project, recommended for funding in year two of the CIP, be switched with the HS Track project, recommended for funding in year one of the CIP. When a project recommended for funding is moved up on the schedule, the department requesting the change should seek additional review by the Town's Finance Committee before the project is advanced. The additional review would have better prepared the School Department for the questions that were raised during the public vetting of the project. Further consideration should be given to having all funding ordinances reviewed by the Finance Committee, as many questions could be raised and resolved at that level prior to public hearing. In short, the Finance Committee review can serve as a "test run" of a department presentation before the project is presented to the Council.

Public Hearing Presentations

The Town Charter vests budget and funding responsibility with the Town Council. In the case of capital projects with a cost in excess of \$1,000,000, or for which debt will be issued, the Town Charter requires authorization by ordinance. An ordinance requires a public hearing. The hearing is required so that the Council and public can be fully informed about the project and learn why the project should be funded. The hearing gives project proponents an opportunity to demonstrate that they have done due diligence in evaluating alternatives and in making a recommendation. It also affords the public an opportunity to comment. At a minimum, the public hearing presentation should include the following components:

- Description: A brief narrative describing the recommended project.
- Justification: A statement as to why the project is necessary. It should describe the conditions and events that prompted the development of the project. Proponents should specifically address legal requirements, public health and safety concerns, public demand, cost efficiencies, as well as other considerations.
- Assumptions and Constraints: Describe the facts and assumptions that were used in the project's development as well as any constraining factors.
- Capital and Operating Costs: Describe the capital and anticipated operating costs of the options considered. Identify the source of capital funds. Debt should be limited to expected useful life of the project. If the project is expected to result in operating cost efficiencies, calculate and describe the project's anticipated payback. Project cost should consider the life-cycle costs (i.e. the full cost of ownership over the life of the project). Ideally, cost projections should also include a net present value (npv) analysis.
- Alternatives Considered: Describe the options considered for their suitability, feasibility, acceptability, relevancy, timeliness, and completeness.

- Consistency with Plans: Describe how the proposed project is consistent with, or deviates from, existing plans. Additional justification is required for projects that deviate from, or do not support, adopted plans.
- Interdepartmental or Interagency Impact: Describe how this project impacts other departments or agencies, their missions, goals, or activities.
- Effects of Delaying or Rejecting the Project: Describe the consequences of delay or inaction. Include how any identified risks of delay or inaction can be mitigated and the cost implications of the mitigating actions.
- Project Priority: Projects compete for limited resources, both current and future. Explain how the proposed project fits within the hierarchy of all projects under consideration.
- Other Considerations: Describe any other factors relevant in the project recommendation.
- Additional Questions: Typically a project receives some level of review by the Town Council prior to the scheduling of a public hearing. Any questions raised prior to the public hearing should be addressed at the hearing.

A project, properly developed for inclusion in the Capital Improvement Program (CIP), will contain all of the components necessary for a full and effective presentation at the public hearing. Again, departments use their CIP presentations as an opportunity to prepare their public hearing presentations to the Council.

In the public hearing, the Town Council requires a full explanation of the details offered to support a proposed project. Project proponents are obligated to present a thorough and objective presentation. Further, presenters should ensure that the information being conveyed is being accurately received. This means correcting misleading impressions even when those corrections would lead to additional inquiry about the recommended course of action.

Sole Source Contracting

Sole source contracting is generally reserved for situations in which only one known source exists or only one single supplier can fulfill the requirements. Sole sourcing may also be appropriate when the item to be purchased must be compatible with components of a larger system. A request to sole source must always be accompanied with ample justification. That should include independent verification of the need and a demonstration that the cost is competitive with similar procurements. An inspection, evaluation, and recommendation by a qualified third party (i.e. independent of the selected vendor), provides additional confidence in the plan and its estimated cost.

Conclusion

The Town should consider creating a more detailed set of procedures and guidelines for project development, presentation, and management.

Cc: Paul Perzanoski

ITEM 31

BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY

DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: Town Council Members
FROM: Linda Smith, Economic Development Director
RE: Public Hearing for Pathways Rehabilitation Services' Application for MicroEnterprise Assistance Funds
DATE: March 14, 2016

On March 7, 2016, Town Council members set a Public Hearing for Monday, March 21, 2016 for a Community Development Block Grant (CDBG) MicroEnterprise Assistance Program grant application for Pathways Rehabilitation Services.

Pathways Rehabilitation Services, based at 77 Jordan Avenue, started in 2013 in the Town of Brunswick. While the owner has made a substantial investment in her business in the past two years, she needs additional financial resources. As outlined in the Letter of Intent, the grant funds will support the purchase of evaluation and adaptive equipment (\$7,500); promotional materials (\$3,000); technology systems upgrade (\$4,700); development of OT webinar modules (\$4,800); support to launch a special needs driving school (technical training and curriculum development @ \$8,300); and, a small contingency (\$2,000) for a total request of \$30,300. The MicroEnterprise Assistance Program could provide that financial resource while allowing the young company to maintain a strong cash flow position as the business grows. Ms. Shields is a Low Moderate Income owner and therefore eligible for the grant based on this criteria.

The notice for the Public Hearing was posted in the Times Record on Thursday, March 10, 2016 and a draft Application was made available to the public for review at that time. The Application and a proposed Resolution are available in the Town Council packet.

The MicroEnterprise Assistance Program grant application is due to DECD on Friday, March 25, 2016. Ms. Heather Shields, the owner of Pathways Rehabilitation Services, and I will be attending the March 21, 2016 Town Council meeting to answer any questions. Thank you for your consideration of this project

Attachments/

Cc: John Eldridge, Town Manager

Micro-Enterprise Assistance Grant Program

Application Checklist & Packaging Requirements

Use this to make sure your Application contains all required submissions and is packaged in the proper order!

A complete original application consists of the following items packaged in this exact order. The four copies minus the Cover Sheet and Activity Designation Sheet must also be packaged in the same order starting with the Required Responses.

- ✓ Cover Sheet with original signature;
 - ✓ Activity Designation Sheet;
 - ✓ Required Responses to the Impact, Development Strategy and Citizen Participation sections. (Maximum of four (4) pages);
 - ✓ Budget Summary;
 - ✓ Public hearing record including the published public hearing notice, attested hearing minutes and attendance list – Notice must comply with sample notice contained on page 16 of this application package
 - ✓ Mandatory attachment documenting *cost estimates and projected program timeline*.
-

Incomplete or improperly packaged applications will not be reviewed.

Include only materials requested by OCD; do not provide additional attachments!

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS
Micro-Enterprise Assistance Grant Program**

A. Applicant Identification

Applicant:	Town of Brunswick		
Address:	85 Union Street		
Town/City/County:	Brunswick, Cumberland County, Maine		
Zip Code + Four:	04011-2418		
Chief Executive Officer:	John Eldridge		
Phone Number:	207-725-6659	E-mail:	jeldridge@brunswickme.org
Contact Person:	Linda Smith		
Phone Number:	207-721-0292	E-mail:	lsmith@brunswickme.org
Census Tract(s) Where Proposed MEA Activities will occur: Brunswick - 08430			

DUNS #:	Town or City DUNS (Dunn & Bradstreet) #: 077466274 <i>This must be the city or town number, not the Police Department, and not the Sewer or Water District.</i> (visit http://fedgov.dnb.com/webform if applicant needs to obtain a number)
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B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. it will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
 - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.

c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it is not listed on U. S. Dept of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;

g. it will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and

h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

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

**MICRO-ENTERPRISE ASSISTANCE GRANT
PROGRAM ACTIVITY DESIGNATION SHEET**

1. Activity Declaration

a. List the activities you will be doing in your proposed project: The MEA grant funds will support the purchase of evaluation and adaptive equipment; promotional materials; technology systems upgrade; development of OT webinar modules; support to launch a special needs driving school (technical training and curriculum development; and, a small contingency.

2. MEA Grant Funds Requested

<input checked="" type="checkbox"/> Micro-Enterprise Grant/Loan	Amount Requested: <u> \$30,300 </u>
<input type="checkbox"/> Business Façade Grants	Amount Requested: _____
	Total Requested: <u> \$30,300 </u>

2. Multi-Jurisdictional Declaration

a. Is this a multi-jurisdictional project? __ Yes X No

b. If yes, which local government has been designated as the lead applicant?

c. If yes, list all participating or benefiting local governments. _____

Community Development Block Grant Micro Enterprise Assistance Grant Program

Required Responses to Impact, Development Strategy and Citizen Participation Sections

1. Impact

Problem Statement

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

In the aftermath of NASB closure, and as the national, state and regional economies continue their slow recovery, job creation continues to be the most pressing need for Brunswick and the Midcoast region. With assets including 3,300 acres of prime commercial real estate, over 2 million square feet of commercial and industrial space, a world-class aviation complex and the presence of higher education institutions, including Southern Maine Community College's new Midcoast Campus, the University of Maine and Bowdoin College, Brunswick Landing, formerly NASB, is well-positioned to become Maine's premier technology business park. Since the closing in 2011, it has attracted more than 80 companies, creating over 800 jobs, and generating a total of \$77 million in new taxable property. These great successes have begun to restore the midcoast region and Brunswick to the economic prosperity last seen in the pre-2009 recession and 2011 NASB closing.

The challenge facing Brunswick continues to be: create employment and business opportunities through the redevelopment of Brunswick Landing and a continued strong business presence in the surrounding community. This remains a significant challenge, in part, as this economic recovery has brought reduced job growth even as markets gain traction. New development activities in other sections of the community, in addition to the solid growth at Brunswick Landing, are key to its long-term economic well-being.

Impact on the Local Economy

The economic impact of NASB closure has been compounded by job losses due to the "great recession" and the ensuing slow national and weak state level recovery. The 2014 average annual unemployment rate for the Brunswick LMA was 4.6%, up from 4.3% in 2005, when the base closure was announced. Since 2005, the

unemployment rate in Brunswick, Maine has ranged from 3.6% in August 2005 to 8.3% in January 2010. While the unemployment rate for Brunswick dropped during 2015, the volatility of marketplace and the potential fragility of these new employment gains, makes a continued push for a variety of employment opportunities a continuing Town priority.

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

Need for Funds

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

The MicroEnterprise Assistance (MEA) Program has recently been instrumental in helping a small business successfully establish itself at the Brunswick Landing; funding the expansion of a shellfish professional services business; and, assisting a personal services business to upgrade its facilities to remain competitive.

Pathways Rehabilitation Services has doubled its service numbers in the last two years and is poised to expand in to new services arenas. To continue its expansion, the owner, Ms. Heather Shields, needs to: institutionalize the referral process from rehabilitation services agencies; develop on-line and hard copy marketing materials; develop a series of webinar training modules for occupational therapists on conducting driving assessments; develop curriculum and support resources for a teenage special needs population driving school; and, invest in additional equipment to expand the direct assessment portion of the business.

2. Development Strategy

Business description & needs

Pathways Rehabilitation Services (PRS) is an occupational therapy practice owned and operated by Heather Shields, a licensed occupational therapist with nineteen (19) years of experience in occupational therapy and a driver education practitioner's license. PRS specializes in providing pre-driving assessments, on-the-

road driving evaluations, and follow-up driver's education to those people whose ability to operate a motor vehicle may be impaired due to a medical event or as a result of the natural aging process. Unlike other organizations offering similar services, PRS will carry out assessments, evaluations, and driver's education in the client's home and community in order to provide a more accurate and better service.

The business was launched in 2013 and operates year-round with some seasonal fluctuations. Ms. Shields provides this service as well as serving in a per diem capacity to MidCoast – Parkview Health. Her combined professional - business goal for 2016 is to transition to providing all her services through PRS by 2017. She has increased her direct client base from 20 in 2013 to almost 60 in 2015. She anticipates increasing her client numbers to at least 100 in 2016. PRS clients can be private pay or have their costs covered through the Veterans Administration or Vocational Rehabilitation. In addition, she anticipates offering the OT webinars quarterly starting in September 2016 and launching the Special Needs Driving School by January 2017.

The four key factors that have made Pathways Rehabilitation Services successful are: (1) the growing market demand specifically in the State of Maine for driving assessments, (2) the limited number of businesses offering similar services, (3) the company's central location, and (4) its unique advantage of being able to provide services directly on-site to the clients.

MEA's Impact

To continue its expansion, the company needs to: institutionalize the referral process from rehabilitation services agencies; develop on-line and hard copy marketing materials; develop a series of webinar training modules for occupational therapists on conducting driving assessments; develop curriculum and support resources for a youth special needs population driving school; and, invest in additional equipment to expand the direct assessment portion of the business.

The owner has limited access to capital since Pathways a relatively new business and has no tangible business assets to offer as collateral. She has grown steadily, but now needs an infusion of capital to take the business to the next level. In 2015, she invested 20% of her sales revenue towards training and advertising to grow the business. That modest investment doubled her service numbers. She anticipates that the investment from the MicroEnterprise Assistance Program grant will allow her to expand to an additional full-time driving instructor – assessor and a part-time support staff person within 18 months.

Cost Estimates and Project Timeline 2016

The MEA grant funds will support:

- purchase of evaluation and adaptive equipment (\$7,500);
- development and distribution of promotional materials (\$3,000);
- upgrade of technology systems (\$4,700);
- development of OT webinar modules (\$4,800);
- support to launch a special needs driving school (technical training and curriculum development @ \$8,300); and,
- and provision for a small contingency (\$2,000), for a total request of \$30,300.

Project timeline 2016-17

	Start date	End Date
Submit MEA application	3-25-2016	N/A
MEA grant awarded	6-30-2016	N/A
Evaluation & adaptive equipment purchased	7-1-2016	9-30-2016
Promotional materials created	7-1-2016	9-30-2016
Promotional materials distributed	10-1-2016	12-31-2016
Technology systems upgraded	7-1-2016	9-30-2016
OT webinar modules developed	7-1-2016	12-31-2016
Special needs driving school training received	March 2017	April 2017
Special needs curriculum developed	January 2017	June 2017
Special needs driving school launched	July 2017	N/A

(See Attachment 1. Cost estimates and 2016 projected program timeline – page 11)

3. Citizen Participation

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

Citizens were involved in the development of this application through the formal Council agenda on January 19, 2016 supporting a Letter of Intent, on March 7, 2016 requesting the setting of a Public Hearing, and through their participation in the March 21, 2016 Public Hearing. A Public Hearing notice was published in the March 10, 2016 edition of the Times Record (see Attachment 2. on page 12). An attested copy of the Public Hearing minutes and Town Council Resolution will be forwarded in April 2016.

**Community Development Block Grant
Micro Enterprise Assistance Grant Program**

Budget Summary (Include Cash & In-Kind)

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Private Investment	Column 6 Owner Equity	Column 7 Cost Category Total
MEGrants/Loans	\$30,300						\$30,300
Façade Grants							
Architect							
Administration							
Other (List)							
1. Vehicle					\$9,600		\$ 9,600
2. Promotion						\$3,000	\$ 3,000
3.							
TOTAL COSTS	\$30,300				\$9,600	\$3,000	\$42,900

Community Development Block Grant Micro Enterprise Assistance Grant Program

Public Hearing Notice to Comply with Title VI Requirements

Public Hearing Notice
The Town of Brunswick

The Town of Brunswick will hold a Public Hearing on Monday, March 21, 2016 at 7:00 P.M. at the Brunswick Town Hall, Council Chambers, 85 Union Street, Brunswick, Maine to discuss an application being submitted to the State of Maine CDBG program for the MicroEnterprise Grant Assistance Program. The purpose of the grant application is to assist Pathways Rehabilitation Services with the purchase of equipment, materials, technology and curriculum to develop the business. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. A copy of the application is available for review at the Town Clerk's Office during normal business hours (Monday to Friday, 8:30 AM to 4:30 PM). Comments may be submitted in writing to: Linda Smith at Town of Brunswick, 85 Union Street, Brunswick, Maine 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the Town's programs or services, please call Linda Smith at 207-721-0292, so that accommodations can be made.



NOTE: A scanned copy of Public Notice posted in the Times Record will be included below. The attested copy of the Public Hearing minutes and Brunswick Town Council Resolution will be submitted separately.

Community Development Block Grant Micro Enterprise Assistance Grant Program

Attachment 1. Cost Estimates and Projected Program Timeline

Project timeline 2016-17

	Start date	End Date
Submit MEA application	3-25-2016	N/A
MEA grant awarded	6-30-2016	N/A
Evaluation & adaptive equipment purchased	7-1-2016	9-30-2016
Promotional materials created	7-1-2016	9-30-2016
Promotional materials distributed	10-1-2016	12-31-2016
Technology systems upgraded	7-1-2016	9-30-2016
OT webinar modules developed	7-1-2016	12-31-2016
Special needs driving school training received	March 2017	April 2017
Special needs curriculum developed	January 2017	June 2017
Special needs driving school launched	July 2017	N/A

Cost Estimates (for MEA Funds)*

Project Activity	Amount
Evaluation & adaptive equipment purchased	\$7,500
Promotional materials created	\$2,000
Promotional materials distributed	\$1,000
Technology systems upgraded	\$4,700
OT webinar modules developed	\$4,800
Special needs driving school training received	\$1,300
Special needs curriculum developed	\$6,000
Special needs driving school launched	\$1,000
Contingency	\$2,000
TOTAL:	\$30,300

* **NOTE:** While no match is required for an MEA grant application, the owner is committing an additional \$3,000 for promotional materials to support the two new efforts outlined in the application; and, a private investor is donating a vehicle worth \$9,600 (Kelley's Blue Book value) to the business which brings the total project to \$42,900.

Attachment 2.

**Community Development Block Grant
Micro Enterprise Assistance Grant Program**

Public Hearing Notice to Comply with Title VI Requirements

INSERT SCANNED COPY OF TIMES RECORD NOTICE OF PUBLIC HEARING

**Town of Brunswick, Maine
TOWN COUNCIL**

**A Resolution Authorizing the Acceptance and Expenditure of Community
Development Block Grant Funds for Projects Undertaken by Pathways
Rehabilitation Services**

WHEREAS, the Town of Brunswick wishes to apply to the Department of Economic and Community Development (“DECD”) for a Community Development Block Grant (“CDBG”) to carry out a community development program; and

WHEREAS, the planning process required by Maine Law and the CDBG Program have been complied with, including participation in the planning process by low and moderate income families and individuals and the community has conducted at least one duly advertised public hearing; and

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

NOW THEREFORE, BE IT RESOLVED that the Town Manager of the Town of Brunswick is authorized to:

- 1) Submit an application for the following program(s) and dollar amount(s) within the State of Maine’s CDBG Program:

Program: CDBG 2016 MicroEnterprise Assistance Program **Amount:** \$30,300

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

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

Date of Public Hearing: _____

Adopted by Town Council: _____

Municipal Seal

ITEM 32

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: January 12, 2016

SUBJECT: Ordinance Banning Polystyrene Foam

Background and Discussion

At the December 7, 2015 Town Council meeting, the Town Council directed the Town Manager to have staff review and revise the draft polystyrene foam ban ordinance, requested the Town Attorney review the revised draft, and asked staff to address the issues related to outreach to the business community and the community at large.

The attached proposed ordinance has been revised by staff and reviewed by the Town Attorney. Staff edits reflect a “best practices” review of other municipal ordinances in New England and nationally.

Staff also consulted with the Town Clerk’s Office, the Town Recycling and Sustainability Committee, the Southern Midcoast Maine Chamber, and the Brunswick Downtown Association about providing notice of the proposal to the business community. A plan is in place to reach out electronically and via USPS to alert businesses to the public hearing and to an information session on the proposed ordinance.

The timeline below reflects the steps necessary to implement the proposed ordinance.

Activity	Schedule
Town Council sets public hearing	January 19, 2016
Mailing & email communication to the business community with info on the public hearing and business information session	By February 5, 2019
Business Information Session, co-hosted by Town Recycling and Sustainability Committee, Brunswick Downtown Association, and Southern Midcoast Maine Chamber. (FAQs sheet available for the session)	Target: week of February 22, 2016
Public Hearing	March 7, 2016
Ordinance approved (assumes council support)	March 21, 2016
Businesses have opportunity to request temporary exemption based on undue hardship	Available until September 30, 2016
Ordinance enforcement begins	October 1, 2016

Recommendation

We recommend that the Town Council move forward to set a public hearing and direct Town staff to provide the business outreach as described in the timeline above.

We have been advised that some supporters of the proposed ban may not be available on March 7th. Staff believes it is important to give sufficient advance notice to Brunswick’s business community. If the Council were to consider another public hearing date, staff believes it should be held later than March 7th.

/Attachment

TOWN OF BRUNSWICK, MAINE

**AMENDMENT TO MUNICIPAL CODE OF ORDINANCES
CHAPTER 19 – CONSUMER PACKAGING**

Whereas, polystyrene foam is a petroleum-based, lightweight plastic material sometimes used as food service ware by retail food vendors operating in the Town of Brunswick; and

Whereas, the Town of Brunswick desires to protect the natural environment; and

Whereas, there is no economically feasible means of recycling polystyrene foam locally; and

Whereas, disposable food containers made from polystyrene foam constitute a portion of the litter in Brunswick’s streets, parks and public places that increases town maintenance costs; and

Whereas, polystyrene foam is a common pollutant that fragments into smaller, non-biodegradable pieces that are ingested by marine life and other wildlife, thus harming or killing them; and

Whereas, the State of Maine has banned the service of food and beverages in polystyrene foam containers at facilities or functions of the State or its political subdivisions (38 M.R.S.A. §§ 1651-1654); and

Whereas, the Town’s goal is to replace polystyrene foam food containers with reusable, recyclable or compostable alternatives; and

Whereas, such alternatives are readily available;

Now therefore, the Town Council of the Town of Brunswick adopts the following ordinance regulating the use of polystyrene foam in consumer packaging.

Chapter 19 – CONSUMER PACKAGING

Sec. 19-101. Definitions.

As used in this Chapter the following terms have the following meanings:

“Food Packager” means any person who places meat, eggs, bakery products, or other food in packaging materials for the purpose of retail sale of those products;

“Prepared food” means food or beverages that are served at the food vendor’s location having been previously prepared elsewhere or are prepared at the vendor’s location by cooking, chopping, slicing, mixing, brewing, freezing or squeezing. “Prepared food” does not mean raw uncooked meat or eggs. Prepared food may be eaten either on or off premises.

“Polystyrene foam” means and includes blown polystyrene and expanded and extruded foams (sometimes referred to as Styrofoam®, a Dow Chemical Company trademarked form of polystyrene foam insulation) which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, and extrusion-blow molding (extruded foam polystyrene). Polystyrene foam is generally used to make cups, bowls, plates, trays, clamshell containers, meat trays

and egg cartons. For the purposes of this chapter, the term “polystyrene” shall not include clear polystyrene known as “oriented polystyrene.”

“Retail Vendor” means any person, restaurant, store, shop, sales outlet or other establishment, including without limitation, a grocery store, convenience store or a delicatessen.

Sec. 19-102. Prohibitions.

- (a) No retail vendor shall serve or sell prepared food in polystyrene foam containers and shall not package meat, eggs, bakery products or other food in polystyrene foam containers.
- (b) No food packager shall package meat, eggs, bakery products or other food in polystyrene foam containers.
- (c) No retail vendor that sells tangible personal property at retail shall sell polystyrene foam food or beverage containers.
- (d) Retail vendors that receive items, pre-packaged in polystyrene foam food or beverage containers, packaged outside the Town of Brunswick, may re-sell such items without repackaging those items.
- (e) The Town shall not use polystyrene foam food or beverage containers at any Town facility or Town-sponsored event.
- (f) No Town department or facility shall purchase or acquire polystyrene foam food or beverage containers.
- (g) All parties who contract with the Town shall be prohibited from using polystyrene foam food and beverage containers in Town facilities or on Town-funded projects within the Town.

Sec. 19-103. Exemptions.

- (a) The sale and packaging of raw and live seafood is exempt from the provisions of this Chapter.
- (b) Retail vendors and food packagers that are currently existing or are established in the town by the effective date of the ordinance will be exempted from the provision of this Chapter prohibiting the use of polystyrene foam for a period of time to be determined by the Town Manager or his/her designee in writing on a case-by-case basis for undue hardship. Undue hardship includes, but is not limited to, situations unique to the food vendor, and not generally applicable to other persons in similar circumstances.
- (c) Retail vendors, food packagers, town departments, town facilities and contractors shall be exempt from the provisions of this Chapter, in a situation deemed by the Town Manager to be an emergency for the preservation of the public peace, health or safety.

Sec. 19-104. Violations and enforcement.

The Code Enforcement Officer or his/her designee(s), or other official designated by the Town Manager, shall have the primary responsibility for enforcement of this Chapter. If the Code Enforcement Officer or his/her designee(s), or other official designated by the Town Manager, determine(s) that a violation of this Chapter has occurred, he/she shall issue a written warning notice to the food vendor that a violation has

occurred. Penalties for violation of this Chapter shall be as set forth in the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances.¹

Sec. 19-105. Effective Date.

Enforcement of the Chapter shall begin on October 1, 2016

Sec. 19-106. Severability.

If any part or provision of this Chapter, or the application thereof to any person or circumstances is held invalid, the remainder of the Chapter, including the application of such part or provision to other persons or circumstances, shall not be affected thereby, and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

-
- (a) ¹ A warning for the first violation in a one-year period;
 - (b) A fine not exceeding \$250 for the second violation in a one-year period.
 - (c) A fine not exceeding \$500 for each subsequent violation in a one-year period.

**Appendix A
Town of Brunswick**

Master Schedule of Revenues, Charges, Fees and Fines

This schedule shall be adopted and amended as specified in Chapter 1 - General Provisions, Sec. 1.1 of this Code.

Reference	Date	Description	Amount
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Chapter 19- Consumer Packaging (PROPOSED 1/19/16)			
Sec. 19-104		First violation in a one year period	Warning
		Second violation in a one year period	\$250
		Each subsequent violation in a one year period	\$500



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY

DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: John Eldridge, Town Manager
FROM: Linda Smith, Economic Development Director
SUBJECT: Polystyrene Ban Information Sessions Summary
DATE: March 10, 2016

The Town of Brunswick, working with the Brunswick Downtown Association (BDA) and the Southern Midcoast Maine Chamber (SMMC), promoted and hosted three information sessions for the business community and general public on the Town's proposed Polystyrene Foam Ban Ordinance. The information sessions were posted in the SMMC e-newsletters and in the BDA e-newsletter several times (see Attachment 1) and the notice also ran on the Town's TV-3 station. In addition, businesses which might be directly impacted received an email or hard copy communiqué (see Attachment 2) announcing the information sessions dates and the Public Hearing date, and providing a copy of the proposed ordinance. The PowerPoint that had been presented at the January 19, 2016 Town Council meeting was revised and available at the information sessions.

There were fourteen attendees at the three sessions, representing two business owners, members of the Bring Your Own Bag group, the Recycling and Sustainability Committee and members of the general public. One of the reporters for "The Forecaster" newspaper attended a session. Town Councilor Alison Harris attended one session. In addition, the Town received several phone calls requesting additional information or supporting the ban. Only one caller did not support the ban - the Maine Grocers and Food Producers said they would likely send a letter to the Public Hearing opposing the ban.

Please let me know if you would like any additional information prior to the March 21, 2016 Public Hearing.

/ Attachments

Cc: Fran Smith, Town Clerk

Attachment 1.

The Information Sessions were posted, as follows:

Polystyrene Foam Ban Ordinance At the January 19, 2016 Brunswick Town Council meeting, the Town Council set a Public Hearing for Monday, March 21, 2016 to consider an ordinance banning polystyrene foam ("Styrofoam") food and beverage containers in the Town of Brunswick. Please consider attending an information session and/or the Public Hearing.

- February 22, 7:30 A.M. - Business & Community Information Session - Morrell Meeting Room, Curtis Memorial Library, 23 Pleasant St.
- February 24, 6:30 P.M. - Business & Community Information Session - Morrell Meeting Room, Curtis Memorial Library, 23 Pleasant St.
- March 3, NOON - Business & Community Information Session - Conference Room #206, Town Hall, 85 Union St.
- March 21, 7:00 P.M. - Public Hearing - Council Chambers, Town Hall, 85 Union St.

Your feedback and suggestions are welcome. If you have questions or would like additional information, please contact Linda Smith, Town of Brunswick, Business Development Manager at 207-721-0292 or lsmith@brunswickme.org.

Attachment 2.

Town Clerk's Office Letterhead

Mail Merge Individualized Letter (+125 emails and +25 letters)

February 3, 2016

Dear [Business Owner]:

At the January 19, 2016 Brunswick Town Council meeting, the Town Council set a Public Hearing for Monday, March 21, 2016 to consider an ordinance banning polystyrene foam ("Styrofoam") food and beverage containers in the Town of Brunswick. The proposed ordinance is attached for your reference.

Recognizing that this ordinance may have a direct impact on your business, the Town Council asked staff to provide several opportunities for community input and especially for business input. Please consider attending an information session and/or the Public Hearing (see timeline below). We welcome your feedback and suggestions.

Activity	Timing
Business & Community Information Session, co-hosted by Town Recycling and Sustainability Committee, Brunswick Downtown Association and Southern Midcoast Maine Chamber	February 22, 2016 (Monday) 7:30 A.M. Morrell Meeting Room, Curtis Memorial Library (23 Pleasant Street)
Business & Community Information Session, co-hosted by Town Recycling and Sustainability Committee, Brunswick Downtown Association and Southern Midcoast Maine Chamber	February 24, 2016 (Wednesday) 6:30 P.M. Morrell Meeting Room, Curtis Memorial Library (23 Pleasant Street)
Business & Community Information Session, co-hosted by Town Recycling and Sustainability Committee, Brunswick Downtown Association and Southern Midcoast Maine Chamber,	March 3, 2016 (Thursday) Noon Conference Room #206, Town Hall (85 Union Street)
Public Hearing conducted (Council usually waits until the next Town Council meeting to hold the vote on the Public Hearing item)	March 21, 2016 (Monday) 7:00 P.M. Council Chambers, Town Hall (85 Union Street)
Ordinance approved if Council supports	April 4, 2016 (Monday) 7:00 P.M. Council Chambers, Town Hall (85 Union Street)
Businesses have opportunity to request temporary exemption, based on undue hardship, from the Town Manager	April 5, 2016 to September 30, 2016
Ban and enforcement provisions "activated"	October 1, 2016

If you have questions or would like additional information, please contact Linda Smith, Town of Brunswick, Business Development Manager at 207-721-0292 or lsmith@brunswickme.org. Thank you for your time and interest.

Sincerely,

Fran Smith
Town Clerk

/ Attachment

**TOWN OF BRUNSWICK, MAINE
AMENDMENT TO MUNICIPAL CODE OF ORDINANCES
CHAPTER 19 – CONSUMER PACKAGING**

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Whereas, the Town of Brunswick desires to protect the natural environment; and

Whereas, there is no economically feasible means of recycling polystyrene foam locally; and

Whereas, disposable food containers made from polystyrene foam constitute a portion of the litter in Brunswick’s streets, parks and public places that increases town maintenance costs; and

Whereas, polystyrene foam is a common pollutant that fragments into smaller, non-biodegradable pieces that are ingested by marine life and other wildlife thus harming or killing them; and

Whereas, the State of Maine has banned the service of food and beverages in polystyrene foam containers at facilities or functions of the State or its political subdivisions (38 M.R.S.A. §§ 1651-1654); and

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(d) Retail vendors that receive items, pre-packaged in polystyrene foam food or beverage containers, packaged outside the Town of Brunswick, may re-sell such items without repackaging those items.

(e) The Town shall not use polystyrene foam food or beverage containers at any Town facility or Town-sponsored event.

(f) No Town department or facility shall purchase or acquire polystyrene foam food or beverage containers.

(g) All parties who contract with the Town shall be prohibited from using polystyrene foam food and beverage containers in Town facilities or on Town-funded projects within the Town.

Sec. 19-103. Exemptions.

(a) The sale and packaging of raw and live seafood is exempt from the provisions of this Chapter.

(b) Retail vendors and food packagers that are currently existing or are established in the town by the effective date of the ordinance will be exempted from the provision of this Chapter prohibiting the use of polystyrene foam for a period of time to be determined by the Town Manager or his/her designee in writing on a case-by-case basis for undue hardship. Undue hardship includes, but is not limited to, situations unique to the food vendor not generally applicable to other persons in similar circumstances.

(c) Retail vendors, food packagers, town departments, town facilities and contractors shall be exempt from the provisions of this Chapter, in a situation deemed by the Town Manager to be an emergency for the preservation of the public peace, health or safety.

Sec. 19-104. Violations and enforcement.

The Code Enforcement Officer or his/her designee(s), or such other official designated by the Town Manager, shall have the primary responsibility for enforcement of this Chapter. If the Code Enforcement Officer or his/her designee(s), or such other official designated by the Town Manager, determine(s) that a violation of this Chapter has occurred, he/she shall issue a written warning notice to the food vendor that a violation has occurred. Penalties for violation of this Chapter shall be as set forth in the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances.¹

Sec. 19-105. Effective Date.

Enforcement of the Chapter shall begin on October 1, 2016

Sec. 19-106. Severability.

If any part or provision of this Chapter or the application thereof to any person or circumstances is held invalid, the remainder of the Chapter, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

ITEM 33

BACK UP MATERIALS

TOWN OF BRUNSWICK, MAINE

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).

WHEREAS, the Town Council (the “Town Council”) of the Town of Brunswick (the “Town”) has determined that the Town needs to address various improvements at the Coffin Elementary School and the Brunswick Junior High School; and

WHEREAS, the Town’s School Department has received eligibility certificates from the Maine Department of Education approving such projects to be part of the Maine Municipal Bond Bank’s School Revolving Renovation Fund program and an estimated 38.41% of total cost loan forgiveness; and

WHEREAS, the Charter of the Town of Brunswick, Maine (the “Charter”) requires that any capital acquisition to be financed solely or partly by the issuance of bonds or notes to be authorized by ordinance;

NOW THEREFORE THE FOLLOWING ORDINANCE IS ADOPTED.

Section 1. Authorization for Projects, Appropriation and Funding Appropriation through Bonds. That the Coffin Elementary School sprinkler, roof renovation, fire alarm, Americans with Disabilities Act-related improvements, Indoor Air Quality-related improvements and the Brunswick Junior High School sprinkler, roof renovation, fire alarm, Americans with Disabilities Act-related improvement and Hazardous Materials-related improvements, including but not limited to the engineering, planning, development, construction, any necessary equipping, and financing costs associated with all projects described (the “Projects”) are hereby approved, and that \$1,517,664 is hereby appropriated to fund the Projects. In order to fund the appropriation, the Treasurer and the Chair of the Town Council are hereby authorized and empowered in the name and on behalf of the Town of Brunswick (the “Town”) to borrow up to \$1,517,664 through the Maine Municipal Bond Bank’s School Revolving Renovation Fund, (\$582,935 of which is to be forgiven pursuant to the terms of a Loan Agreement (the “Loan Agreement”) with the Maine Municipal Bond Bank (the “Bank”) leaving a total principal debt liability to the Town of \$934,729).

Section 2. Loan Agreement. That the Town Council hereby delegates authority and authorizes the Treasurer to enter into a Loan Agreement and the issuance, sale and delivery to the Bank, as evidence of the aforesaid loan and against payment therefor, of a 2016 School Revolving Renovation Fund Bond (the “Bond”) of the Town in the aggregate principal amount not to exceed \$934,729, such Loan Agreement and Bond to be signed by the Treasurer and countersigned by the Chair of the Town Council and attested by its Town Clerk; and to contain such terms and provisions as the officials executing the same may approve, their approval to be conclusively evidences by their execution thereof. If the Treasurer, Chair of the Town Council or Town Clerk are for any reason unavailable to approve and execute the bonds or other documentation in connection with the Project, execution and delivery of the bonds, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or

otherwise, is authorized to act for such official with the same force and effect as if such official had performed such act.

Section 3. Full Faith and Credit. That the Bond shall be issued as a general obligation of the Town payable from the property taxes levied in the Town and for which payment the full faith and credit and taxing power of the Town are hereby pledged. That the Town covenants and agrees that it will, at all times so long as the Bond is outstanding, collect taxes in such an amount that together with all other monies available to the Town will be fully sufficient to permit the performance of all covenants and obligations of the Town established herein and in the Loan Agreement and the Bond, including the prompt payment of principal of and interest on the Bond as and when due and payment of principal and interest on all other indebtedness of the Town as and when due.

Section 4. Delegation to Execute Documents. The Treasurer and Chair of the Town Council and all other proper officials of the Town, be and hereby are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things as may be deemed necessary or desirable in order to effect the borrowing authorized by this vote, including without limitation the execution and delivery of such further agreements, documents, certificates and other instruments as may be necessary or appropriate in connection herewith.

Section 5. Advances and Declaration of Official Intent. The Town is authorized to make advances from the Town's general fund in an aggregate amount not to exceed \$1,517,664 in anticipation of the receipt of bond or note proceeds for the Projects. Advances used in lieu of bonds or notes authorized hereunder are appropriated to finance the cost, or any part thereof, of the Projects. The Treasurer is authorized to establish and amend all details of any advances including, but not limited to the term, interest rates and payment schedule. Advances from the Town's general fund may finance the original expenditures related to the Projects. It is expected that those advances will be reimbursed in part or in whole by the issuance of or receipt of proceeds for bonds or notes authorized hereunder. It is the intent of the Town Council that this Ordinance shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

Section 6. Abandonment of Borrowing Authority. The Treasurer is empowered to declare abandoned, the authority to issue any bonds or notes the Treasurer deems to be in excess of the amount necessary to complete the Projects. Such a declaration once made may not be reversed other than by ordinance.

Proposed to Town Council: March 7, 2016
Public Hearing:
Adopted by Town Council:



BRUNSWICK SCHOOL DEPARTMENT

PAUL K. PERZANOSKI
Superintendent of Schools

A. PENDER MAKIN
Assistant Superintendent

Office of the Superintendent
46 Federal Street
Brunswick, Maine 04011
Telephone (207) 319-1900
FAX (207) 725-1700

BARBARA J. GUNN
Director of Student Services

JAMES F. OIKLE
Business Manager

February 10, 2016

Town of Brunswick
Attn: Mr. John Eldridge
Town Manager
85 Union St.
Brunswick, ME 04011

Dear Mr. Eldridge:

The School Board, at its regularly scheduled meeting February 9, 2016 by a majority vote of the entire board and by unanimous vote of all board members present, voted to accept two School Revolving Renovation Fund Eligibility Certificates, \$517,664 for Coffin Elementary School and \$1,000,000 for Brunswick Junior High School, and to proceed with the work authorized therein. A copy of the two certificates and the Department of Education forwarding letter are attached.

It is requested that the Town Council concur in this action and authorize borrowing from the bond bank, and that the Town Finance Director prepare and submit the required financing application.

Thank you for your assistance in this matter.

Sincerely,

Paul K. Perzanoski
Superintendent



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

FEB 01 2016

WILLIAM H. BEARDSLEY
ACTING COMMISSIONER

January 29, 2016

Paul Perzanoski
Superintendent of Schools
Brunswick Public Schools
46 Federal St.
Brunswick, ME 04011

RE: Eligibility Certificates – SRRF Projects #1186, #1187, #1188, #1189, #1190, #1191, #1192, #1193, #1194, #1195, #1196, and #1197

Dear Superintendent Perzanoski:

I am pleased to inform you that your School Revolving Renovation Fund applications for Projects #1186, #1187, #1188, #1189, #1190, #1191, #1192, #1193, #1194, #1195, #1196, and #1197 have been approved for funding for the amount listed on the attached eligibility certificates.

The loan process for your projects must be initiated within 30 days. Please contact Toni Reed, Program Loan Officer, Maine Municipal Bond Bank at 622-9386 for assistance.

Awardees must comply with all applicable statutory and rule requirements for public improvement projects. You may contact the Bureau of General Services Planning, Design & Construction Division at 624-7360 for technical assistance.

Please note that failure to comply with SRRF program requirements and all applicable statutes and rules may result in revocation of your SRRF eligibility certificates and cancellation of your SRRF awards.

I wish you good luck as you complete your projects. If you have any questions regarding the School Revolving Renovation Fund please contact Ann Pinnette at 624-6885 or ann.pinnette@maine.gov.

Sincerely,

William H. Beardsley
Acting Commissioner

Enclosures (2): SRRF Eligibility Certificates

cc: Toni Reed, Maine Municipal Bond Bank
Joseph Oswald, Bureau of General Services



**School Revolving Renovation Fund
Eligibility Certificate**

School Administrative Unit	Brunswick Public Schools					
Facility	Coffin Elementary School					
Priority	1- Health, Safety and Compliance Repairs					
Project #	1186	1187	1188	1189	1190	1191
Scope of Work	Other- Life Safety (sprinkler)	Roof Renovations	Other- Life Safety (fire alarm)	ADA Toilets	ADA Doors,ramps, signage	IAQ
Amount Funded	\$136,968	\$49,868	\$79,580	\$57,528	\$82,780	\$110,940
Maximum Loan Amount	\$517,664					
Portion of Loan to be Forgiven	\$198,835	38.41%				
Portion of Loan to be Repaid	\$318,829	61.59%				
Length of Loan	10 years (loans \$500,001 or more)					

This Eligibility Certificate for the above listed School Revolving Renovation Fund projects is hereby approved. Work authorized under this certificate must be materially completed and all loan proceeds must be expended by July 31, 2017.

January 29, 2016
Date

William H. Beardsley
William H. Beardsley
Acting Commissioner



**School Revolving Renovation Fund
Eligibility Certificate**

School Administrative Unit	Brunswick Public Schools					
Facility	Brunswick Junior High School					
Priority	1- Health, Safety and Compliance Repairs					
Project #	1192	1193	1194	1195	1196	1197
Scope of Work	Other- Life Safety (sprinkler)	Roof Renovations	Other- Life Safety (fire alarm)	ADA Toilets	ADA Eyewash stations	Hazmat Asbestos
Amount Funded	\$229,390	\$248,803	\$139,200	\$310,404	\$42,716	\$36,312
Maximum Loan Amount	\$1,000,000					
Portion of Loan to be Forgiven	\$384,100	38.41%				
Portion of Loan to be Repaid	\$615,900	61.59%				
Length of Loan	10 years (loans \$500,001 or more)					

This Eligibility Certificate for the above listed School Revolving Renovation Fund projects is hereby approved. Work authorized under this certificate must be materially completed and all loan proceeds must be expended by July 31, 2017.

January 29, 2016
Date

William H. Beardsley
Acting Commissioner

Maine Department of Education

Home → School Facilities → School Revolving Renovation Fund

School Revolving Renovation Fund

The Maine Department of Education's School Revolving Renovation Fund (SRRF) provides funding assistance to school administrative units (SAUs) to ensure that students have a safe, healthy and appropriate learning environment. The SRRF offers funding where SAUs have identified needs in the areas of health and safety, building systems, energy and water conservation, and learning space upgrades.

The SRRF has the following priorities:

- Priority 1: Health, safety and compliance issues including roof structural upgrades; improvements to indoor air quality; compliance with the Americans with Disabilities Act; hazardous material abatement or removal; and other health, safety and compliance issues
- Priority 2: Repairs and improvements not related to health, safety and compliance limited to repairs and improvements to school building structures, windows, doors and water supply or waste disposal systems.
- Priority 3: Repairs and improvements related to energy and water conservation
- Priority 4: Upgrades of learning spaces
- Priority 5: Other projects

The SRRF is funded through the Maine Municipal Bond Bank and remains a State and local partnership with each providing a portion of a project's funding. The Maine Department of Administrative and Financial Services, Bureau of General Services provides engineering expertise, technical reviews and bidding and contract assistance for SRRF projects.

This fund provides loans to SAUs to finance project expenditures. A portion of each loan is considered a grant and is forgiven. The forgiveness rate ranges from 30 percent to 70 percent and is based on the percentage of State subsidy paid to the local SAU. The remaining balance of the loan is paid back over either five or 10 years at a 0 percent interest rate. The loan repayments revolve back into the SRRF and are then used to fund other approved projects. The maximum loan that can be provided is capped at \$1 million per priority, per school building within any five-year period.

For additional information, see Maine DOE Rule Chapter 64, Maine School Facilities Program and School Revolving Renovation Fund.

Resources

- **Anticipated Timeline for (FY) 2016.** Important dates for the FY 2016 application cycle.
- **FY 2016 Application** (DOC, 128KB). Applications are due September 30, 2015.
- **FY 2013 Ratings.** Project ratings for the FY 2013 application cycle, including funded and unfunded projects.
- **Information for SRRF Applicants.** Information on project eligibility, maximum loan amounts, budgets, project startup and project completion.
- **SRRF Process.** Steps in the SRRF funding process from application submittal to project completion.

Site Information

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Anticipated Timeline for FY 2016 SRRF Application Cycle

July 1, 2015	DOE application process begins
September 30, 2015	SAU deadline for applications to be received by DOE
October 31, 2015	DOE completes review and rating process
December 31, 2015	BGS reviews technical content and completes cost analysis
January 15, 2016	DOE prepares final priority list
February 1, 2016	DOE issues eligibility certificates (award date)
July 31, 2016	SAU deadline for MMBB loan application process to be completed
July 31, 2017	SAU deadline for SRRF project work completion and submission of final payment requisition for all projects

SRRF Process

The following steps take you through the School Revolving Renovation Fund process from application submittal to project completion:

1. School Administrative Units (SAUs) submit completed applications to the Maine Department of Education (DOE).
2. DOE reviews and rates applications.
3. DOE forwards highest rated applications to the Maine Bureau of General Services (BGS) for a technical and cost review. The review by BGS addresses three areas:
 - Has the SAU conducted a thorough evaluation of the issue(s) to be able to identify the cause(s) and other associated issues?
 - Has the SAU identified and considered potential solutions and selected the one most appropriate for that facility and the SAU?
 - Is the cost of the solution reasonable?
4. BGS communicates with SAUs or their consultants to clarify details, request further documentation, or conduct a site visit. BGS completes their reviews and notifies the Department of the results.
5. DOE prepares a funding priority list which funds as many projects as resources allow.
6. DOE provides Eligibility Certificates to SAUs with projects on the priority list.
7. SAUs contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan application process. The loan closing must be completed within 6 months of the date on the Eligibility Certificate or the award will be forfeited. SAUs should plan well in advance for any necessary local votes.
8. SAUs contact BGS within 30 days of award notification. SAUs work with BGS on procurement of professional, architectural, and engineering services; approval of plans, specifications and contracts; bidding documents; change orders; and other technical information.
9. As projects proceed, SAUs submit requisitions for disbursement of loan proceeds and copies of paid project invoices to the MMBB. The MMBB forwards requisitions and invoices to DOE for authorization of payment. Certifications confirming project completion from the SAU, designer and contractor are required at the time the final requisition is submitted.
10. All project work is completed and all requisitions for payment are submitted within 18 months of the date on the eligibility certificate. Requisitions submitted after the 18 month deadline will not be approved for payment.

Information for SRRF Applicants

Project Type and Eligibility

For fiscal year 2016, applications for the School Revolving Renovation Fund (SRRF) will be accepted for Priority One: health, safety, and compliance projects. Priority One SRRF projects include structural roof repairs, Americans with Disabilities Act compliance upgrades, indoor air quality improvements, and hazardous material abatement or removal. Retroactive projects (those that have begun work or been completed) are not eligible for funding consideration.

Project Loan Amount

The maximum loan amount is \$1,000,000 per priority per building over any 5 year period. Please review your SRRF funding history to ensure your current request does not exceed the statutory limit when combined with past SRRF loans provided for your school building. School administrative units may raise additional local funds to support SRRF projects.

Project Budget and Document Development

Project estimates, budgets and bidding documents are to be developed by licensed architects and professional engineers. The Bureau of General Services (BGS) will advise you on the appropriate method to procure these professional services. For assistance please contact BGS. The Department will not revise eligibility certificates for additional funding should conditions or estimates change during the course of a project or if the project is delayed. School administrative units are responsible for project cost overruns. The final loan amount may be adjusted downward to equal the approved costs incurred at project completion. Surplus funds from a project may not be used for another project.

Project Startup

All SAUs with approved projects must contact BGS within 30 days of award notification to initiate their project. BGS will assist with procurement of professional services; reviewing and approving construction documents prior to bidding; contracts and change orders. Projects over \$100,000 must be awarded by competitive bid unless this provision is waived by the Department. A post bid budget must be submitted to the Department of Education. All change orders must be approved by both the Department of Education and the Bureau of General Services. SAUs must comply with all applicable statutory requirements of 5 M.R.S.A. Chapter 153, particularly §1742.

Project Loan Deadlines

All SAUs with approved projects must contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan process. Loans must be closed within 6 months of the award date of the eligibility certificate. All requisitions for loan disbursements must be submitted to the MMBB within 18 months of the award date.

Project Completion

Projects must be completed within 18 months of the award date.

Revocation of Award

Failure to comply with SRRF program requirements and all applicable statutory regulations will result in revocation of the SRRF eligibility certificate and cancellation of any SRRF award.



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

FEB 01 2016

PAUL R. LEPAGE
GOVERNOR

WILLIAM H. BEARDSLEY
ACTING COMMISSIONER

January 29, 2016

Paul Perzanoski
Superintendent of Schools
Brunswick Public Schools
46 Federal St.
Brunswick, ME 04011

RE: Eligibility Certificates – SRRF Projects #1186, #1187, #1188, #1189, #1190, #1191, #1192, #1193, #1194, #1195, #1196, and #1197

Dear Superintendent Perzanoski:

I am pleased to inform you that your School Revolving Renovation Fund applications for Projects #1186, #1187, #1188, #1189, #1190, #1191, #1192, #1193, #1194, #1195, #1196, and #1197 have been approved for funding for the amount listed on the attached eligibility certificates.

The loan process for your projects must be initiated within 30 days. Please contact Toni Reed, Program Loan Officer, Maine Municipal Bond Bank at 622-9386 for assistance.

Awardees must comply with all applicable statutory and rule requirements for public improvement projects. You may contact the Bureau of General Services Planning, Design & Construction Division at 624-7360 for technical assistance.

Please note that failure to comply with SRRF program requirements and all applicable statutes and rules may result in revocation of your SRRF eligibility certificates and cancellation of your SRRF awards.

I wish you good luck as you complete your projects. If you have any questions regarding the School Revolving Renovation Fund please contact Ann Pinnette at 624-6885 or ann.pinnette@maine.gov.

Sincerely,

William H. Beardsley
Acting Commissioner

Enclosures (2): SRRF Eligibility Certificates

cc: Toni Reed, Maine Municipal Bond Bank
Joseph Ostwald, Bureau of General Services



**School Revolving Renovation Fund
Eligibility Certificate**

School Administrative Unit	Brunswick Public Schools					
Facility	Coffin Elementary School					
Priority	1- Health, Safety and Compliance Repairs					
Project #	1186	1187	1188	1189	1190	1191
Scope of Work	Other- Life Safety (sprinkler)	Roof Renovations	Other- Life Safety (fire alarm)	ADA Toilets	ADA Doors, ramps, signage	IAQ
Amount Funded	\$136,968	\$49,868	\$79,580	\$57,528	\$82,780	\$110,940
Maximum Loan Amount	\$517,664					
Portion of Loan to be Forgiven	\$198,835	38.41%				
Portion of Loan to be Repaid	\$318,829	61.59%				
Length of Loan	10 years (loans \$500,001 or more)					

This Eligibility Certificate for the above listed School Revolving Renovation Fund projects is hereby approved. Work authorized under this certificate must be materially completed and all loan proceeds must be expended by July 31, 2017.

January 29, 2016
Date

William H. Beardsley

William H. Beardsley
Acting Commissioner



School Revolving Renovation Fund Eligibility Certificate

School Administrative Unit	Brunswick Public Schools					
Facility	Brunswick Junior High School					
Priority	1- Health, Safety and Compliance Repairs					
Project #	1192	1193	1194	1195	1196	1197
Scope of Work	Other- Life Safety (sprinkler)	Roof Renovations	Other- Life Safety (fire alarm)	ADA Toilets	ADA Eyewash stations	Hazmat Asbestos
Amount Funded	\$229,390	\$248,803	\$139,200	\$310,404	\$42,716	\$36,312
Maximum Loan Amount	\$1,000,000					
Portion of Loan to be Forgiven	\$384,100	38.41%				
Portion of Loan to be Repaid	\$615,900	61.59%				
Length of Loan	10 years		(loans \$500,001 or more)			

This Eligibility Certificate for the above listed School Revolving Renovation Fund projects is hereby approved. Work authorized under this certificate must be materially completed and all loan proceeds must be expended by July 31, 2017.

January 29, 2016
Date

William H. Beardsley
Acting Commissioner

Brunswick School Department
Revolving Renovation Projects

Project	School	Project Type	Sub Type	Rating	Approved
1196	BJHS	ADA	ADA - Eyewash Stations	28.0	\$ 42,716
1195	BJHS	ADA	ADA - Toilets, Locker Rooms	35.5	\$ 310,404
1190	Coffin	ADA	ADA - Doors, Ramp, Signage	58.0	\$ 82,780
1189	Coffin	ADA	ADA - Toilets	35.5	\$ 57,528
		ADA Total			\$ 493,428
1197	BJHS	HAZMAT - Asbestos		33.0	\$ 36,312
		HAZMAT - Asbestos Total			\$ 36,312
1191	Coffin	IAQ		41.5	\$ 110,940
		IAQ Total			\$ 110,940
1194	BJHS	Other - Fire Alarm		66.5	\$ 139,200
1188	Coffin	Other - Fire Alarm		57.5	\$ 79,580
		Other - Fire Alarm Total			\$ 218,780
1192	BJHS	Other - Sprinkler		60.5	\$ 229,390
1186	Coffin	Other - Sprinkler		64.5	\$ 136,968
		Other - Sprinkler Total			\$ 366,358
1193	BJHS	Roof Renovation		76.0	\$ 248,803
1187	Coffin	Roof Renovation		89.5	\$ 49,868
		Roof Renovation Total			\$ 298,671
		Grand Total			\$ 1,524,489

Brunswick School Department
Revolving Renovation Projects

Project	School	Project Type	Rating	Approved
1195	BJHS	ADA ADA - Toilets, Locker Rooms	35.5	\$ 310,404
1193	BJHS	Roof Renovation	76.0	\$ 248,803
1192	BJHS	Other - Sprinkler	60.5	\$ 229,390
1194	BJHS	Other - Fire Alarm	66.5	\$ 139,200
1196	BJHS	ADA ADA - Eyewash Stations	28.0	\$ 42,716
1197	BJHS	HAZMAT - Asbestos	33.0	\$ 36,312
BJHS Total				\$ 1,006,825
1186	Coffin	Other - Sprinkler	64.5	\$ 136,968
1191	Coffin	IAQ	41.5	\$ 110,940
1190	Coffin	ADA ADA - Doors, Ramp, Signage	58.0	\$ 82,780
1188	Coffin	Other - Fire Alarm	57.5	\$ 79,580
1189	Coffin	ADA ADA - Toilets	35.5	\$ 57,528
1187	Coffin	Roof Renovation	89.5	\$ 49,868
Coffin Total				\$ 517,664
Grand Total				\$ 1,524,489

Presentation of the

State of Maine's
School Revolving Renovation School Fund

March 7, 2016

Description of the Project

The School Revolving Renovation Fund provides loans to School Departments to finance project expenditures. A portion of the loan is forgiven with the remaining balance paid back over five to ten years at a zero percent interest rate.

Justification / Project Priority

The Brunswick School Department applied for \$2,000,000 of priority one repairs for Coffin Elementary and Brunswick Junior High School. These repairs are needed due to the age and condition of the buildings and include health, safety, and compliance issues.

All of the requests were also included in the repair projects of these two buildings that have been the object of discussion for several years. PDT Architects provided the project estimates as required.

Capital Cost

On February 1, 2016 we received confirmation of a \$ 517,664 award for Coffin School. The award is broken down as follows:

Life Safety (sprinkler)	\$ 136,968
Roof Renovations	\$ 49,868
Life Safety (fire alarm)	\$ 79,580
ADA (toilets)	\$ 57,528
ADA (doors, ramps, signage)	\$ 82,780
Indoor Air Quality	\$ 110,940
Loan Forgiveness (as of state subsidy)	\$ 198,835 (38.41%)
Loan Repayment	\$ 318,829 (61.59%)
Length of Loan	10 years

We also received confirmation of a \$1,000,000 award for BJHS. The award is broken down as follows:

Life Safety (sprinkler)	\$ 229,390
Roof Renovations	\$ 248,803
Life Safety (fire alarm)	\$ 139,200
ADA (toilets)	\$ 310,404
ADA Eye Wash Stations	\$ 42,716
Hazmat Asbestos	\$ 36,312
Loan Forgiveness (as of state subsidy)	\$ 384,100 (38.41%)
Loan Repayment	\$ 615,900 (61.59%)
Length of Loan	10 years

Assumptions and Constraints

We assume that the approval of this project could decrease any future bond request on Coffin School and BJHS and that all projects will be subject to the competitive bidding process.

Constraints are the July 31, 2016 deadline for the loan application completion; and July 31, 2017 work completion deadline. One could ask the question about why would we spend money on Coffin if we are going to build a new school?

Coffin Information

- The School Board has not made a decision at this date
- All of the Coffin projects are included in the repair project
- We don't know exactly how long a new school project may take
- Past new school projects in Brunswick have been met with legal opposition which could extend a timeline

The projects covered by these awards are consistent with needs requested in the School Board Repair project and the town CIP. They would impact Town and School Department summer programs for one year as the programs would have to relocate.

Delaying or rejecting the projects is a loss of opportunity to improve the health and safety of these two buildings with a zero percent loan and 38.41% forgiven. We also could breach the opportunity if we don't meet the deadlines aforementioned.

Further financial information on this project can be delivered by the Town's Director of finance, Julie Henze.

ITEM 34

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 16, 2016

SUBJECT: Moratorium on Development in
Natural Resources Protection Zone (NRPZ)

At the March 7, 2016 meeting the Town Council adopted, on an emergency basis, an ordinance imposing a moratorium on development in the Natural Resources Protections Zone. Section 212 of the Charter of the Town of Brunswick governs the adoption of an ordinance on an emergency basis:

Section 212. - Emergency ordinances.

- (a) To meet a public emergency affecting life, health, property or the public peace, the council may enact one or more emergency ordinances, but such ordinances may not levy taxes, grant, renew or extend a franchise, or authorize the borrowing of money.
- (b) An emergency ordinance shall be plainly designated an emergency ordinance and, after the enacting clause, it shall contain a declaration stating the existence of an emergency, which shall be described in clear and specific terms.
- (c) An emergency ordinance may be enacted with or without amendment or rejected at the meeting at which it is introduced, but the affirmative vote of at least 6 councilors shall be required for enactment. After its enactment the text of the ordinance shall be published and printed in a newspaper having a general circulation in the community, where it is reasonable to do so in the opinion of the council, and posted in at least 2 public places. Otherwise, the notice must contain a reasonable summary of the enacted ordinance. **It shall become effective upon enactment, but it shall automatically stand repealed as of the 50th day following the date on which it was enacted unless it had been enacted as a regular ordinance according to sections 210 and 211 of this article at the time it was adopted as an emergency ordinance. (emphasis added)**
- (d) An emergency ordinance may be repealed by the enactment of a repealing ordinance in the same manner specified in this section for the enactment of emergency ordinances. An emergency ordinance may become a regular ordinance by its reenactment according to sections 210 and 211 of this article.

The ordinance enacted on March 7th was not adopted on a regular basis. It will stand automatically repealed on the 50th day following the date of enactment. Therefore the Council directed staff to advertise the ordinance on a regular basis. An ordinance adopted on a regular basis takes effect 30 days from its enactment.

A public hearing notice was published in the newspaper setting March 21st as the public hearing for consideration of the ordinance on a regular basis. A copy of the ordinance is attached. Should the Council wish to enact the ordinance on a regular basis, the latest meeting at which it should be enacted is either March 21st or April 4th to avoid any lapse in the moratorium. The Charter sections governing the adoption of ordinances on a regular basis are as follows:

Section 210. - Ordinances.

In addition to such acts of the council as are required by law or by this Charter to be by ordinance, every act establishing a fine or other penalty shall be by ordinance.

Section 211. - Public hearing on ordinances.

(a) Before an ordinance is enacted, amended or repealed, the council shall hold a public hearing, notice of which must be published in a newspaper having general circulation in the town at least 10 days before the hearing date. The text of the intended act must be included in the notice where it is reasonable to do so, in the opinion of the council. Otherwise, the notice must contain a reasonable summary of the purpose of the intended act. In either case, a reasonable number of copies of the intended act must be made available to the public at the office of the manager for at least 10 days before the hearing date.

(b) An ordinance shall not become effective until at least 30 days after passage.

Attachments

**PROPOSED MORATORIUM ON NEW
DEVELOPMENT IN THE NATURAL RESOURCE
PROTECTION ZONE (NRPZ)**

Public Hearing – 03/21/2016

Adopted –

Effective –

WHEREAS, two (2) shoreline stabilization projects that involve filling and earth moving of 10 cubic yards or more are currently underway within the Town of Brunswick’s Natural Resource Protection Zone (NRPZ) as defined at Section 211 of the Brunswick Zoning Ordinance; and

WHEREAS, it has been determined that land use standards for filling and earth moving activities within the NRPZ that are required under State law affecting shoreland zoning within the Town of Brunswick have inadvertently not been included in the Brunswick Zoning Ordinance despite approval of the Ordinance by the State of Maine Department of Environmental Protection; and

WHEREAS, the Brunswick Zoning Ordinance is currently inadequate to meet minimum State law requirements for shoreland zoning; and

WHEREAS, additional filling and earth moving activities within the NRPZ is anticipated; and

WHEREAS, allowing additional filling and earth moving activities to go forward within the NRPZ without adequate regulations affects life, health and property in the Town of Brunswick; and

WHEREAS, the Brunswick Zoning Ordinance is inadequate to prevent serious public harm from new filling and earth moving activities; and

WHEREAS, the Brunswick Town Council adopted an “Emergency on Moratorium on New Development in the Natural Resource Protection Zone” on March 7, 2016, with an immediate affective date;

NOW THEREFORE, be it ordained by the Town Council of Brunswick that no filling and earth moving activity within the NRPZ shall be reviewed, allowed or permitted by Town Staff, the Planning Board or under any other authority pursuant to the Brunswick Zoning Ordinance unless the activity is currently underway and approved by the Maine Department of Environmental Protection, or associated with an activity that is currently subject to Development Review pursuant to Section 402 of the Brunswick Zoning Ordinance, or within areas where principal and accessory structures are allowed with a building permit from the Town of Brunswick unless located within 125 feet, horizontal distance, of the normal high water line of a river or within 125 feet, horizontal distance, of the upland edge of a coastal or fresh water wetland or 75 feet, horizontal distance, of the normal high water line of a stream. This does not prevent the Code Enforcement Officer or Planning Board from allowing such activities if necessary to prevent immediate and irreparable environmental harm.

This Moratorium shall be in effect for 90 days from the date from its effective date.

ITEM 35

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: Proposed Amendment to Chapter 10
Municipal Code of Ordinances
To Increase Mall Vendors to Five

At the March 7, 2016, meeting the Town Council directed staff to prepare an amendment to Chapter 10 of the Municipal Code of Ordinances to increase, from four to five, the number of vendors licensed to sell prepared food on the town mall. Attached is the proposed ordinance amendment. The Code would be amended as follows:

Licenses to sell prepared food on the town mall shall be approved for no more than ~~four (4)~~ five(5) vendors annually, not including the Brunswick Farmers' Market.

Attachment

Proposed Ordinance Amendments
Changes to Number of Vendors on the Town Mall
Public Hearing – 03/21/2016
Adopted –
Effective –

Be it ordained by the Town Council of the Town of Brunswick, Maine, that Chapter 10, Article II, the Municipal Code of Ordinances, Town of Brunswick, Maine, is amended by adding the underlined language and removing the strike-out language as follows:

Chapter 10 LICENSES AND BUSINESS REGULATIONS [11](#)

ARTICLE II. - LICENSES, GENERALLY

Sec. 10-26. - Required; fees.

- (a) A person or organization may not engage in any of the businesses or occupations listed below without first obtaining a license from the town according to the provisions stated below, with fees paid in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances. In addition, the applicant is responsible for compliance with all pertinent town ordinances and state laws. Except as otherwise stated, the license shall expire on June 30, annually.
- (b) The fees, in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances, include an application fee which is nonrefundable if the license is not approved. Unless otherwise designated, the initial license shall be assessed on a semi-annual basis. There will be a late fee assessed to licenses that have expired. The fine will double after the license has been expired for more than thirty (30) days.
- (6) Sellers of prepared food on public way. The town council may, upon finding that the public convenience so requires and that the applicant is a reputable person, authorize the issuance of a license to sell prepared food on a public way.
 - a. The fee for a license for sellers of prepared food on a public way shall be paid in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances. All fees for licenses for sellers of prepared food on a public way shall be payable annually, in advance, and the license shall expire on the date of the first council meeting in March. Applications will be considered by the town council at the first council meeting in March and applications must be filed with the town clerk seven (7) days prior to this meeting. Additional applications may be filed whenever less than the maximum number of licenses have been issued and are in effect.
 - b. The town council may authorize the issuance of a license for a single day or single event on a public way in accordance with the Master Schedule of Revenues,

Charges, Fees and Fines, Appendix A to this Municipal Code of Ordinances. The provisions of subsection c.5. below shall not apply to single day or single event licenses.

- c. In determining whether or not to issue a license, the council shall consider the following:
 1. The number and proximity of licenses previously granted for the general area sought to be served by the applicant.
 2. The nature, size, appearance and condition of the vehicle or food service device to be used by the applicant. A plan or picture shall be provided.
 3. The impact of the proposed use, including the location of chairs, tables, and service areas on public travel and the adjacent neighborhood. A plan for the use of the public way shall be provided.
 4. The character and ability of the applicant.
 5. Licenses to sell prepared food on the town mall shall be approved for no more than ~~four (4)~~ five(5) vendors annually, not including the Brunswick Farmers' Market.

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 37

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 38

BACK UP MATERIALS



Town Clerk's Department
207-725-6658

Fran Smith, Town Clerk

MEMO

To: Town Council
From: Fran Smith, Town Clerk
Date: March 15, 2016
Re: **SELLERS OF PREPARED FOOD ON PUBLIC WAYS** application

The Town Clerk's Office has received a request for a **SELLERS OF PREPARED FOOD ON PUBLIC WAYS**

Seller of Prepared Food on Public Ways for Businesses on Maine Street:

Little Saigon

Please consider these requests at your March 21, 2016 Council Meeting.

TOWN OF BRUNSWICK

Little Saigon

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

APPLICATION FOR LICENSE OR PERMIT

New License: Opening Date _____ Renewal License

Business Name: Little Saigon E-Mail: _____

Business Address: 44 MAIN St Brunswick Business Phone Number: 725-1888

Name of Contact Person: CUONG LY Contact's Phone Number: 650-0338

Mailing Address for Correspondence: SAMZ

Signature of Applicant: [Signature] Date: 3/8/16

Type of Business: Sole Proprietor-Owner's Name: JAY S. LY

Partnership-Partners' Names: _____

Corporation-Corporation Name: _____

Corporations Please Complete:

Incorporation Date: NOV-13-2012 Incorporation State: MAINE

Address of Incorporation: 44 MAIN St Brunswick, ME Phone #: 725-1888

Name of Corp. Officer, Owner, or Partners: Title Address % of Stock or ownership

Name of Corp. Officer, Owner, or Partners	Title	Address	% of Stock or ownership
<u>JAY S. LY</u>		<u>1 FAWN MEADOWS Lane</u>	<u>100 %</u>
		<u>Freeport, ME 04032</u>	

Note: There will be a late fee for any expired licenses (\$25) w/ fees higher than (\$50) and (\$10) for licenses w/ fees (\$50) or less. The fine will double after the license has been expired for more than 30 days. New licenses are prorated by the half-year.

Select Type of License you are applying for on back of this page

Town Clerk Use Only:

Type of License Seller prep food P/W

All Licenses: Personal Property Taxes Paid

Peddler: Codes _____ Codes Officer Signature April 4

Seller of Prepared Food on Public Way: Insurance Binder Picture of Cart Council Approval

Victualer/Innkeeper/Tattooing Establishment State Health Certificate

Junkyard: Public Hearing Date Advertising Fee

Mailed or Issued Date: _____

Paid Fee: \$ 25.00

Cash/Check Date

MAR - 8 2016

DDV

#1305

License Fees & Schedule: Please check the type of license you are applying for.

Bazaar or Flea Market-Exp. June 30th

_____ 1-3 Days (\$50) Date and Location of Event: _____

_____ Annually (\$225)

Bowling Alleys, Pool Halls and Billiards-Exp. June 30th

_____ Number of Lanes (\$20 each) _____ Number of Tables (\$20 each)

Carnival or Circus

_____ Number of Days (\$150/day) Date and Location of Event: _____

Commercial Vehicle-Exp. December 31st _____ Number of Vehicles (\$75/vehicle) (New licenses issued between 7/1 and 12/31 is \$38 per vehicle) (New Vehicles – one time \$25 inspection fee)

Food Service Establishment (Victualer)-Exp. May 31st *Current State Health Certificate must accompany application*

FSE with Malt, Vinous & Spirituous Liquor (\$250)

FSE with Malt and Vinous (\$200)

FSE with Malt or Vinous (\$175)

FSE with Sit Down, no Alcohol (\$100)

FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering,

B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

Innkeeper-Exp. May 31st 1-15 Rooms (\$100)

16+ Rooms (\$175)

Current State Health Certificate must accompany application

Junkyard Automobile Graveyard (\$50 each, both Exp. Oct. 1st) **Auto Recycling (\$250-5 Yrs)**

Plus \$25 application fee for each type _____

Pawnbroker (\$75)-Exp. June 30th

Peddler:

_____ #Weeks/\$25/week _____ #Months (up to-3 months-\$50/ up to-6 months \$75) _____ 1. Year (up to 12 months \$100)

Pinball Mach. - Other Amuse Devices (\$35/each) Exp. June 30th _____ Number of Machines/Devices

Second Hand Dealer (\$75)-Exp. June 30th

Sellers of Prepared Food on Public Way (\$1500 Mall vendor/\$3,000 Farmers Market/\$25 other)

Location: 44 MAIN ST BRUNSWICK _____ Exp. 1st PH in March

As part of the application you must submit a letter of intent from insurance carrier, picture of food service device (not needed for renewals) and a victualer's license.

I certify that, to the best of my knowledge, I have complied with all laws and ordinances of the State of Maine and the Town of Brunswick.

(Signature of owner, officer, partner or agent)

New applicants must contact the Recreation Department for cart dimensions and mall access.

Tel# 207-725-6656

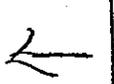
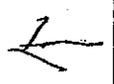
There is no proration on new licenses.

Tattooing Establishment (\$75)-Exp. June 30th *Current State Health Certificate must accompany application*

Theater (\$150 per screen)-Exp. June 30th _____ Number of Screens

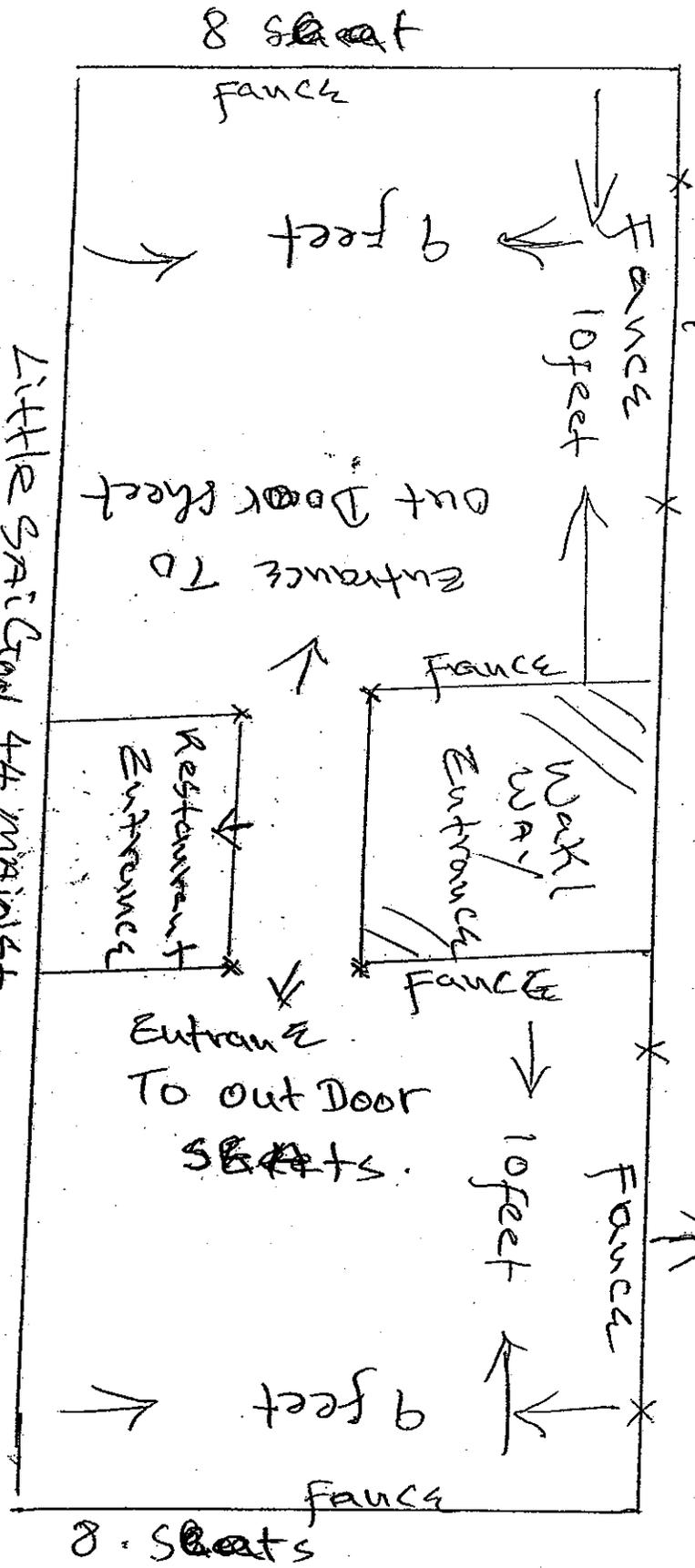
MAINE Street

CURVE (Tree)



6 1/2 feet

6 1/2 feet



Little SAIL Club 44 MAIN ST.