

BRUNSWICK TOWN COUNCIL
Agenda
April 19, 2016
Regular Meeting Starts at 6:30 P.M.
Council Chambers
Town Hall
85 Union Street

Roll Call of Members

Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the minutes of April 4, 2016
- b) Appointment of Jeff Hutchinson as Codes Officer and Local Plumbing Inspector with a term to expire on 05/03/2017
- c) Appointment of Carl Adams as alternate Codes Officer and alternate Local Plumbing Inspector with a term to expire on 05/03/2017
- d) Approval of nominations of election workers for 2016-2017
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 021 Lot 003 Sub 000 Typ002
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 000 Sub 000 Typ 188
- g) Approval of Poem in Your Pocket Proclamation

Public Comments

Correspondence

COMMITTEE REPORTS

- Finance Committee
- Teen Center Board of Trustees
- TIF Committee

MANAGER'S REPORT

- a) Presentation from MDOT regarding the Frank J. Wood Bridge project
- b) Revaluation video
- c) Miller Point Update
- d) Report on spring cleanup services
- e) TIGER Grant Update
- f) Financial update
- g) Recognition of Government Finance Officers Association's Certificate of Achievement

NEW BUSINESS

42. The Town Council will consider approving the use of the Town Mall by American Cancer Society's Relay for Life on June 2, 2017, and will take any appropriate action. (Manager)
ACTION
43. The Town Council will consider adopting "A Resolution Authorizing an Appropriation and Grant of up to \$300,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority," and will take any appropriate action. (Councilor Watson, Councilor Perreault, and Councilor Harris)
ACTION
44. The Town Council will consider setting a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Washburn & Doughty, and will take any appropriate action. (Manager)
ACTION
45. The Town Council will consider setting a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Artforms, and will take any appropriate action. (Manager)
ACTION
46. The Town Council will hear a report from the Town Manager regarding recommendations for a sale date for properties acquired through the tax lien foreclosure process, and will take any appropriate action. (Manager)
ACTION
47. The Town Council will consider setting the Charter required public hearing for May 12, 2016, on the proposed Municipal Budget for 2016-2017 and Capital Improvement Plan for 2017-2021, 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
April 19, 2016
Council Notes and Suggested Motions

CONSENT AGENDA

- a) Approval of the minutes of April 4, 2016: A copy of the minutes is included in your packet.
- b) Appointment of Jeff Hutchinson as Codes Officer and Local Plumbing Inspector with a term to expire on 05/03/2017
- c) Appointment of Carl Adams as alternate Codes Officer and alternate Local Plumbing Inspector with a term to expire on 05/03/2017

Items CA-b and CA-c are the state required reappointments of Jeff Hutchinson and Carl Adams as the Codes Officer and Local Plumbing Inspector and the alternate Codes Officer and alternative Local Plumbing Inspector respectively.

- d) Approval of nominations of election workers for 2016-2017: The Council is required to appoint election workers who have been nominated by the municipal parties on a biannual basis. The lists contain the names of the current workers and have been approved by the local party chairs. Copies of a memo from Ms. Smith and the lists of the workers are included in your packet.
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 021 Lot 003 Sub 000 Typ002
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 000 Sub 000 Typ 188

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

- g) Approval of Poem in Your Pocket Proclamation: This is the annual Council approval of this Proclamation. Representatives from the group will be at your meeting to provide more information. A copy of the proposed Proclamation is 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 removing CA-g (Poem in Your Pocket Proclamation) so it can be read aloud, and a presentation from the group can be given.

Suggested motion:

Motion to approve the Consent Agenda.

COMMITTEE REPORTS

- Finance Committee
- Teen Center Board of Trustees
- TIF Committee

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

MANAGER'S REPORT

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

- a) Presentation from MDOT regarding the Frank J. Wood Bridge project: Representatives from the Maine Department of Transportation (MDOT) will provide an overview of their proposal for the rehabilitation or replacement of the Frank Wood Bridge. MDOT will also be presenting to the Topsham Selectmen and to the public, with a public meeting to be held on April 27th at 6:00 p.m. at the SMCC Mid-Coast Campus. A copy of the public notice is included in your packet.
- b) Revaluation video: This item informs the Council of a video developed to be played on Cable TV 3 and on the Town website showing what a resident can expect as part of the upcoming revaluation process. Additional videos will be created as the revaluation progresses.
- c) Miller Point Update: This item is for the Manager to update the Council on this matter based on what has occurred since the Council action on April 4th. A copy of the Agreement and Vegetation Management Plan for Miller Point is included in your packet.
- d) Report on spring cleanup services: This item informs the public of the upcoming spring clean-up that runs through April 30th. More information is included on the Public Works website. A copy of the program flyer is included in your packet.
- e) TIGER Grant Update: This item is to update the Council on this grant process. Staff has reviewed the requirements for a TIGER grant application and concluded that the Town cannot prepare a competitive application for the 2016 round.
- f) Financial update: Staff 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.
- g) Recognition of Government Finance Officers Association's Certificate of Achievement: The Finance Department has received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. The Town has received this award since 1999.

NEW BUSINESS

42. This item is for the Council to consider approving the use of the Town Mall by American Cancer Society's Relay for Life for June 2, 2017. This request comes to the Council since the requested hours are beyond what is allowed under section 14-6 of the ordinance, which states "From June 1 through September 25, no person shall occupy the town's lower mall between the hours of 10:00 p.m. and 6:00 a.m. ...". They are requesting to be there until midnight. In addition they will be having a D.J.

and a large number of people walking in the general area of the mall. Traditionally, this event has been at the High School, but the group is hoping to relocate it to the Mall as a way to increase visibility and community awareness. Staff, including Police, Parks and Recreation, and Clerk's office, met with the organizers to discuss the proposal. Staff agreed that this event is something that warrants Council approval as the event has requests beyond staff's authority to grant. Representatives from the American Cancer Society will be at the meeting to explain their proposal and answer questions. Copies of a letter from the American Cancer Society and a mall request are included in your packet.

Suggested motion:

Motion to approve the use of the Town Mall by American Cancer Society's Relay for Life for June 2, 2017.

43. This item is sponsored by the TIF Committee, composed of Councilor Watson, Councilor Perreault, and Councilor Harris. It asks the Council to consider adopting "A Resolution Authorizing an Appropriation and Grant of up to \$300,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority." The TIF committee reviewed the request from MRRA and supported the recommendations. Copies of a memo from Manager Eldridge, the Resolution, a letter from MRRA, and minutes from the TIF Committee meeting are included in your packet.

Suggested motion:

Motion to adopt "A Resolution Authorizing an Appropriation and Grant of up to \$300,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority."

44. This item is to set a public hearing for May 2, 2016, on the CDBG grant application for Washburn & Doughty. On March 7, 2016, the Council approved the Town submitting a Letter of Intent to the Maine Department of Economic and Community Development (DECD) on March 4, 2016 to apply for an Economic Development Program grant on behalf of Washburn & Doughty Associates, Inc., an East Boothbay-based business, specializing in the construction of steel and aluminum commercial vessels. On March 10, 2016, DECD invited the Town to apply for funds on behalf of the company. The Economic Development Program grant application is due to DECD on Friday, May 13, 2016. As part of that process, this requested public hearing must be held. Copies of a memo from Linda Smith, along with the Letter of Intent and letter from DECD, are included in your packet.

Suggested motion:

Motion to set a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Washburn & Doughty Associates Inc.

45. This item is to set a public hearing for May 2, 2016, on the CDBG grant application for Artforms. On January 19, 2016, Town Council members approved the Town submitting a Letter of Intent to the Maine Department of Economic and Community Development (DECD) to apply for an Economic Development Program grant on behalf of Artforms, Inc., a Brunswick company that designs and manufactures custom

imprinted t-shirts and other garments, selling wholesale to souvenir and resort retailers. On February 5, 2016, the Town submitted the Letter of Intent on behalf of the company. On February 8, 2016, DECD invited the Town to apply for funds on behalf of the company. The Economic Development Program grant application is due to DECD on Friday, May 13, 2016. As part of that process, this requested public hearing must be held. Copies of a memo from Linda Smith, along with the Letter of Intent and letter from DECD, are included in your packet.

Suggested motion:

Motion to set a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Artforms.

46. This item is for the Town Manager to present a list of tax acquired properties to the Council. The Finance Committee reviewed the list and provided their recommendations for a sale date for properties acquired through the tax lien foreclosure process. They are recommending the date of August 1, 2016. The action to sell the properties is consistent with the Town's policy regarding tax acquired properties. Copies of a memo from Mr. Eldridge, a list of the properties, and the Tax Acquired Real Estate Policy, are included in your packet.

Suggested Motion:

Motion to set August 1, 2016, as the sale date for properties if outstanding obligations are not paid, as included in the attached list.

47. This item is to set the Charter required public hearing for May 12, 2016, on the proposed Municipal Budget for 2016-2017 and CIP for 2017-2021. Since the advertisement has to be in the newspaper prior to the May 2nd meeting, the Council needs to set the public hearing at this meeting. By the time the advertisement appears in the paper, the budget will be available to the public, even though it is not currently available.

Suggested motion:

Motion to set the Charter required public hearing for May 12, 2016, on the proposed Municipal Budget for 2016-2017 and Capital Improvement Plan for 2017-2021.

Suggested motion:

Motion to adjourn the meeting.

CONSENT AGENDA - A BACK UP MATERIALS

DRAFT
BRUNSWICK TOWN COUNCIL
Minutes
April 4, 2016
Executive Session 6:00 P.M.
7:00 P.M. – Regular Meeting
Council Chambers
Town Hall
85 Union Street

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

Councilors Absent: Daniel E. Harris

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Derek Scrapchansky, Assistant Town Manager; Steve Langsdorf, Town Attorney; Don Koslosky, Deputy Fire Chief; 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)(D)] Union Negotiations and [1 M.R.S.A. §405(6)(E)] Consultation with Legal Counsel

Chair Brayman moved, Councilor K. Wilson seconded, to go into executive session to discuss Union Negotiations per 1 M.R.S.A. §405(6)(D) and for a consultation with legal counsel per 1 M.R.S.A. §405(6)(E). The motion carried with eight (8) yeas.

Meeting Resumes

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

Adjustments to Agenda

Add Manager's Report item d – update on School facilities

CONSENT AGENDA *(This item was discussed at 7:02 p.m.)*

- a) **Approval of the minutes of March 21, 2016**
- b) **Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 223**
- c) **Approval of a Quitclaim Deed for the mobile home on land depicted as Map 041 Lot 011 Sub 000 Typ 006**
- d) **Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 276**
- e) **Approval of a Quitclaim Deed for the mobile home on land depicted as Map 045 Lot 003 Sub 000 Typ 200**
- f) **Approval of a Quitclaim Deed for the mobile home on land depicted as Map 025 Lot 016 Sub 000 Typ 058**

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

Chair Brayman moved, Councilor Millett seconded, to approve the Consent Agenda Items CA-a through CA-g and CA-j and CA-k. The motion carried with eight (8) yeas.

Chair Brayman requested Item CA-l be removed so it could be read and voted on separately.

Councilor Perreault requested CA-h and CA-i be removed since his wife works for the department providing the grant.

Councilor Millett moved, Councilor S. Wilson seconded, to approve item CA-h. The motion carried with seven (7) yeas. Councilor Perreault abstained.

Chair Brayman moved, Councilor Millett seconded, to approve item CA-i. The motion carried with seven (7) yeas. Councilor Perreault abstained.

Chair Brayman read the Resolution for Item CA-l.

John Portela, 60 Columbia Avenue and Chair Elect of the Maine Commission on Community Services, spoke regarding this item.

Emma LeBlanc, Mid Coast Hunger Prevention and AmeriCorps member, spoke regarding this item.

Chair Brayman moved, Councilor Millett seconded, to adopt CA-l “Resolution Recognizing National Service Recognition Day.” The motion carried with eight (8) yeas.

(A copy of supporting materials for Item CA-b through CA-l will be attached to the official minutes.)

Public Comments *(This item was discussed at 7:13 p.m.)*

Richard Fisco, 2 Lincoln Street, discussed a chart he provided regarding the cost of living increases vs property tax increases and how the tax percentages are increasing more than the cost of living increases.

Craig Zurhorst, Western Maine Transportation Services, Inc, introduced himself and indicated they will be taking over the Brunswick Explorer Bus on April 22nd. He responded to questions from Councilor Millett.

Jonathan Crimmins, 86 Jordan Avenue, spoke regarding the Miller Point development. (He spoke at this time as he needed to leave and could not wait until the item came up in the agenda.)

Correspondence (*This item was discussed at 7:20 p.m.*)

Councilor A. Harris said she received a call from a constituent supporting the new school on the Jordan Acres school site, but wanted to make sure there would be a community room included. Councilor Harris also said she attended the NNEPRA meeting and they indicated that the layover facility is on schedule for September. They will also start a third trip midday in November once the railroad ties are fixed between Wells and Portland.

COMMITTEE REPORTS (*This item was discussed at 7:23 p.m.*)

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

Reports were given on the above Committees.

MANAGER'S REPORT

a) Project Tracking Report (*This item was discussed at 7:39 p.m.*)

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

Councilor S. Wilson, Chair Brayman, Councilor A. Harris, Councilor Millett, and Councilor Walker spoke regarding this item.

b) Budget meeting schedule (*This item was discussed at 7:49 p.m.*)

Manager Eldridge spoke regarding this item and responded to questions from Councilor Perreault.

c) Special Permit for U-Haul Moving and Storage (*This item was discussed at 7:53 p.m.*)

Manager Eldridge spoke regarding this item and responded to questions from Councilor Perreault.

(A copy of a Planning Department memo and the Special Permit are included in your packet.)

d) ADDED update on school facilities (*This item was discussed at 7:31 p.m.*)

William Thompson, Chair of the School Board, provided this update and responded to questions from Chair Brayman, Councilor S. Wilson, Councilor Millett, and Councilor Perreault.

PUBLIC HEARING

- 39. The Town Council will hear public comments on a renewal special amusement application, and will take any appropriate action. (Manager) (This item was discussed at 7:55 p.m.)**

**Special Amusement
Columbus Club, Inc.
D/B/A: Knights of Columbus, Sekenger Council #1947
2 Columbus Drive**

William Sulzberger, G. K.

Chair Brayman opened the public hearing.

Fran Smith, Town Clerk, spoke regarding this item and answered questions from Chair Brayman and Councilor Millett.

Chair Brayman closed the public hearing.

Councilor Perreault moved, Chair Brayman seconded, to approve a renewal special amusement application for Knights of Columbus, located at 2 Columbus Drive. The motion carried with eight (8) yeas.

TABLED ITEM

- 36. The Town Council will consider requesting that the Town Manager direct the Planning Department to require a special use permit review of the Miller Point revetment project, and will take any appropriate action. (Councilor Walker) (This item was discussed at 7:57 p.m.)**

Councilor Walker introduced this item.

MOTION

Councilor Walker moved, Chair Brayman seconded, to request that the Town Manager and Town Attorney work with the property owners to enter into an agreement to improve the design of the slope and drainage for the project, as may be necessary, subject to verification by a professional engineer with appropriate expertise, taking into account environmental concerns.

Councilor Watson spoke again regarding the motion.

Rob King, 553 Mere Point Road, spoke regarding this motion.

Chair Brayman, Councilor K. Wilson, and Councilor Perreault spoke regarding this motion.

Chair Brayman opened the floor for public comments with the following people speaking:

Richard Knox, 81 Simpson's Point Road

Richard Fisco, 2 Lincoln Street

The discussion returned to the Council.

Councilor Perreault, Councilor Walker, Councilor Millett, Councilor Watson, Councilor S. Wilson, and Chair Brayman spoke regarding this motion.

VOTE ON MOTION:

Councilor Walker moved, Chair Brayman seconded, to request that the Town Manager and Town Attorney work with the property owners to enter into an agreement to improve the design of the slope and drainage for the project, as may be necessary, subject to verification by a professional engineer with appropriate expertise, taking into account environmental concerns. The motion carried with eight (8) yeas.

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 8:28 p.m.)**

Fran Smith, Town Clerk, introduced this item, and responded to questions from Councilor Perreault and Councilor A. Harris.

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

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

The motion carried with eight (8) yeas.

(A copy of a memo from Ms. Smith and the state law will be attached to the official minutes.)

NEW BUSINESS

40. **The Town Council will consider adopting the proposed Social Service Policy, and will take any appropriate action. (Social Service Committee) (This item was discussed at 8:41 p.m.)**

Councilor Perreault introduced this item, and responded to questions from Councilor S. Wilson, Chair Brayman and Councilor K. Wilson.

Councilor Millett, Councilor Walker, Councilor K. Wilson, Councilor A. Harris, Chair Brayman, Councilor S. Wilson, and Councilor Watson spoke regarding this item.

Manager Eldridge spoke regarding this item.

Councilor Perreault moved, Councilor Walker seconded, to adopt a social service policy to become effective for the 2017-18 budget year, with an amendment to the proposed language of a cap of \$20,000 annually, instead of just for the first year. The motion carried with six (6) yeas. Councilor S. Wilson and Councilor Millett were opposed.

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

- 41. 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 9:10 p.m.)***

Councilor K. Wilson made the following nominations:

Village Review Board

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

Fence Viewer

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

Rivers and Coastal Waters Commission

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

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

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

Sewer District

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

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

The Council supported these nominations with eight (8) yeas.

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

The meeting adjourned at 9:12 p.m.

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

Town Council Minutes
April 4, 2016
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Frances M. Smith
Town Clerk
April 11, 2016

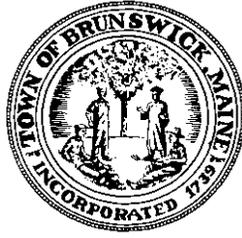
April 19, 2016
Date of Approval

Council Chair

CONSENT AGENDA - B
NO BACK UP MATERIALS

**CONSENT AGENDA - C
NO BACK UP
MATERIALS**

CONSENT AGENDA - D BACK UP MATERIALS



TOWN CLERK' OFFICE

To: Town Council

From: Fran Smith, Town Clerk

Date: April 14, 2016

Re: Appointment of Election Clerks

State Law requires that the municipal officers appoint the election clerks by May 1st of the even years. Attached is a list of those people we have used in the past and the list has been reviewed by the political parties.

Thank you

All Active Election Worker By Party - Democrat

| LastName | FirstName | Party | Address | Telephone(home) | (work) | Active | |
|-----------------|------------------|--------------|---------------------|------------------------|---------------|---------------|------------|
| Abernethy | Jane | Demo | 246 Coombs Rd | 798-8309 | | A | 2/16/1957 |
| Arford | Poppy | Demo | 8 Quarry Rd | 725-8486 | | A | 9/23/1954 |
| Breitbart | Bernie | Demo | 38 Cumberland St. | | | A | 7/23/1945 |
| Chale | Donna | Demo | 2 Sagamore Ln | 607-9870 | | A | 11/4/1950 |
| Connelly | Mike | Demo | 102 Jordan Ave. | 729-6004 | 837-9057 | A | 3/21/1957 |
| Cornell | Christa | Demo | 1 North Trail | 751-4843 | | A | 11/29/1953 |
| Cotton | John | Demo | 2 Brookmere Ln | 208-6531 | | A | 11/25/1937 |
| Daughtry | Hallie | Demo | 15 Oak Ridge Rd | 725-6168 | | A | 8/16/1945 |
| Dickinson | Hannah | Demo | 183 Columbia Ave | 522-7971 | | A | 8/11/1972 |
| Duquesnoy | Alice | Demo | 7 Hawthorne St. | 725-5328 | 208-7320 | A | 10/8/1957 |
| Friese | Diane | Demo | 21 McLellan St | 491-6684 | | A | 9/21/1949 |
| Gilbert | Judy | Demo | 45 Weymouth St. | 725-2878 | 831-9763 | A | 2/21/1952 |
| Hagans | Marcia | Demo | 2 Spring St | 729-4236 | | A | 5/13/1940 |
| Hamilton | Suzanne | Demo | 156 McKeen St | 319-3255 | | A | 12/21/1946 |
| Hartley | Betty | Demo | 27 Ward Cir | 725-8270 | | A | 11/9/1944 |
| Knight | Margo | Demo | 22 Page St | | | A | 6/7/1954 |
| Leachman-Yee | Christine | Demo | 154 Mere Pt Rd | 406-2771 | | A | 1/23/1956 |
| Lloyd | Judy | Demo | 46 Chamberlain Ave. | 725-2656 | | A | 3/9/1950 |
| Lundquist | Connie | Demo | 11 Longfellow Ave. | 725-2837 | | A | 5/10/1950 |
| Markow | Beth | Demo | 20 Peary Dr | 729-6375 | | A | 3/9/1954 |
| Markow | Theodore | Demo | 20 Peary Dr | 729-6375 | | A | 7/9/1955 |
| Michaud | Sue | Demo | 14 Merrymeeting Rd. | 729-4857 | | A | 7/4/1951 |
| Ollier | Dot | Demo | 21 Lisbon Falls Rd. | 751-4919 | | A | 3/2/1953 |

| LastName | FirstName | Party | Address | Telephone(home) | (work) | Active | |
|-----------------|------------------|--------------|----------------------|------------------------|---------------|---------------|------------|
| Porter | Edwin (Ned) | Demo | 3 Penacook Dr | 729-6846 | | A | 8/25/1956 |
| Reese | Gerard | Demo | 11 Bodwell St | 406-4120 | | A | 11/21/1946 |
| Rhode | John | Demo | 13 Mountain Ash Ave. | 725-2157 | | A | 2/12/1938 |
| Rhode | Suzanne | Demo | 13 Mountain Ash Ave. | 725-2157 | | A | 3/23/1937 |
| Smyth | Debbie | Demo | 23 Juniper Rd. | 725-8420 | | A | 5/8/1950 |
| Strange | Chris | Demo | 45 Gleed Dr. | 729-9208 | | A | 7/12/1973 |
| Tara | Annee | Demo | 34 Belmont St. | 725-1249 | | A | 8/18/1946 |
| Thiboutot | Carol | Demo | 19 Patricia Rd | 725-2224 | | A | 2/4/1944 |
| Tucker | Nancy | Demo | 15 McKeen Street | 725-7639 | | A | 9/5/1949 |
| Turner | Marjorie | Demo | 19 Potter Street | 729-9059 | | A | 10/14/1954 |
| Vaughn | Jean | Demo | 1168 Mere Pt Rd | 729-9595 | | A | 6/14/1945 |
| Wallace | David | Demo | 46 Chamberlain Ave. | 725-2656 | | A | 11/1/1962 |
| Wilk | Janet | Demo | 6 Windy Ridge | 725-2558 | | A | 3/30/1944 |
| Yee | Leland | Demo | 154 Mere Pt Rd | 406-2771 | | A | 3/3/1940 |
| Yuods nukis | Barbara | Demo | 276 Bunganuc Rd. | 729-0823 | | A | 2/18/1942 |
| Yuods nukis | Tony | Demo | 276 Bunganuc Rd. | 729-0823 | | A | 12/6/1942 |

All Active Election Worker By Party - Republican

| LastName | FirstName | Party | Address | Telephone(home) | (work) | Active | |
|-----------------|------------------|--------------|----------------------|------------------------|---------------|---------------|------------|
| Bailey | Scott | Repub | 12 Songbird Ln | | 841-3433 | A | 9/1/1966 |
| Banas | Michael | Repub | 39 Tanglewood Dr. | 319-9081 | | A | 9/19/1952 |
| Bauman | Jack | Repub | 85 Minott Shore Road | 729-1219 | | A | 12/20/1939 |
| Bauman | Judy | Repub | 85 Minott Shore Road | 729-1219 | | A | 8/2/1939 |
| Bernstein | Holly | Repub | 22 Richards Dr. | 725-8178 | 624-7794 | A | 5/4/1951 |
| Bridge | Jim | Repub | 14 Pasture Way | 725-8432 | | A | 3/21/1948 |
| Bridge | Kathy | Repub | 14 Pasture Way | 725-8432 | | A | 4/3/1956 |
| Collette | Judy | Repub | 283 Bunganuc Road | 729-7967 | | A | 3/25/1937 |
| Collette | Rod | Repub | 283 Bunganuc Rd. | 729-7967 | | A | 1/11/1934 |
| Connors | Tasha | Repub | 29 Cumberland St. | 729-0460 | 837-2907 | A | 3/8/1976 |
| Duffy | Anita | Repub | 20 Kimberley Cir | 729-1302 | 841-6618 | A | 7/31/1967 |
| Duffy | Kassandra | Repub | 30 Otter Brook Rd | | | A | 3/3/1987 |
| Freedell | Raymond | Repub | 22 Shobe Ave | | | A | 10/10/1949 |
| Hastings | Karen | Repub | 25 Beech Dr. | 725-9054 | | A | 1/14/1953 |
| Kercel | Stephen | Repub | 2 Brian Dr. | 729-4504 | | A | 9/23/1947 |
| King | Sara | Repub | 110 Columbia Ave | 751-7485 | | A | 9/6/1982 |
| Lemieux | Nancy | Repub | 39 Melden Dr | 729-6766 | | A | 2/26/1955 |
| McGinn | Sarah | Repub | 40 Tanglewood Dr. | 406-2350 | 522-3590 | A | 10/30/1981 |
| Patrick | Mary | Repub | 79 Hennessey Avenue | 729-6042 | | A | 7/29/1942 |
| Rider | Karen | Repub | 46 Arrowhead Dr. | 729-3450 | | A | 12/2/1969 |
| Thompson | Nancy | Repub | 20 Pond Dr | | | A | 3/1/1954 |
| Zrioka | Joe | Repub | 18 Davis Street | 721-8972 | | A | 4/16/1960 |
| Zrioka | Teri | Repub | 18 Davis Street | 721-8972 | | A | 7/13/1952 |

CONSENT AGENDA - E BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 19, 2016 for consideration paid, release to **Kleizo, Dianne**, 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 | 271 | August 22, 2014 | 2013 |
| 32536 | 153 | 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 021 Lot 003 Sub 000 Typ 002 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 19th day of **April 2016**.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 19, 2016

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

Before me,

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

CONSENT AGENDA -F BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on April 19, 2016 for consideration paid, release to **Russ, Terry L**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

| Book | Page | Date Recorded | For Tax Year |
|--------------|-------------|------------------------|---------------------|
| 30957 | 102 | August 23, 2013 | 2012 |
| 31725 | 108 | August 22, 2014 | 2013 |
| 32536 | 248 | 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 188 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2012, April 1, 2013 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 19th day of April 2016.

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

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

April 19, 2016

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

Before me,

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

CONSENT AGENDA - G BACK UP MATERIALS



**Town of Brunswick
Poem in Your Pocket Day Proclamation**

Whereas, the Town of Brunswick has been the historical home of literary figures such as Henry Wadsworth Longfellow, Nathaniel Hawthorne, Harriet Beecher Stowe and Robert P.T. Coffin,

Whereas, the Town of Brunswick regularly acknowledges our place literary history through the naming of its public schools, its support of “Longfellow Days,” and though placement of historical markers in downtown streets reciting the works of our literary forebears,

Whereas, the Town of Brunswick is currently home to a vibrant literary arts community,

Whereas, Academy of American Poets initiated the inception of National Poetry Month in 1996 and along the way has enlisted a variety of government agencies and officials, educational leaders, publishers, sponsors, poets, and arts organizations to help,

Whereas, in 2002, the City of New York created Poem in Your Pocket Day as part of the city's National Poetry Month celebration,

Whereas, in 2009, the Academy of American Poets took Poem In Your Pocket Day national,

Whereas, sharing poetry encourages community building,

Therefore, the Brunswick Town Council proclaims April as “Brunswick Poetry Month” and Thursday, April 28th “Poem in Your Pocket” day in Brunswick, Maine. On this day, the residents of Brunswick, Maine are encouraged to keep a poem in their pocket and to share it with others when invited to do so.

Given under our hands this 19th day of April 2016.

**Sarah E. Brayman
Chair, Brunswick Town Council**

Manager's Report Overview

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: April 13, 2016

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

Below is a brief summary of items included in the April 19, 2016 Manager's Report.

Frank Wood Bridge (a)

Representatives from the Maine Department of Transportation (MDOT) will address the Town Council on the Department's preferred option for the rehabilitation or replacement of the Frank Wood Bridge. MDOT commissioned a study of various alternatives. In addition to the presentation to the Town Council, MDOT plans to make its presentation to the Topsham Selectmen, various stakeholder groups and the general public.

Revaluation Update (b)

KRT Appraisal, the company selected to perform the revaluation, has started its field work. Representatives from KRT will be visiting homes to measure and list properties. The Town, working with KRT, has produced a video that demonstrates what property owners can expect when visited by KRT representatives. The video will be loaded on the Town's website and aired on TV3. Cathleen Jamison will be in attendance to debut the video for the Council. We expect to produce additional videos throughout the revaluation process. Special thanks to Peter Compagna for recording and editing the video, to Cathy Jamison and KRT for producing the script and Angie Bradstreet for her starring role.

Miller Point Update (c)

Despite some work that occurred on April 5th, work at Miller Point has stopped. We are negotiating the agreement we discussed at the last Council meeting. We agreed on the maintenance agreement, which will be recorded and run with the property. The agreement has been reviewed by the Town Attorney, and is provided in your packet. Unless there is an objection, I intend to execute the agreement on the town's behalf.

Spring Clean-up (d)

Public Works has announced that the annual two week spring clean-up period will run from April 19th through April 30th. No permit is required for residents to access the Graham Road landfill, however, disposal fees are still required on most items. During the clean-up period the landfill will also be open on Sunday, April 24th and Monday, April 25th. A list of the services available during

Memo to Town Council
April 13, 2016
Manager's Report

clean-up week is attached.

Tiger Grant Update (e)

We reviewed the requirements for a TIGER grant application and concluded that we cannot prepare a competitive application for the 2016 round. We expect there will be a round in 2017, however, a credible application will require the development of a very well defined project, and that effort will undoubtedly require the use of contract services.

Financial Update (f)

The budget-to-actual reports, for activity through March 31, 2016 are included in your packet. We will make a brief report at the Council meeting.

GFOA Certificate of Excellence in Financial Reporting (g)

Congratulations to Julie Henze, Branden Perreault, and the entire Finance department for receiving the Government Finance Officers Association (GFOA) Certificate of Excellence in Financial reporting for the Town of Brunswick 's comprehensive annual financial report for the year that ended June 30, 2015. The certificate recognizes that Brunswick published an easily readable and efficiently organized comprehensive annual financial report that satisfied both generally accepted accounting principles and applicable legal requirements. The Town has received this prestigious recognition every year since 1999.

Attachment: Spring Clean up week services

MANAGER'S REPORT - A BACK UP MATERIALS



MaineDOT

**Notice of
FORMAL
PUBLIC MEETING
for BRUNSWICK AND TOPSHAM
RESIDENTS**

**TO DISCUSS
THE REPLACEMENT OF THE
FRANK J. WOOD BRIDGE
LOCATED ON THE
BRUNSWICK-TOPSHAM TOWN LINE**

WEDNESDAY, APRIL 27, 2016

AT 6:00 P.M.

**AT THE SMCC MID-COAST CAMPUS,
LL BEAN LEARNING COMMONS & HEALTH SCIENCE CENTER, BLDG. 1
LOCATED AT 29 SEWALL STREET (OFF OF ADMIRAL FITCH AVENUE)
IN BRUNSWICK**

Please join MaineDOT for a formal public meeting to discuss the replacement of the Frank J. Wood Bridge, located on the Brunswick-Topsham town line, which carries Route 201 over the Androscoggin River.

Representatives of the Maine Department of Transportation will be present on Wednesday, April 27, 2016 at 6:00 p.m. to present project recommendations, listen to concerns, receive comments, and answer questions from anyone with an interest in the project. The Department is particularly interested in learning local views relative to project consistency with local comprehensive plans, discovering local resources, and identifying local concerns and issues. Anyone with an interest is invited to attend and participate in the meeting.

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

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

**Work Identification Number 022603.00
Federal Aid Project Number STP-2260(300)
TTY Telephone (888) 516-9364**

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

CONSENT AGENDA - C BACK UP MATERIALS

Agreement and Vegetation Management Plan For Miller Point
between
Robert C. King, Jr. and Nancy P. King
and
The Town of Brunswick, Maine.

In this agreement:

Vegetation Management Plan refers to this agreement;

The *Owners* are Robert C. King, Jr. and Nancy P. King and shall mean and include their heirs, assigns, contractors and agents;

The *Town* is the Municipality of Brunswick, Maine and its officers, agents and employees;

Miller Point refers to that portion of the premises described in deed from Nancy P. King and Robert C. King, Jr. to Nancy P. King and Robert C. King, Jr., dated March 31, 2015 and recorded in the Cumberland County Registry of Deeds in Book 32193, Page 348 and shown on Town of Brunswick tax maps as that portion of Lot 29, Map 31, that abuts Merepoint Bay on which the Owners have, or will have, completed a shoreline stabilization project pursuant to permits issued by the Maine Department of Environmental Protection and the US Army Corps of Engineers and the floodplain permit issued by the Town;

MDEP refers to the Maine Department of Environmental Protection;

ACE refers to the US Army Corps of Engineers;

Stabilized slope refer to the shoreline stabilization project constructed and completed pursuant to the MDEP and ACE permits, more or less as depicted on Exhibits 2A and 2B, attached hereto; and,

Disturbed area refers to the land between the top of the stabilized slope and the undisturbed woods from which trees were removed to facilitate construction of the stabilized slope;

The Owners and the Town hereby covenant and agree as follows:

A. Vegetation Management Plan Goals:

The goals of this vegetation management plan are to have a permanent stabilized embankment planted with native herbaceous vegetation so as to produce a shoreline that is more stable and aesthetically more pleasing than the harshly eroded, pre-stabilized bank.

B. The stabilized slope:

1. Upon completion of the construction of the stabilized slope Owners' contractors shall finish the stabilized slope with a covering of loam seeded with native herbaceous material such as a "Conservation Mix" and/or "Erosion Control Mix."
2. After seeding, mulch will be spread over the seeded slope to protect germination and control erosion. The slope will be reseeded and remulched as necessary to establish at least 85% viability of cover within the first year following seeding.
3. Where applicable, work undertaken pursuant to this section shall be conducted in accordance with Section 211.2.E of the Brunswick Zoning Ordinance.

C. The Disturbed area:

Upon completion of the construction of the stabilized slope the Owners' contractors shall replant within the disturbed area as follows:

1. The disturbed area will be graded and planted with native woody trees, shrubs and ground cover so as to produce a so-called "well distributed stand" of trees at maturity in accordance with Section 211.2.D of the Brunswick Zoning Ordinance; provided, however the Owners may maintain a narrow vehicular access-way along the top of the stabilized bank to allow vehicular access to the stabilized slope for monitoring and periodic maintenance; which access-way shall be adequately vegetated and not mowed unless needed for access to the stabilized slope for repairs. MDEP Publication #DEPLW0094-B2009, the "Buffer Handbook Plant List" will be used as a guide for the selection of plant materials and as a planting guideline. A Licensed Landscape Architect will provide a layout plan to the Codes Enforcement Officer showing the original plantings.
2. At maturity, the "well distributed stand" of trees within the disturbed area shall have a rating score of at least 24 points per 25' x 50' square area.

D. Annual inspection and maintenance:

1. During the period of five years following the completion of the above planting, annually the slope and the area above the stabilized slope will be inspected by the Owners to identify
 - a. areas of slope with less than 85% herbaceous cover to be replanted: and,
 - b. individual trees and shrubs that have less than 25% viability as evidenced by green tissue and budding as seasonally appropriate to be replaced.
2. After five years following the completion of the above planting, the slope shall be inspected biannually by the Owners, and areas with less than 65% herbaceous cover shall be replanted.

E. Inspection by the Town: Not more often than annually, upon reasonable advance written notice to Owners, and at a mutually agreeable date and time, the Town may inspect the stabilized slope and the upland above the stabilized slope for compliance with this Agreement.

F. Default by Owners:

1. In the event of Owners' default of this Agreement the Town shall serve a notice to cure on Owners specifying the event of default. Owners shall remediate the event of default within a reasonable period of time. The determination of a "reasonable period of time" for remediating an event of default shall take into account the nature of the necessary remediation in the context of the appropriate season, weather and contractor availability.
2. In the event Town determines that Owners have failed to remedy the event of default within a "reasonable period of time" the Town shall provide notice to Owners of such determination together with a date certain by which the event of default shall be remediated. In setting a "date certain" for remediation of an event of default the Town shall take into account the nature of the necessary remediation in the context of the appropriate season, weather and contractor availability.

G. Arbitration: In the event there is any dispute between the Town and Owners as to an event of default of this Agreement, the remediation of an event of default or the determination of a "reasonable period of time" for remediation of an event of default, or any other dispute, controversy or claim arises under this Agreement, such dispute, controversy or claim shall be resolved by arbitration to be conducted under the rules and procedures of the Maine Uniform Arbitration Act. Arbitration shall be initiated by the serving of a written notice of intent to arbitrate (the "Arbitration Notice") by one party upon the other. Arbitration proceedings shall be conducted by a single arbitrator to be agreed upon by the parties; provided, however, if the parties are unable to agree upon a single arbitrator within ten (10) business days from the date of the Arbitration Notice, each party shall select an arbitrator and the two arbitrators so named shall select a third arbitrator. The arbitration proceedings shall then be heard by the arbitrator(s) and the decision of the arbitrator, or of a majority if a panel of three has been selected, shall be final and binding on the parties. The arbitrator(s) shall have no authority to add to, detract from, reform or alter in any manner any provision of this Agreement. The authority of the arbitrators is limited to the interpretation of the provisions of this agreement and enforcement of this agreement by injunctive relief. Judgment upon the arbitration award may be entered in any court of competent jurisdiction. Any Arbitration Notice must be served within one (1) year from the date on which the dispute, controversy or claim arose, and failure to provide an Arbitration Notice of such dispute, controversy or claim within such one year period shall constitute a waiver of such dispute, controversy, claim and event of default giving rise to the same, and shall be an absolute bar to further proceedings with respect to the same. All arbitration proceedings shall be conducted in Brunswick, Maine unless the parties otherwise agree in writing. Notwithstanding the foregoing, nothing in this Agreement shall be deemed to preclude either party from seeking temporary or permanent injunctive relief from a court of competent jurisdiction with respect to any breach of this

Agreement.

- H. Notice: For purposes of this agreement notice by either party to the other shall be in writing and served by Certified U.S. Mail, return receipt requested, and shall be effective upon receipt if mailed to the Owners at the address of the Owners maintained by the office of the Town Tax Assessor and if mailed to the Town, care of the Town Manager or Town Clerk, at the address of the Town's municipal offices.
- I. Recording: A memorandum of this Agreement may be recorded in the Cumberland County Registry of Deeds.
- J. Run with the title to the land: The parties intend this Agreement to run with the title to Miller Point.
- K. Amendment. No amendment or modification of this agreement shall be valid unless the same is in writing and signed by all the parties hereto (to include the Owners' assigns). No waiver of any provision of this Agreement shall be valid unless in writing and signed by the person against whom it is sought to be enforced.
- L. Entire Agreement. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties with respect to the subject matter hereof and is intended by the parties to be an integration of any and all prior agreements and understandings, oral or written, with respect to the subject matter hereof.
- M. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Maine.
- N. Headings. The headings, subheadings and other captions in this Agreement are for convenience and reference only, and shall not be used in interpreting, construing or enforcing any of the provisions of this Agreement.
- O. Counterparts and Copies: This Agreement may be executed in counterpart originals. Photocopy, facsimile and scanned images of a signed original or counterpart original Agreement are as effective as the original signature.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed under seal, on _____ 2016.

Witness

Robert C. King, Jr.

Witness

Nancy P. King

STATE OF NEW JERSEY

_____, ss.

_____, 2016

Personally appeared before me the above-named Nancy P. King and acknowledged the foregoing instrument to be her free act and deed.

Before me,

Notary Public

Print or type name of Notary

Date Commission Expires: _____

STATE OF NEW YORK

_____, ss.

_____, 2016

Personally appeared before me the above-named Robert C. King, Jr. and acknowledged the foregoing instrument to be his free act and deed.

Before me,

Notary Public

Print or type name of Notary

Date Commission Expires: _____

Town of Brunswick

Witness

By _____
John Eldridge, Town Manager

STATE OF MAINE

Cumberland, ss. _____, 2016

Personally appeared before me the above-named John Eldridge and acknowledged the foregoing instrument to be his free act and deed in said capacity.

Before me,

Notary Public/Attorney at Law

Print or type name of Notary

Date Commission Expires: _____

MANAGER'S REPORT - D BACK UP MATERIALS

BRUNSWICK SPRING CLEAN UP

Tuesday, April 19th thru Saturday, April 30, 2016

Residents may deliver Clean-Up Week material to the Graham Road Landfill and the following access features and pricing discounts will apply. Please note that Public Works does NOT provide any curbside Heavy Item Pick-Up during Clean-Up Week.

NOTE: Disposal fees **WILL** be charged for residential refuse material, in accordance with our standard disposal rates regardless of how material is delivered except as noted below. The landfill does not allow access for disposal after 3:30 p.m. To insure access we recommend you plan to arrive at the landfill by at least 3:15 pm to allow you enough time to unload and scale out.

Special Services for Spring Clean-Up

| | |
|--|--|
| No Residential Permit Required | Residents may bring items to the landfill without purchasing a residential landfill disposal permit. Please bring proof of residency. |
| Acceptable Residential Materials for Disposal | Metal items and White Goods (refrigerators, freezers, washing machines, clothes dryers, air conditioners, etc.); masonry, wood and yard waste and recyclable items ARE acceptable at AT NO FEE for the Clean-Up period only. Household refuse, asphalt shingles, VCRs, microwaves, stereos, furniture, mattresses, etc. ARE acceptable, but a disposal fee WILL be charged for these items (min. cost: \$5). Universal Waste Items (TV's, computers, fluorescent light bulbs) are accepted separately at the landfill at no charge from residents only. |
| Exchange Area | Reusable items in good condition may be dropped off or picked-up at the EXCHANGE AREA of the Graham Road Landfill. (Please note general "Dump Picking" is <u>not</u> permitted at the Landfills, except from the designated EXCHANGE AREA .) |
| Open All Day Sunday & Monday | Landfill daily open hours remain the same (see above) but the landfill will be open on Sunday April 24th, and Monday, April 25th. |
| 50% Off Tire Disposal | Residents may dispose of un-mounted <u>automobile</u> tires (max. of 4) @ \$1.00. Normal charge is \$2.00 each. |
| Tipping Fee Waiver | Residents may hire a commercial hauler to pick-up unwanted metal items or white goods (metal appliances like refrigerators, washers, dryers, etc.) or wood waste and these items will be accepted at the Graham Road Landfill and NO TIPPING FEE WILL BE CHARGED . The waiver applies only to metal items and white goods and wood waste material, the regular disposal fees apply to all other residential refuse. A completed "Tipping Fee Waiver" is required for each load. Forms are available at the Graham Road Landfill, the Town Clerk's Office or the Public Works Department on Industry Road. |

These Changes Are in Effect April 19th Through April 30th ONLY.

For Information, Please Call Public Works at 725-6654

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

MANAGER'S REPORT – F BACK UP MATERIALS

FOR 2016 09

| | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| <hr/> | | | | | | | |
| 00 Fill | | | | | | | |
| 19000 General Fund Transfers Out | 1,368,236 | 1,559,217 | 1,559,217.00 | .00 | .00 | .00 | 100.0% |
| TOTAL Fill | 1,368,236 | 1,559,217 | 1,559,217.00 | .00 | .00 | .00 | 100.0% |
| <hr/> | | | | | | | |
| 10 General Government | | | | | | | |
| 11000 Administration | 583,769 | 583,769 | 385,256.00 | 55,544.79 | 1,021.81 | 197,491.19 | 66.2% |
| 11100 Finance Department | 710,161 | 710,161 | 488,332.48 | 51,351.60 | 575.00 | 221,253.52 | 68.8% |
| 11150 Technology Services Dept | 363,164 | 363,164 | 236,380.95 | 15,765.91 | 30,688.74 | 96,094.31 | 73.5% |
| 11200 Municipal Officers | 85,665 | 85,665 | 60,250.76 | 1,300.90 | .00 | 25,414.24 | 70.3% |
| 11210 Munic Bldg - 85 Union | 214,863 | 215,063 | 152,475.54 | 20,632.28 | 9,448.51 | 53,138.86 | 75.3% |
| 11230 Risk Management | 479,057 | 479,057 | 381,647.48 | 3,757.59 | .00 | 97,409.52 | 79.7% |
| 11240 Employee benefits | 0 | 0 | -134,780.06 | -6,818.23 | .00 | 134,780.06 | 100.0% |
| 11250 Cable TV | 61,298 | 61,298 | 39,826.68 | 4,327.70 | 150.36 | 21,320.96 | 65.2% |
| 11300 Assessing | 295,863 | 295,863 | 196,962.72 | 21,670.28 | 2,854.99 | 96,045.29 | 67.5% |
| 11600 Town Clerk & Elections | 363,719 | 364,119 | 216,924.97 | 22,445.28 | 814.90 | 146,379.13 | 59.8% |
| 11900 Planning Department | 480,995 | 483,088 | 315,081.56 | 34,874.28 | 1,293.03 | 166,713.44 | 65.5% |
| 11950 Economic Development Dept | 115,106 | 116,726 | 75,872.13 | 8,339.62 | .00 | 40,853.87 | 65.0% |
| TOTAL General Government | 3,753,660 | 3,757,973 | 2,414,231.21 | 233,192.00 | 46,847.34 | 1,296,894.39 | 65.5% |
| <hr/> | | | | | | | |
| 20 Public Safety | | | | | | | |
| 12100 Fire Department | 3,154,491 | 3,167,016 | 2,200,490.90 | 239,125.81 | 44,553.18 | 921,971.92 | 70.9% |
| 12150 Central Fire Station | 59,158 | 59,158 | 22,721.06 | 2,333.24 | 3,719.26 | 32,717.68 | 44.7% |
| 12160 Emerson Fire Station | 49,328 | 49,328 | 42,599.95 | 5,429.12 | 2,539.66 | 4,188.39 | 91.5% |
| 12200 Police Department | 3,836,175 | 3,836,175 | 2,590,164.38 | 272,736.70 | 4,221.30 | 1,241,789.32 | 67.6% |
| 12210 Police Special Detail | 0 | 0 | 30,885.32 | 330.56 | .00 | -30,885.32 | 100.0% |
| 12220 Emergency Services Dispatch | 812,214 | 812,214 | 540,789.72 | 54,869.88 | .00 | 271,424.28 | 66.6% |
| 12250 Police Station Building | 101,431 | 101,431 | 55,812.83 | 5,500.00 | 4,080.00 | 41,538.17 | 59.0% |
| 12310 Streetlights | 211,000 | 211,000 | 159,407.27 | 17,919.52 | .00 | 51,592.73 | 75.5% |
| 12320 Traffic Signals | 31,600 | 31,600 | 14,430.65 | 477.07 | .00 | 17,169.35 | 45.7% |
| 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 | .00 | .00 | 720.00 | 64.0% |
| TOTAL Public Safety | 8,722,397 | 8,734,922 | 5,886,896.31 | 598,721.90 | 59,113.40 | 2,788,912.29 | 68.1% |
| <hr/> | | | | | | | |
| 30 Public Works | | | | | | | |

FOR 2016 09

| 30 | Public Works | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------|------------------------------|--------------------|-------------------|---------------|--------------|--------------|---------------------|-------------|
| 13100 | Public Works Administration | 446,577 | 446,577 | 302,117.56 | 32,890.60 | 1,336.09 | 143,123.35 | 68.0% |
| 13110 | PW General Maintenance | 1,713,865 | 1,802,351 | 1,053,824.04 | 159,247.00 | 156,558.20 | 591,968.68 | 67.2% |
| 13130 | Refuse Collection | 611,556 | 611,556 | 442,862.24 | 54,749.03 | 124,658.16 | 44,035.60 | 92.8% |
| 13140 | Recycling | 298,631 | 298,631 | 196,253.83 | 23,834.93 | 100,559.36 | 1,817.81 | 99.4% |
| 13150 | PW Central Garage | 724,112 | 724,112 | 511,303.93 | 71,969.83 | 67,612.79 | 145,195.28 | 79.9% |
| | TOTAL Public Works | 3,794,741 | 3,883,227 | 2,506,361.60 | 342,691.39 | 450,724.60 | 926,140.72 | 76.2% |
| 40 Human Services | | | | | | | | |
| 14100 | General Assistance | 169,994 | 169,994 | 104,313.00 | 11,273.51 | 266.78 | 65,414.22 | 61.5% |
| 14120 | Health & Social Services | 12,766 | 12,766 | 29,787.51 | .00 | .00 | -17,021.51 | 233.3% |
| | TOTAL Human Services | 182,760 | 182,760 | 134,100.51 | 11,273.51 | 266.78 | 48,392.71 | 73.5% |
| 45 Education | | | | | | | | |
| 14500 | School Department | 36,525,855 | 36,525,855 | 22,357,399.64 | 2,366,367.61 | .00 | 14,168,455.36 | 61.2% |
| | TOTAL Education | 36,525,855 | 36,525,855 | 22,357,399.64 | 2,366,367.61 | .00 | 14,168,455.36 | 61.2% |
| 50 Recreation and Culture | | | | | | | | |
| 15000 | Recreation Administration | 439,700 | 440,780 | 302,364.10 | 15,120.48 | 1,080.00 | 137,335.90 | 68.8% |
| 15050 | Rec Buildings and Grounds | 699,391 | 707,371 | 467,993.79 | 48,335.14 | 7,413.26 | 231,963.95 | 67.2% |
| 15250 | Rec Building 211 | 173,982 | 173,982 | 50,695.37 | 6,363.64 | 12,421.85 | 110,864.78 | 36.3% |
| 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 | 982,499.99 | 109,166.67 | .00 | 342,500.01 | 74.2% |
| | TOTAL Recreation and Culture | 2,771,373 | 2,786,433 | 1,937,853.25 | 178,985.93 | 20,915.11 | 827,664.64 | 70.3% |
| 60 Intergovernmental | | | | | | | | |
| 16000 | County tax | 1,360,042 | 1,360,042 | 1,360,042.00 | .00 | .00 | .00 | 100.0% |

FOR 2016 09

| 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 | 162,038.44 | 15.00 | 2,831.30 | -7,452.74 | 104.7% |
| 17010 | Additional School Assistance | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |
| 17020 | Cemetery Care | 3,000 | 3,000 | 4,500.00 | 250.00 | .00 | -1,500.00 | 150.0% |
| 17030 | Wage Adjustment Account | 43,000 | 43,000 | .00 | .00 | .00 | 43,000.00 | .0% |
| | TOTAL Unclassified | 217,917 | 213,417 | 166,538.44 | 265.00 | 2,831.30 | 44,047.26 | 79.4% |
| 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 | .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 | .00 | .00 | 229,976.88 | 100.0% |
| | TOTAL Debt Service | 899,505 | 899,505 | 568,090.63 | .00 | .00 | 331,414.37 | 63.2% |
| | GRAND TOTAL | 59,596,486 | 59,903,351 | 38,890,730.59 | 3,731,497.34 | 580,698.53 | 20,431,921.74 | 65.9% |

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

FOR 2016 09

| | | | 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 | 37,997,117.80 | 507.64 | -118,947.80 | 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 | -46,922.76 | -618.25 | -28,077.24 | 62.6% |
| 111190 | 41105 | Interest on Taxes | 65,000 | 65,000 | 49,591.34 | 4,207.20 | 15,408.66 | 76.3%* |
| 111190 | 41106 | Tax Lien Costs Revenu | 13,000 | 13,000 | 17,185.92 | .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 | 108,286.42 | 8,000.00 | 66,713.58 | 61.9%* |
| 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 | 2,239,296.13 | 253,265.58 | 625,703.87 | 78.2%* |
| 111191 | 41111 | Excise Tax Boat/ATV/S | 25,000 | 25,000 | 7,369.90 | 2,102.40 | 17,630.10 | 29.5%* |
| 111191 | 41112 | Excise Tax - Airplane | 3,500 | 3,500 | 2,835.04 | .00 | 664.96 | 81.0%* |
| TOTAL Taxes | | | 41,709,332 | 41,709,332 | 41,291,875.00 | 267,464.57 | 417,457.00 | 99.0% |
| TOTAL REVENUES | | | 41,709,332 | 41,709,332 | 41,291,875.00 | 267,464.57 | 417,457.00 | |
| 20 Licenses & Fees | | | | | | | | |
| 121111 | 42207 | Passport Fees | 9,500 | 9,500 | 9,700.00 | 1,425.00 | -200.00 | 102.1%* |
| 121111 | 42208 | Postage Fees | 0 | 0 | 131.78 | 22.95 | -131.78 | 100.0%* |
| 121111 | 42209 | Passport Picture Reve | 3,000 | 3,000 | 4,035.00 | 645.00 | -1,035.00 | 134.5%* |
| 121411 | 42100 | Building Permits | 145,000 | 145,000 | 110,387.96 | 18,644.09 | 34,612.04 | 76.1%* |
| 121411 | 42101 | Electrical Permits | 34,000 | 34,000 | 35,035.40 | 8,579.37 | -1,035.40 | 103.0%* |
| 121411 | 42102 | Plumbing Permits | 22,000 | 22,000 | 21,935.00 | 1,335.00 | 65.00 | 99.7%* |
| 121411 | 42103 | Zoning Board Fees | 0 | 0 | 225.00 | 75.00 | -225.00 | 100.0%* |
| 121611 | 42200 | Hunting & Fishing Lic | 1,100 | 1,100 | 710.55 | 107.05 | 389.45 | 64.6%* |
| 121611 | 42201 | Dog License Fee | 2,500 | 2,500 | 2,632.00 | 81.00 | -132.00 | 105.3%* |
| 121611 | 42202 | Vital Statistics | 50,000 | 50,000 | 37,327.00 | 3,964.20 | 12,673.00 | 74.7%* |
| 121611 | 42203 | General Licenses | 21,270 | 21,270 | 18,196.00 | 900.00 | 3,074.00 | 85.5%* |
| 121611 | 42204 | Victulars/Innkeepers | 18,250 | 18,250 | 575.00 | .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 | 4,746.00 | 124.00 | -16.00 | 100.3%* |
| 121611 | 42208 | Postage Fees | 0 | 0 | 119.94 | .00 | -119.94 | 100.0%* |
| 121611 | 42210 | Mooring fees | 0 | 0 | 3,950.00 | 1,400.00 | -3,950.00 | 100.0%* |
| 121911 | 42300 | Planning Board Appl F | 22,500 | 22,500 | 17,488.40 | 4,445.00 | 5,011.60 | 77.7%* |
| 122121 | 42400 | Fire Permits | 500 | 500 | 150.00 | .00 | 350.00 | 30.0%* |
| 122221 | 42500 | Conc Weapons Permits | 600 | 600 | 305.00 | 60.00 | 295.00 | 50.8%* |

FOR 2016 09

| | 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 | 9,100.00 | 75.00 | -1,100.00 | 113.8%* |
| TOTAL Licenses & Fees | 360,350 | 360,350 | 277,200.03 | 41,882.66 | 83,149.97 | 76.9% |
| TOTAL REVENUES | 360,350 | 360,350 | 277,200.03 | 41,882.66 | 83,149.97 | |

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 | 21,078.09 | 2,414.12 | 2,921.91 | 87.8%* |
| 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 | 832,909.28 | 40,430.34 | 255,244.72 | 76.5%* |
| 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 | 7,796,258.64 | 1,470,087.67 | 2,029,822.36 | 79.3%* |
| TOTAL Intergovernmental | 11,189,635 | 11,189,635 | 8,867,339.23 | 1,512,932.13 | 2,322,295.77 | 79.2% |
| TOTAL REVENUES | 11,189,635 | 11,189,635 | 8,867,339.23 | 1,512,932.13 | 2,322,295.77 | |

40 Charges for services

| | | | | | | |
|------------------------------------|-----------|-----------|--------------|-----------|------------|---------|
| 141111 44110 Agent Fee Auto Reg | 47,000 | 47,000 | 35,573.00 | 2,648.50 | 11,427.00 | 75.7%* |
| 141111 44111 Agent Fee Boat/ATV/Sn | 1,500 | 1,500 | 743.00 | 109.00 | 757.00 | 49.5%* |
| 141211 44121 Rental of Property | 1,200 | 1,200 | 900.00 | 100.00 | 300.00 | 75.0%* |
| 141611 44131 Advertising Fees | 0 | 0 | 837.64 | 130.72 | -837.64 | 100.0%* |
| 142121 44155 Ambulance Service Fee | 845,000 | 845,000 | 732,313.78 | 49,794.17 | 112,686.22 | 86.7%* |
| 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 | 900.00 | 350.00 | 2,100.00 | 30.0%* |
| 142221 44162 Police Reports | 4,500 | 4,500 | 3,063.50 | 622.00 | 1,436.50 | 68.1%* |
| 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 | 21,174.50 | 351.00 | -18,174.50 | 705.8%* |
| 142221 44167 Dispatch Services fee | 143,760 | 143,760 | 110,249.67 | 11,170.18 | 33,510.33 | 76.7%* |
| 143431 44175 Recycling Revenue | 25,000 | 25,000 | 11,089.40 | 634.60 | 13,910.60 | 44.4%* |
| 144545 44100 School Tuition, etc | 102,000 | 102,000 | 78,613.04 | 667.74 | 23,386.96 | 77.1%* |
| 145051 44121 Rental of Property | 0 | 0 | 300.00 | .00 | -300.00 | 100.0%* |
| TOTAL Charges for services | 1,262,960 | 1,262,960 | 1,084,322.73 | 66,577.91 | 178,637.27 | 85.9% |
| TOTAL REVENUES | 1,262,960 | 1,262,960 | 1,084,322.73 | 66,577.91 | 178,637.27 | |

50 Fines & Penalties

| | | | | | | |
|-----------------------------------|--------|--------|----------|----------|----------|--------|
| 151621 45103 Unlicensed Dog Fines | 10,000 | 10,000 | 5,575.00 | 1,050.00 | 4,425.00 | 55.8%* |
|-----------------------------------|--------|--------|----------|----------|----------|--------|

FOR 2016 09

| | | | 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 | 597.00 | 152.00 | 3.00 | 99.5%* |
| 152221 | 45101 | Parking Tickets | 30,000 | 30,000 | 25,764.00 | 4,215.00 | 4,236.00 | 85.9%* |
| 152221 | 45102 | Leash Law Fines | 100 | 100 | 200.00 | .00 | -100.00 | 200.0%* |
| 152221 | 45105 | False Alarm Police | 100 | 100 | 10.00 | 5.00 | 90.00 | 10.0%* |
| 152221 | 45106 | Restitution | 0 | 0 | 284.19 | 52.51 | -284.19 | 100.0%* |
| TOTAL Fines & Penalties | | | 41,800 | 41,800 | 32,835.19 | 5,474.51 | 8,964.81 | 78.6% |
| TOTAL REVENUES | | | 41,800 | 41,800 | 32,835.19 | 5,474.51 | 8,964.81 | |
| 60 Interest earned | | | | | | | | |
| 161193 | 46100 | Interest Earned | 20,000 | 20,000 | 7,051.54 | 1,814.30 | 12,948.46 | 35.3%* |
| TOTAL Interest earned | | | 20,000 | 20,000 | 7,051.54 | 1,814.30 | 12,948.46 | 35.3% |
| TOTAL REVENUES | | | 20,000 | 20,000 | 7,051.54 | 1,814.30 | 12,948.46 | |
| 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 09

| | | | ORIGINAL ESTIM REV | REVISED EST REV | ACTUAL YTD REVENUE | ACTUAL MTD REVENUE | REMAINING REVENUE | PCT COLL |
|----------------|-------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|----------------------|-------------|
| 191111 | 49000 | Finance Miscellaneous | 4,000 | 4,000 | 13,573.59 | 2,101.31 | -9,573.59 | 339.3%* |
| 191111 | 49104 | Property & Casualty D | 0 | 0 | 10,052.00 | .00 | -10,052.00 | 100.0%* |
| 191111 | 49105 | Postage & Handling | 0 | 0 | 53.00 | 8.00 | -53.00 | 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 | .00 | 95,119.86 | 57.7%* |
| 191611 | 49000 | Town Clerk Miscellane | 1,300 | 1,300 | 1,393.00 | 81.00 | -93.00 | 107.2%* |
| 191911 | 49000 | Planning Miscellaneou | 200 | 200 | 1,378.29 | 5.25 | -1,178.29 | 689.1%* |
| 192121 | 49000 | Fire Miscellaneous | 5,800 | 5,800 | 10,929.00 | .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 | 14,396.04 | 11.47 | -4,396.04 | 144.0%* |
| 193131 | 49000 | Public Works Miscella | 2,000 | 2,000 | 12.28 | .00 | 1,987.72 | .6%* |
| 194141 | 49103 | General Assistance Re | 0 | 0 | 1,962.37 | 522.37 | -1,962.37 | 100.0%* |
| 194545 | 49000 | School Miscellaneous | 93,000 | 93,000 | 35,193.01 | 4,862.10 | 57,806.99 | 37.8%* |
| 195051 | 49000 | Recreation Miscellane | 0 | 0 | 2.82 | 2.82 | -2.82 | 100.0%* |
| 199980 | 48100 | General Fund Transfer | 500,000 | 500,000 | 619,811.03 | -2.22 | -119,811.03 | 124.0%* |
| TOTAL Other | | | 841,300 | 841,300 | 850,690.00 | 7,592.10 | -9,390.00 | 101.1% |
| TOTAL REVENUES | | | 841,300 | 841,300 | 850,690.00 | 7,592.10 | -9,390.00 | |
| GRAND TOTAL | | | 59,596,486 | 59,782,967 | 52,520,522.22 | 1,903,738.18 | 7,262,444.78 | 87.9% |

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

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

ITEM 42

BACK UP MATERIALS

Brunswick Town Council
Brunswick Town Hall
86 Union Street,
Brunswick, Maine 04011

Dear Members of the Brunswick Town Council,

The American Cancer Society's Relay for Life has been in Brunswick for many years now. It is a community event where folks form teams to take turns walking around a track in honor and memory of folks with cancer. This is a place where people come to celebrate, remember, and fight back.

With busier schedules and new charities popping up every day we want to see Relay For Life stay the community event it has always been and we believe there is no better place to hold our event than the heartbeat of Brunswick – the Town Mall. This would give us the great community feel we are looking for and great visibility with close connections to the great businesses downtown. We have had an initial meeting with town staff to discuss the prospect of holding the 2017 Relay for Life event at the Lower Mall in downtown Brunswick. After addressing a number of questions raised at this meeting we offer the following description of the proposed activities for your review and consideration.

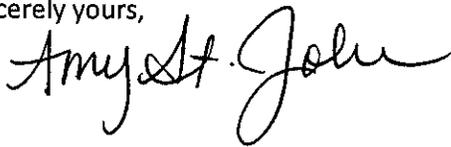
We typically start setting up the event in the morning around 9am and teams start arriving after 3pm. We have a survivor and caregiver reception at 4pm and then at 6pm our survivor and caregiver lap starts Relay off each year. From there we have a few theme laps and games through the evening, different activities like Zumba or line dancing. Many of the teams have activities or sales at their site. Any money that is raised at Relay is donated to Relay for Life. At 9pm we have our Luminaria ceremony where bags are illuminated by glow sticks. Each bag is made in honor of someone who is fighting or has fought cancer or in memory of someone that we have lost to cancer. As the bags are lit each name is read aloud as people walk in silence. After this we walk a few more laps to quiet music and then end our event with a few words of thanks.

- A. Proposed walk route is in blue on the accompanying map. Walk on sidewalk along Maine Street beginning at the veterans monument proceeding south to the intersection of Fitch Place. Close Fitch Place to vehicular traffic to allow participants to continue walking in the closed roadway to Park Row. Keep Park Row open to traffic, but barricade off the parking spots along the west side of Park Row and allow participants to walk in this temporarily restricted area until they resume walking on the sidewalk opposite Green Street. Participants would then walk along the sidewalk paralleling Park Row back to Maine Street at the point of beginning. This makes for a complete loop.
- B. We usually have a 30x50 foot large white tent that we use for our survivor reception. We put tables and chairs under this tent as well.
- C. We put up a couple 10x10 pop-ups for registration, information, and luminaria supplies.
- D. We rent several portable toilets and would provide the number required.
- E. Teams are assigned a "site" upon which to set stuff and conduct activities. These would be spread out around the grass area. Some teams bring a pop-up tents. Due to the non-overnight we are encouraging teams not to bring these unless they need to.

- F. Music- We do have a DJ and have not yet tested the decibels, but are happy to work on this. Our event gets substantially quieter at 9pm. The event is scheduled to end at 11:00pm. Cleanup after the event and the last people to leave the site would occur no later than 12:00am.
- G. We are aware that the Farmer' Market is often on the Mall on Fridays in May and we are happy to work with them so as not to be in their way. Much of our activity is set up closer to the gazebo.

We provide this information to hopefully address any questions that you may have regarding the proposed event. In addition, we are happy to provide any additional information which you might request to assist you in your review of our request to use the Lower Mall for the 2017 Relay for Life event.

Sincerely yours,

A handwritten signature in black ink that reads "Amy St. John". The signature is written in a cursive style with a large, looping initial "A".

TOWN OF BRUNSWICK

**NON PROFIT AGENCY REQUEST FORM
FOR USE OF MAINE ST. MALL/GAZEBO**

| | |
|---|---|
| Instructions: Fill out form completely (<i>please print</i>) and return. A written confirmation or denial will be mailed within one week of the receipt of this request. Please call 725-6658 if you have any questions. Incomplete forms will not be processed. | Return to: Town Clerk Brunswick Municipal Building 85 Union Street Brunswick, Maine 04011-2418 |
|---|---|

Group Sponsoring Event: American Cancer Society Relay For Life Non-Profit? Yes No

Indicate Date/Time for Mall Use, Anticipated Attendance and Activity:

| Date(s) | From (Time) | To (Time) | Estimated Attendance | Describe Activity |
|--------------|-----------------------------|------------|----------------------|--------------------------|
| June 2, 2017 | Set up at 9am Event Time | 4pm - 11pm | | See attached information |

| | | |
|---|---|-------------------------------------|
| Will you be selling any items/goods/prizes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | If Yes describe sales: <u>*All \$ goes to ACS Food, crafts, games</u> | Will you have a tent(s)? <u>Yes</u> |
|---|---|-------------------------------------|

| | | |
|--|--|--|
| Do you wish to use the Gazebo? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | If Yes describe use: <u>Use as stage for speakers and DJ</u> | Will you have portable toilets? <u>Yes</u> |
|--|--|--|

| | |
|--|--|
| Do you wish electricity at Gazebo? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | If Yes describe electric use/load: (e.g., PA system, cooler, etc.) <u>PA System, lights for tent</u> |
|--|--|

| | |
|--|---|
| Applicant/Contact Person: <u>Amy St John</u> Email Address: <u>amystjohn@cancer.org</u> | Applicant's Affiliation with Organization: <u>Staff member</u> |
|--|---|

| | |
|---|--|
| Applicant's Mailing Address: <u>2 Bowdoin Mill 1st Suite 300 Topsham, ME 04086</u> | Applicant's Phone Number: Home: <u>603-738-1667</u> Work: <u>207-373-3723</u> |
|---|--|

I, the undersigned applicant for use of the Mall, hereby attest that the information provided is true and accurate, and that I will indemnify and hold harmless the Town of Brunswick from any loss, damage, claim, demand, suits, judgments, or liabilities which I may incur and any costs or expenses which may arise by reason of any injury or death to persons or property or any claim on account thereof resulting from my use of the Mall and/or Gazebo. I further agree to leave the property in the condition in which it was found and to remove all debris generated by my use of the Mall and/or Gazebo.

Amy St John

 Authorized Signature

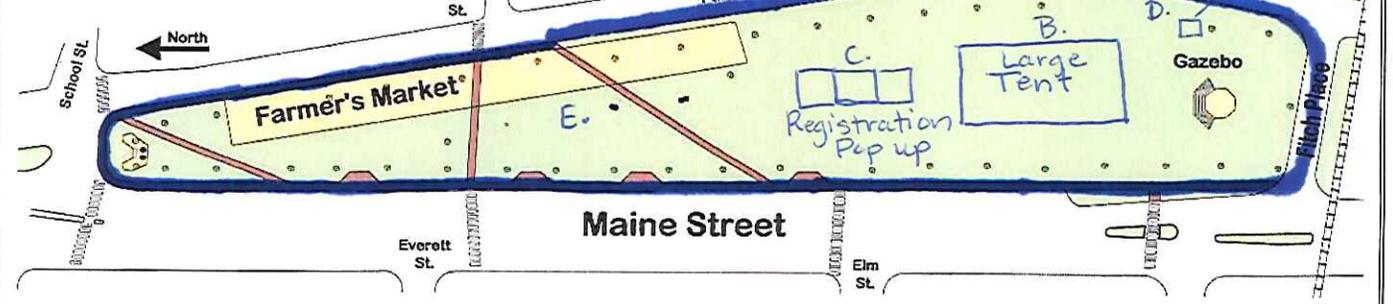
_____ Date

For Office Use Only (Do Not Write Below)

| | |
|---|--|
| <input type="checkbox"/> Request Denied. The above request has been denied because: <input type="checkbox"/> Application form was incomplete <input type="checkbox"/> Another activity has been scheduled for the date/time requested. <input type="checkbox"/> Other: _____ | Insurance Certificate: <input type="checkbox"/> Not Applicable <input type="checkbox"/> Reviewed and Approved. |
|---|--|

Request Approved The above request to use the Mall Gazebo has been approved subject to:

1. Any change in dates or times must be approved by the Town prior to the event.
2. The below marked area of the mall has been designated for your use:
 (No vehicles on the mall.)



Approved By Town Clerk: _____ Date: _____

ITEM 43

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: April 13, 2016

SUBJECT: Midcoast Regional Redevelopment Authority (MRRA)
Request for Advance of TIF Funds

Attached is a resolution authorizing an advance of \$300,000 to the Midcoast Regional Redevelopment Authority (MRRA) to be used on investments MRRA is making at Brunswick Landing and the Brunswick Executive Airport. On October 5, 2016, the Town Council authorized an advance of \$200,000 to MRRA.

The Municipal Development Programs, adopted by the Town, covering the TIF District at Brunswick Landing and Brunswick Executive Airport, allow the Town to share up to fifty percent (50%) of the TIF revenue with MRRA.

Attached is a letter from MRRA indicating its intent to use the funds on infrastructure projects. MRRA Executive Director Stephen Levesque will be at the Council meeting to answer any questions.

Attachments

TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL

A Resolution Authorizing an Appropriation and Grant of up to \$300,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority

WHEREAS, the Midcoast Regional Redevelopment Authority (“MRRA”) is a public municipal corporation created by the Maine legislature for the purpose of assisting with the successful redevelopment of the properties located within the boundaries of the former Brunswick Naval Air Station (“BNAS”); and

WHEREAS, The Town of Brunswick designated two tax increment financing (“TIF”) districts to assist with the redevelopment of BNAS: (1) the 146-acre Brunswick Executive Airport II Municipal Development and Tax Increment Financing District (the “Executive Airport District”); and (2) the 542- acre Brunswick Landing II Municipal Development and Tax Increment Financing District (the “Brunswick Landing District”) (and collectively the “TIF Districts”), in March 2013, and the State of Maine Department of Economic and Community Development (“DECD”) issued conditional approval of the TIF Districts on March 29, 2013; and

WHEREAS, the Town adopted a Development Program for both TIF Districts in July 2013, and DECD granted full approval of the two TIF Districts and the Development Programs for both TIF Districts on October 24, 2013; and

WHEREAS, the Development Programs require that MRRA request, and the Town approve, TIF funding for projects and other uses MRRA wishes to fund; and

WHEREAS, The Town Council established a committee (“TIF Committee”) to review MRRA’s TIF funding requests; and

WHEREAS, MRRA appealed the Town of Brunswick Assessor’s determination that certain MRRA properties are not exempt from property taxation; and

WHEREAS, MRRA filed a civil action against the Town now pending in the Cumberland County Superior Court, Docket NO. CV-2014-201 (“pending action”); and

WHEREAS, on October 5, 2015 the Town and MRRA signed a memorandum of agreement to resolve the pending litigation; and

WHEREAS, the Town has drafted amendments to the TIF Development Programs, and has submitted the drafts to DECD for preliminary review; and

WHEREAS, on October 5, 2015, the Town Council approved that \$200,000 of TIF revenues be made available to MRRA prior to the resolution of the pending litigation; and

WHEREAS, on April 2, 2016 MRRA requested that an additional \$300,000 be made available to it prior to final approval of the Development Program amendments; and

WHEREAS, the TIF Committee met on April 11th to consider MRRA’s request; and

WHEREAS, the TIF Committee is recommending that an additional \$300,000 be made available to MRRA to be used towards public infrastructure projects;

NOW THEREFORE, BE IT RESOLVED, that the sum of \$300,000 is appropriated and granted to MRRA for use in MRRA’s public infrastructure projects.

Proposed to Town Council: April 19, 2015
Adopted by Town Council:

April 13, 2016

Mr. John Eldridge
Town Manager
Town of Brunswick
85 Union Street
Brunswick, ME 04011

Subject: Request for TIF Reimbursement

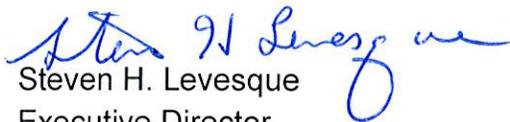
Dear John,

On behalf of the Midcoast Regional Redevelopment Authority, I respectfully request another disbursement of \$300,000 to support the needed improvements to the sewer distribution system at Brunswick Landing. We understand that these funds, which have been collected from previous year's property tax payments, are being held by the Town pending DECD's approval of the TIF amendment, which is ongoing.

This critical work is needed to mitigate serious inflow and infiltration problems associated with an antiquated sewer system and is scheduled for this spring.

I plan to attend the Town Council meeting on the 19th to answer any questions.

Sincerely,



Steven H. Levesque
Executive Director

cc: MRRA Board of Trustees
Jeffrey Jordan, Deputy Director

December 3, 2013

Mr. Gary Brown
Town Manager
Town of Brunswick
28 Federal Street
Brunswick, Maine 04011

Subject: Request for FY 2014 Tax Increment Financing Funds

Dear Gary:

On behalf of the Board of Trustees of the Midcoast Regional Redevelopment Authority and consistent with the provisions of the development program and the financing mechanisms of the tax increment financing programs for the Brunswick Executive Airport TIF District and the Brunswick Landing TIF District, I am requesting that the Brunswick Town Council authorize half of the TIF proceeds from the Brunswick Executive Airport TIF District, estimated at \$86,157 and half of the TIF proceeds from the Brunswick Landing TIF District, estimated at \$122,161 for the following eligible development fund capital improvement projects.

Brunswick Executive Airport TIF

As you are aware, on March 15, 2011, the Brunswick Executive Airport was officially accepted into the National Plan for an Integrated Airport System (NPIAS) as a general aviation airport. This designation also allowed us to participate in a competitive application process for Military Airport Program funding to pay for the cost of transition from a military airport to a civilian airport. Our successful application committed us to pay for up to 5% of the cost of all improvements. For this year we have been authorized to proceed with the following capital improvement projects on the airport.

| | | <i>Total Project</i> | <i>Requested TIF Amount</i> |
|------|---|-----------------------------|------------------------------------|
| 2013 | Terminal Building - Renovate Building and make it ADA compliant | \$1,131,800.00 | \$56,590.00 |
| 2013 | Hangar 5 Boiler Replacement | \$183,000.00 | \$9,150.00 |
| 2013 | Design, permit Stormwater Drainage Improvements | \$82,000.00 | \$4,100.00 |
| 2013 | Fire Protection Building Renovation Design Only (Building 295) | \$137,100.00 | \$30,162.00 |
| 2013 | Construct and Renovate SRE Building - Design Only | \$201,500.00 | \$10,075.00 |
| | | \$1,735,400.00 | \$110,077.00 |

| | | | |
|--------------|--|-----------------------|---------------------|
| 2014 | Hangar 4 and 5 Renovations | \$1,500,000.00 | \$75,000.00 |
| 2014 | Bid & Construct SRE Building | \$900,000.00 | \$45,000.00 |
| 2014 | Construct Fire Protection Building Renovation (Building 295) | \$500,000.00 | \$25,000.00 |
| 2014 | Bid & Construct Stormwater Drainage Improvements | \$600,000.00 | \$30,000.00 |
| | | \$3,500,000.00 | \$175,000.00 |
| Total | | | \$285,077.00 |

Funds from the Brunswick Executive Airport TIF are estimated at just over \$86,000 which will be used to fund a portion of the \$285,077 local share.

Brunswick Landing Tax Increment Financing District

Brunswick Landing has approximately 34,700 linear feet of gravity sewer lines ranging in size from 6-inches to 18-inches in diameter, and 11,500 linear feet of force main ranging from 3-inches to 10-inches in diameter. This past summer, MRRRA contracted with Wright Pierce Engineers of Topsham to conduct an inflow and infiltration study (I and I) on our sanitary sewer collection system to identify key projects at Brunswick Landing to reduce stormwater and/or groundwater infiltration to our collection system. MRRRA is currently assessed by the Brunswick Sewer District on the discharged volume reported on a flow meter at Bath Road rather than the volume of water consumed. The volume entering the Brunswick sewer system is three times the volume of water consumed. The Navy paid on average \$200,000 per year to treat this additional flow. MRRRA would like to move as quickly as possible to reduce the I and I problem from the collection system and remove this financial burden from MRRRA and our tenants and prospective tenants. We expect to invest nearly one million dollars to address this inflow and infiltration problem. This fiscal year we plan on spending \$453,000 on improvements to the sewer collection system.

Cost Estimate for Phase 1 Inflow and Infiltration Repairs

| | <i>Description</i> | <i>Quantity</i> | <i>Unit</i> | <i>Unit Price</i> | <i>Estimated Cost</i> |
|------------------------------------|-------------------------------------|-----------------|-------------|-------------------|-----------------------|
| | Construction Spot Line (8" dia.) | 11 | EA | \$2,500 | \$27,500 |
| | Construction Spot Line (10" dia.) | 3 | EA | \$2,500 | \$7,500 |
| | Construction Spot Line (12" dia.) | 5 | EA | \$2,500 | \$12,500 |
| | Total Construction Costs | | | | \$47,500 |
| Work to be performed by BSD | Design | 1 | LS | \$1,338 | \$1,338 |
| | Construction Admin | 1 | LS | \$669 | \$669 |
| | Inspection Services | 1 | LS | \$1,115 | \$1,115 |
| | Contingency | 1 | LS | \$4,750 | \$4,750 |
| | Total Non-construction Costs | | | | \$7,872 |
| | Total Project Costs with BSD | | | | \$55,372 |

| | | | | | | |
|--|-------------------------------------|---|----|----|-----------------|-----------------|
| | Construction | Spot Line (18" dia.) | 1 | EA | \$5,000 | \$5,000 |
| | Construction | Grout 4" dia. Manhole Leaks | 11 | EA | \$2,500 | \$27,500 |
| | Construction | Install Temporary Mechanical Plug (8" dia.) | 3 | EA | \$400 | \$1,200 |
| | Construction | Mobilization/Demobilization | 1 | LS | \$4,000 | \$4,000 |
| | Total Construction Costs | | | | | \$37,700 |
| Work to be performed by Contract #1 | Design | | 1 | LS | \$1,062 | \$1,062 |
| | Construction Admin | | 1 | LS | \$531 | \$531 |
| | Inspection Services | | 1 | LS | \$885 | \$885 |
| | Contingency | | 1 | LS | \$3,770 | \$3,770 |
| | Total Non-construction Costs | | | | | \$6,248 |
| Total Project Costs for Contract #1 | | | | | \$43,948 | |

| | | | | | | |
|--|-------------------------------------|-------------------------------------|-----|----|------------------|------------------|
| | Construction | Replace Manhole | 9 | EA | \$4,500 | \$40,500 |
| | Construction | Excavate & Repair connection/joint | 11 | EA | \$2,000 | \$22,000 |
| | Construction | Excavate & Plug Line | 3 | EA | \$1,600 | \$4,800 |
| | Construction | Replace Sewer 8" PVC | 195 | LF | \$80 | \$15,600 |
| | Construction | Replace Sewer 10" PVC | 360 | LF | \$87 | \$31,320 |
| | Construction | Replace Sewer 12" PVC | 235 | LF | \$95 | \$22,325 |
| | Construction | Pipe Bursting 15" | 560 | LF | \$170 | \$95,200 |
| | Construction | Soil Management | 500 | CY | \$75 | \$37,500 |
| Work to be performed by Contract #2 | Construction | Temporary Soil Erosion Control Plan | 1 | LS | \$4,000 | \$4,000 |
| | Construction | Mobilization/Demobilization | 1 | LS | \$15,000 | \$15,000 |
| | Total Construction Costs | | | | | \$288,245 |
| | Design | | 1 | LS | \$14,000 | \$14,000 |
| | Construction Admin | | 1 | LS | \$2,500 | \$2,500 |
| | Inspection Services | | 1 | LS | \$20,000 | \$20,000 |
| | Contingency | | 1 | LS | \$28,825 | \$28,825 |
| | Total Non-construction Costs | | | | | \$65,325 |
| Total Project Costs for Contract #2 | | | | | \$353,570 | |

| | | | | | |
|---|--|--|--|--|------------------|
| Total Construction Costs for Phase 1 | | | | | \$373,445 |
| Total Non-construction Costs for Phase 1 | | | | | \$79,445 |
| Total Project Costs for Phase 1 | | | | | \$452,890 |

Funds from the Brunswick Landing TIF District are estimated at just over \$122,000 which will help to fund this \$453,000 investment in the sanitary sewer system at Brunswick Landing.

I have attached spreadsheets on anticipated TIF increment financing revenues and more information about the capital improvement projects we are seeking to have funded. We look forward to discussing these projects with you and the Brunswick Town Council.

Thank you for your consideration.

Sincerely,

Steven H. Levesque
Executive Director

cc. MRRRA Board of Trustees
Jeffrey K. Jordan, Deputy Director, MRRRA
Thomas Brubaker, Director of Public Works and Unities, MRRRA



October 30, 2014

Mr. John Eldridge
 Town Manager
 Town of Brunswick
 28 Federal Street
 Brunswick, Maine 04011

Subject: Request for FY 2015 Tax Increment Financing Funds

Dear John:

On behalf of the Board of Trustees of the Midcoast Regional Redevelopment Authority and consistent with the provisions of the development program and the financing mechanisms of the tax increment financing programs for the Brunswick Executive Airport TIF District and the Brunswick Landing TIF District, I am requesting that the Brunswick Town Council authorize half of the TIF proceeds from the Brunswick Executive Airport TIF District, estimated at \$21,802.18 for FY 2015 and half of the TIF proceeds from the Brunswick Landing TIF District, estimated at \$271,529.89 for FY 2015 for the following eligible development fund capital improvement projects.

Brunswick Executive Airport TIF – FY 2015

As you are aware, on March 15, 2011, the Brunswick Executive Airport was officially accepted into the National Plan for an Integrated Airport System (NPIAS) as a general aviation airport. This designation also allowed us to participate in a competitive application process for Military Airport Program funding to pay for the cost of transition from a military airport to a civilian airport. Our successful application committed us to pay for up to 5% of the cost of all improvements:

| | | Total Project | Entitlement | FAA Share | MaineDOT Share | MRRA Share |
|------|---|--------------------------|--------------------|------------------|---------------------------|-----------------------|
| 2014 | Bid & Construct Stormwater Drainage Improvements | \$832,020 | | \$748,818 | \$41,601 | \$41,601 |
| 2014 | Bid & Construct Fire Protection Building Renovation | \$547,000 | | \$433,224 | \$24,068 | \$89,708 |

| | | Total Project | Entitlement | FAA Share | MaineDOT Share | MRRA Share |
|------|--|----------------------|--------------------|--------------------|-----------------------|-------------------|
| 2014 | Pavement Maintenance | \$166,667 | \$150,000 | \$150,000 | \$8,333 | \$8,333 |
| 2014 | Bid & Construct SRE Building | \$1,690,300 | | \$1,521,270 | \$84,515 | \$84,515 |
| 2014 | Terminal Roof | \$202,320 | | \$182,088 | \$10,116 | \$10,116 |
| 2014 | Hangars 4, 5 Renovations | \$1,847,700 | | \$1,662,930 | \$92,385 | \$92,385 |
| | | \$5,286,007 | \$150,000 | \$4,698,330 | \$261,018 | \$326,658 |
| 2015 | Pavement Maintenance | \$166,667 | \$150,000 | \$150,000 | \$8,333 | \$8,333 |
| 2015 | Hangars 6 Renovations (Door Upgrades) | \$2,000,000 | | \$1,800,000 | \$100,000 | \$100,000 |
| 2015 | Restore Glycol Capture System | \$200,000 | | \$180,000 | \$10,000 | \$10,000 |
| 2015 | Remove Runway 1R-19L Centerline Lights | \$500,000 | | \$450,000 | \$25,000 | \$25,000 |
| | | \$2,866,667 | \$150,000 | \$2,580,000 | \$143,333 | \$143,333 |

The \$21,802.18 will assist MRRA in some small way to paying for the 5.0% local match requirement of \$469,991 that will leverage a \$8.1 million investment in the airport by the Federal Aviation Administration and the Maine Department of Transportation.

Brunswick Landing Tax Increment Financing District – FY 2015

In 2015 or early 2016, MRRA intends on floating a \$2.0 million bond to support investment in our electrical, water, sanitary and stormwater sewer system and street resurfacing program.

Redevelopment of assets within the designated EDC parcel will require significant time to reposition and absorb existing commercial real estate, attract investment for deployment of the local workforce, and absorb nearly 500 acres of raw land. All major asset development programs require long-term investment strategies that minimize initial capital outlays, while building a synergistic critical mass of development that will enhance revenue generation and overall property values. Like most other non-urban BRAC installations, the initial 20-year development program at NASB is expected to be focused on job creation and improving infrastructure to support a wide range of commercial land uses. Infrastructure investments will incorporate a just-in-time delivery approach that utilizes existing transportation and utility systems to maximize service life, with new

construction timed to satisfy an increased demand or opportunity. This methodology will improve cash flow positions, minimize working capital requirements, and produce higher investment returns which in turn can better attract capital.

MARRA's twenty year financial plan, which supported our EDC application stated:

***Trunk Infrastructure:** Significant capital construction will be required to serve new development at the site. In total, nearly \$12.0M of improvements is projected for the first 20 years of development. The pro forma assumes full funding for construction of improvements to roads, water and sewer systems, and drainage facilities needed to subdivide and serve 135 acres of land and the nearly 1.8M square feet of commercial space, projected to be occupied over the next 20 years.*

Brunswick Landing has approximately 34,700 linear feet of gravity sewer lines ranging in size from 6-inches to 18-inches in diameter, and 11,500 linear feet of force main ranging from 3-inches to 10-inches in diameter. In the summer of 2013, MARRA contracted with Wright Pierce Engineers of Topsham to conduct an inflow and infiltration study (I and I) on our sanitary sewer collection system to identify key projects at Brunswick Landing to reduce stormwater and/or groundwater infiltration to our collection system. MARRA is currently assessed by the Brunswick Sewer District on the discharged volume reported on a flow meter at Bath Road rather than the volume of water consumed. The volume entering the Brunswick sewer system is three times the volume of water consumed. The Navy paid on average \$200,000 per year to treat this additional flow. MARRA would like to move as quickly as possible to reduce the I and I problem from the collection system and remove this financial burden from MARRA and our tenants and prospective tenants.

There are 23.2 miles of paved roads at Brunswick Landing. Roadways are generally resurfaced every seven to ten years, depending on traffic volume, vehicle weight and weatherization. It is recommended that MARRA resurface 2.5 miles of roadway be milled and resurfaced each year at \$75,000 per mile or \$187,500.

The water distribution system at Brunswick Landing includes approximately 75,000 linear feet of water mains ranging in size from 6-inch to 18-inch, and includes approximately 190 hydrants, and 310 gate valves ranging in size. Records indicate that portions of the existing facilities were constructed as early as the 1940s. Construction materials varied, depending on the time period during which they were constructed. The capacity of the water supply system is limited, in part, by two 10-inch metering points, located adjacent to Bath Road and Pine Street, respectively. Areas to the south of the Cantonment Area are not connected to the primary water distribution system. It is recommended that MARRA invest in upgrades or be available for emergency repairs. With a forty year useful life, the plan is to replace 255 feet per year at \$100 per foot or approximately \$22,500 per year.

Since the transfer of utility systems from the Navy to MARRA in September 2011, MARRA has been operating the electrical transmission and distribution system at Brunswick Landing. The system consists of about 4 miles of distribution lines, 4 pad-mounted 600 amp reclosers, approximately 55 primary voltage transformers, and other associated components. The primary distribution voltage on campus is 34.5KV. The primary service to the Brunswick Landing campus is from Central Maine Power's Cooks Corner substation. In 2014, MARRA completed an evaluation of the electrical distribution system that provided guidance on the development of this capital improvement program. It is expected that we will need to spend approximately \$100,000 per year to maintain this distribution system.

Funds from the Brunswick Landing TIF District are estimated at \$271,529.89 which will help to fund the retirement on this \$292,500 debt service payment. I would note that there is a possibility that we will delay floating the bond for a year, and either have interest payments on a bond anticipation note or we may pay for direct investments for the projects described above and float a bond in 2016 or 2017.

I have attached spreadsheets on anticipated TIF increment financing revenues. We look forward to discussing these projects with you and the Brunswick Town Council.

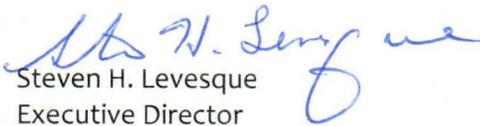
Brunswick Executive Airport TIF – FY 2014

Brunswick Landing Tax Increment Financing District – FY 2014

On December 13, 2013, we submitted a proposal to former Town Manager Gary Brown (attached) regarding our proposed use FY2014 Tax Increment Financing funds for both the Brunswick Executive Airport and Brunswick Landing TIF District. We would like to follow up with you on the status of the consideration of our proposal.

Thank you for your consideration.

Sincerely,


Steven H. Levesque
Executive Director

cc. MRRA Board of Trustees
Jeffrey K. Jordan, Deputy Director, MRRA
Thomas Brubaker, Director of Public Works and Unities, MRRA

**MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING DISTRICTS**

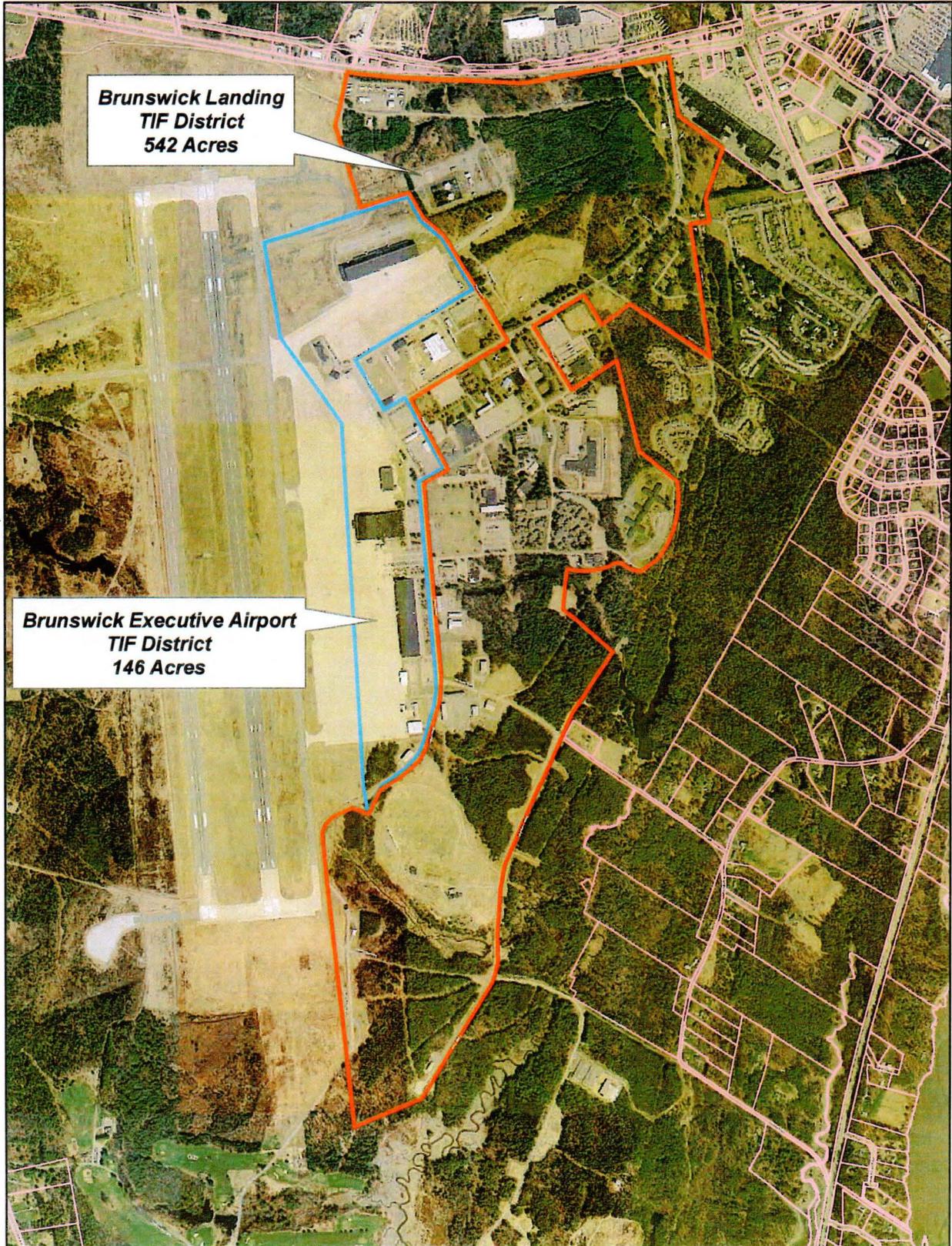
| Map | Lot | Sub | Type | TIF District | Owner | Street Number | Street Name | Land | Bldg. | Total | Exemptions | Taxable | Taxes |
|-----|-----|-----|------|-----------------------|--------------------------------------|---------------|-------------------|----------------|----------------|----------------|----------------|----------------|--------------|
| 040 | 011 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 46 | Burbank Ave | \$202,800.00 | \$2,069,400.00 | \$2,272,200.00 | \$2,272,200.00 | \$0.00 | \$0.00 |
| 040 | 015 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Katahdin Dr | \$2,047,800.00 | \$0.00 | \$2,047,800.00 | \$2,047,800.00 | \$0.00 | \$0.00 |
| 040 | 016 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Allagash Dr | \$311,200.00 | \$0.00 | \$311,200.00 | \$311,200.00 | \$0.00 | \$0.00 |
| 040 | 019 | 000 | 000 | Brunswick Landing TIF | United States Of America | 125 | Purinton Rd | \$60,000.00 | \$153,300.00 | \$213,300.00 | \$213,300.00 | \$0.00 | \$0.00 |
| 040 | 020 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$65,000.00 | \$0.00 | \$65,000.00 | \$65,000.00 | \$0.00 | \$0.00 |
| 040 | 021 | 000 | 000 | Brunswick Landing TIF | Family Focus | 31 | Venture Ave | \$66,900.00 | \$582,300.00 | \$649,200.00 | \$0.00 | \$649,200.00 | \$17,788.08 |
| 040 | 024 | 000 | 000 | Brunswick Landing TIF | Tbw Llc | 29 | Burbank Ave | \$69,300.00 | \$889,300.00 | \$958,600.00 | \$0.00 | \$958,600.00 | \$26,265.64 |
| 040 | 025 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 24 | Venture Ave | \$112,000.00 | \$755,300.00 | \$867,300.00 | \$867,300.00 | \$0.00 | \$0.00 |
| 040 | 027 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 8 | Venture Ave | \$82,400.00 | \$445,700.00 | \$528,100.00 | \$184,800.00 | \$343,300.00 | \$9,406.42 |
| 040 | 029 | 000 | 000 | Brunswick Landing TIF | United States Of America | 243 | Neptune Dr | \$60,000.00 | \$426,800.00 | \$486,800.00 | \$486,800.00 | \$0.00 | \$0.00 |
| 040 | 031 | 000 | 000 | Brunswick Landing TIF | Brunswick Landing Dev Group Llc | 16 | Burbank Ave | \$57,200.00 | \$1,081,900.00 | \$1,139,100.00 | \$0.00 | \$1,139,100.00 | \$31,211.34 |
| 040 | 032 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Pegasus St | \$58,200.00 | \$0.00 | \$58,200.00 | \$58,200.00 | \$0.00 | \$0.00 |
| 040 | 034 | 000 | 001 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 10 | Captains Way | \$50,800.00 | \$118,500.00 | \$169,300.00 | \$0.00 | \$169,300.00 | \$4,638.82 |
| 040 | 034 | 000 | 002 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 9 | Captains Way | \$50,900.00 | \$82,600.00 | \$133,500.00 | \$0.00 | \$133,500.00 | \$3,657.90 |
| 040 | 037 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$79,600.00 | \$0.00 | \$79,600.00 | \$79,600.00 | \$0.00 | \$0.00 |
| 040 | 037 | 000 | 038 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 16 | Admiral Fitch Ave | \$7,200.00 | \$81,000.00 | \$88,200.00 | \$88,200.00 | \$0.00 | \$0.00 |
| 040 | 040 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Allagash Dr | \$59,900.00 | \$0.00 | \$59,900.00 | \$59,900.00 | \$0.00 | \$0.00 |
| 040 | 048 | 000 | 001 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 93 | Admiral Fitch Ave | \$34,000.00 | \$77,900.00 | \$111,900.00 | \$0.00 | \$111,900.00 | \$3,066.06 |
| 040 | 048 | 000 | 002 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 97 | Admiral Fitch Ave | \$34,000.00 | \$79,300.00 | \$113,300.00 | \$0.00 | \$113,300.00 | \$3,104.42 |
| 040 | 048 | 000 | 003 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$34,000.00 | \$0.00 | \$34,000.00 | \$34,000.00 | \$0.00 | \$0.00 |
| 040 | 050 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 85 | Admiral Fitch Ave | \$61,900.00 | \$0.00 | \$61,900.00 | \$61,900.00 | \$0.00 | \$0.00 |
| 040 | 052 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 73 | Admiral Fitch Ave | \$62,100.00 | \$0.00 | \$62,100.00 | \$62,100.00 | \$0.00 | \$0.00 |
| 040 | 053 | 000 | 000 | Brunswick Landing TIF | United States Of America | 119 | Purinton Rd | \$60,000.00 | \$487,500.00 | \$547,500.00 | \$547,500.00 | \$0.00 | \$0.00 |
| 040 | 054 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 8 | Leavitt Dr | \$129,000.00 | \$1,437,100.00 | \$1,566,100.00 | \$673,400.00 | \$892,700.00 | \$24,459.98 |
| 040 | 054 | 000 | 001 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 8 | Leavitt Dr | \$104,900.00 | \$0.00 | \$104,900.00 | \$104,900.00 | \$0.00 | \$0.00 |
| 040 | 055 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 121 | Orion St | \$98,900.00 | \$381,200.00 | \$480,100.00 | \$480,100.00 | \$0.00 | \$0.00 |
| 040 | 056 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Allagash Dr | \$87,000.00 | \$0.00 | \$87,000.00 | \$87,000.00 | \$0.00 | \$0.00 |
| 040 | 061 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Allagash Dr | \$94,400.00 | \$0.00 | \$94,400.00 | \$94,400.00 | \$0.00 | \$0.00 |
| 040 | 066 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Katahdin Dr | \$94,500.00 | \$0.00 | \$94,500.00 | \$94,500.00 | \$0.00 | \$0.00 |
| 040 | 067 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Allagash Dr | \$117,700.00 | \$0.00 | \$117,700.00 | \$117,700.00 | \$0.00 | \$0.00 |
| 040 | 068 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Allagash Dr | \$160,900.00 | \$0.00 | \$160,900.00 | \$160,900.00 | \$0.00 | \$0.00 |
| 040 | 070 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$83,400.00 | \$0.00 | \$83,400.00 | \$83,400.00 | \$0.00 | \$0.00 |
| 040 | 072 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$59,700.00 | \$0.00 | \$59,700.00 | \$59,700.00 | \$0.00 | \$0.00 |
| 040 | 073 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 62 | Forrestal Dr | \$16,300.00 | \$61,700.00 | \$78,000.00 | \$78,000.00 | \$0.00 | \$0.00 |
| 040 | 074 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 60 | Forrestal Dr | \$15,900.00 | \$61,700.00 | \$77,600.00 | \$77,600.00 | \$0.00 | \$0.00 |
| 040 | 076 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$61,900.00 | \$0.00 | \$61,900.00 | \$61,900.00 | \$0.00 | \$0.00 |
| 040 | 080 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$55,500.00 | \$0.00 | \$55,500.00 | \$55,500.00 | \$0.00 | \$0.00 |
| 040 | 081 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 111 | Orion St | \$67,800.00 | \$215,300.00 | \$283,100.00 | \$0.00 | \$283,100.00 | \$7,756.94 |
| 040 | 082 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Anchor Dr | \$110,300.00 | \$0.00 | \$110,300.00 | \$110,300.00 | \$0.00 | \$0.00 |
| 040 | 083 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Burbank Ave | \$66,100.00 | \$0.00 | \$66,100.00 | \$66,100.00 | \$0.00 | \$0.00 |
| 040 | 084 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$58,800.00 | \$0.00 | \$58,800.00 | \$58,800.00 | \$0.00 | \$0.00 |
| 040 | 085 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Pelican St | \$57,000.00 | \$0.00 | \$57,000.00 | \$57,000.00 | \$0.00 | \$0.00 |
| 040 | 087 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 14 | Resilient Cir | \$262,300.00 | \$6,547,400.00 | \$6,809,700.00 | \$0.00 | \$6,809,700.00 | \$186,585.78 |
| 040 | 087 | 000 | 043 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 4 | Resilient Cir | \$0.00 | \$17,300.00 | \$17,300.00 | \$17,300.00 | \$0.00 | \$0.00 |
| 040 | 088 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$61,300.00 | \$0.00 | \$61,300.00 | \$61,300.00 | \$0.00 | \$0.00 |
| 040 | 089 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Burbank Ave | \$62,500.00 | \$0.00 | \$62,500.00 | \$62,500.00 | \$0.00 | \$0.00 |
| 040 | 092 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$59,000.00 | \$0.00 | \$59,000.00 | \$59,000.00 | \$0.00 | \$0.00 |
| 040 | 103 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 14 | Schooner Dr | \$55,000.00 | \$50,000.00 | \$105,000.00 | \$0.00 | \$105,000.00 | \$2,877.00 |
| 040 | 201 | 000 | 000 | Brunswick Landing TIF | United States Of America | 237 | Neptune Dr | \$60,000.00 | \$433,800.00 | \$493,800.00 | \$493,800.00 | \$0.00 | \$0.00 |
| 040 | 211 | 000 | 000 | Brunswick Landing TIF | United States Of America | 220 | Neptune Dr | \$133,400.00 | \$3,074,300.00 | \$3,207,700.00 | \$3,207,700.00 | \$0.00 | \$0.00 |
| 040 | 221 | 000 | 000 | Brunswick Landing TIF | United States Of America | 213 | Neptune Dr | \$30,600.00 | \$107,300.00 | \$137,900.00 | \$137,900.00 | \$0.00 | \$0.00 |
| 040 | 223 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 18 | Atlantic Ave | \$82,300.00 | \$164,000.00 | \$246,300.00 | \$246,300.00 | \$0.00 | \$0.00 |
| 040 | 226 | 000 | 000 | Brunswick Landing TIF | United States Of America | 215 | Neptune Dr | \$25,200.00 | \$87,200.00 | \$112,400.00 | \$112,400.00 | \$0.00 | \$0.00 |

**MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING DISTRICTS**

| Map | Lot | Sub | Type | TIF District | Owner | Street Number | Street Name | Land | Bldg. | Total | Exemptions | Taxable | Taxes |
|------------------------------------|-----|-----|------|-----------------------|--------------------------------------|---------------|-------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|---------------------|
| 040 | 516 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 179 | Neptune Dr | \$93,600.00 | \$483,800.00 | \$577,400.00 | \$577,400.00 | \$0.00 | \$0.00 |
| 040 | 538 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 58 | Burbank Ave | \$48,000.00 | \$139,400.00 | \$187,400.00 | \$0.00 | \$187,400.00 | \$5,134.76 |
| 040 | 583 | 000 | 000 | Brunswick Landing TIF | Brunswick Landing Dev Group Llc | 62 | Pegasus St | \$117,300.00 | \$1,065,900.00 | \$1,183,200.00 | \$0.00 | \$1,183,200.00 | \$32,419.68 |
| 040 | 584 | 000 | 000 | Brunswick Landing TIF | United States Of America | 155 | Orion St | \$60,000.00 | \$180,100.00 | \$240,100.00 | \$240,100.00 | \$0.00 | \$0.00 |
| 040 | 585 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 179 | Admiral Fitch Ave | \$119,300.00 | \$586,600.00 | \$705,900.00 | \$672,700.00 | \$33,200.00 | \$909.68 |
| 040 | 590 | 000 | 000 | Brunswick Landing TIF | United States Of America | 163 | Orion St | \$61,800.00 | \$359,000.00 | \$420,800.00 | \$420,800.00 | \$0.00 | \$0.00 |
| 040 | 632 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 145 | Allagash Dr | \$99,800.00 | \$129,000.00 | \$228,800.00 | \$0.00 | \$228,800.00 | \$6,269.12 |
| 040 | 660 | 000 | 000 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 21 | Katahdin Dr | \$16,200.00 | \$42,600.00 | \$58,800.00 | \$0.00 | \$58,800.00 | \$1,611.12 |
| 040 | 660 | 000 | 001 | Brunswick Landing TIF | Midcoast Reg Redevelopment Authority | 21 | Katahdin Dr | \$66,300.00 | \$0.00 | \$66,300.00 | \$66,300.00 | \$0.00 | \$0.00 |
| 040 | 730 | 000 | 000 | Brunswick Landing TIF | Affordable Midcoast Housing Llc | 0 | Neptune Dr | \$528,000.00 | \$1,712,700.00 | \$2,240,700.00 | \$0.00 | \$2,240,700.00 | \$61,395.18 |
| 040 | 731 | 000 | 000 | Brunswick Landing TIF | Affordable Midcoast Housing Llc | 0 | Neptune Dr | \$279,600.00 | \$1,102,400.00 | \$1,382,000.00 | \$0.00 | \$1,382,000.00 | \$37,866.80 |
| 040 | 750 | 000 | 000 | Brunswick Landing TIF | Affordable Midcoast Housing Llc | 142 | Neptune Dr | \$556,400.00 | \$2,047,300.00 | \$2,603,700.00 | \$0.00 | \$2,603,700.00 | \$71,341.38 |
| 040 | 751 | 000 | 000 | Brunswick Landing TIF | Affordable Midcoast Housing Llc | 74 | Neptune Dr | \$23,400.00 | \$169,800.00 | \$193,200.00 | \$0.00 | \$193,200.00 | \$5,293.68 |
| | | | | | | | | \$8,168,500.00 | \$27,987,700.00 | \$36,156,200.00 | \$16,336,500.00 | \$19,819,700.00 | \$543,059.78 |
| Brunswick Landing TIF | | | | | | | | | | | | | |
| | | | | | | | | 50.00% | | | | | |
| | | | | | | | | \$271,529.89 | | | | | |
| | | | | | | | | | | | | | |
| 040 | 005 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 112 | Orion St | \$565,200.00 | \$5,396,100.00 | \$5,961,300.00 | \$5,440,900.00 | \$520,400.00 | \$14,258.96 |
| 040 | 006 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 2 | Pegasus St | \$696,600.00 | \$8,469,200.00 | \$9,165,800.00 | \$1,099,900.00 | \$8,065,900.00 | \$221,005.66 |
| 040 | 007 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 0 | Anchor Dr | \$383,800.00 | \$0.00 | \$383,800.00 | \$383,800.00 | \$0.00 | \$0.00 |
| 040 | 018 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 36 | Orion St | \$111,800.00 | \$281,200.00 | \$393,000.00 | \$393,000.00 | \$0.00 | \$0.00 |
| 040 | 086 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 54 | Orion St | \$136,200.00 | \$1,169,500.00 | \$1,305,700.00 | \$1,305,700.00 | \$0.00 | \$0.00 |
| 040 | 153 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 180 | Orion St | \$72,300.00 | \$202,800.00 | \$275,100.00 | \$275,100.00 | \$0.00 | \$0.00 |
| 040 | 200 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 15 | Terminal Rd | \$115,300.00 | \$1,200,200.00 | \$1,315,500.00 | \$1,315,500.00 | \$0.00 | \$0.00 |
| 040 | 209 | 000 | 000 | BXM TIF | United States Of America | 55 | Neptune Dr | \$20,400.00 | \$30,300.00 | \$50,700.00 | \$50,700.00 | \$0.00 | \$0.00 |
| 040 | 225 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 47 | Orion St | \$65,000.00 | \$2,500.00 | \$67,500.00 | \$67,500.00 | \$0.00 | \$0.00 |
| 040 | 250 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 74 | Orion St | \$696,600.00 | \$8,377,600.00 | \$9,074,200.00 | \$8,643,500.00 | \$430,700.00 | \$11,801.18 |
| 040 | 252 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 49 | Orion St | \$55,300.00 | \$87,500.00 | \$142,800.00 | \$142,800.00 | \$0.00 | \$0.00 |
| 040 | 292 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 7 | Terminal Rd | \$71,800.00 | \$443,200.00 | \$515,000.00 | \$515,000.00 | \$0.00 | \$0.00 |
| 040 | 553 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 166 | Orion St | \$92,400.00 | \$547,900.00 | \$640,300.00 | \$0.00 | \$640,300.00 | \$17,544.22 |
| 040 | 554 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 148 | Orion St | \$57,000.00 | \$1,248,600.00 | \$1,305,600.00 | \$1,305,600.00 | \$0.00 | \$0.00 |
| 040 | 555 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 162 | Orion St | \$108,600.00 | \$0.00 | \$108,600.00 | \$108,600.00 | \$0.00 | \$0.00 |
| 040 | 611 | 000 | 000 | BXM TIF | Midcoast Reg Redevelopment Authority | 160 | Orion St | \$30,600.00 | \$51,400.00 | \$82,000.00 | \$82,000.00 | \$0.00 | \$0.00 |
| | | | | | | | | \$3,278,900.00 | \$27,508,000.00 | \$30,786,900.00 | \$21,129,600.00 | \$9,657,300.00 | \$264,610.02 |
| Less Hangar 6 (Kestrel and Tempus) | | | | | | | | | | | | | |
| Adjusted Net | | | | | | | | | | | | | |
| BXM TIF | | | | | | | | | | | | | |
| | | | | | | | | 50.00% | | | | | |
| | | | | | | | | \$21,802.18 | | | | | |

**MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY
TAX INCREMENT FINANCING DISTRICTS**

| Map | Lot | Sub | Type | TIF District | Owner | Street Number | Street Name | Land | Bldg. | Total | Exemptions | Taxable | Taxes |
|-----|-----|-----|------|-------------------|--------------------------------------|---------------|-------------------|------------------------|------------------------|------------------------|------------------------|------------------------|---------------------|
| 040 | 000 | 000 | 000 | not in a district | United States Of America | 0 | Bath Rd | \$3,825,000.00 | \$600,000.00 | \$4,425,000.00 | \$4,425,000.00 | \$0.00 | \$0.00 |
| 040 | 002 | 000 | 000 | not in a district | Midcoast Reg Redevelopment Authority | 0 | Pegasus St | \$42,930,600.00 | \$9,000,000.00 | \$51,930,600.00 | \$51,930,600.00 | \$0.00 | \$0.00 |
| 040 | 003 | 000 | 000 | not in a district | Roman Catholic Bishop Of Portland | 0 | Allagash Dr | \$29,100.00 | \$0.00 | \$29,100.00 | \$0.00 | \$29,100.00 | \$797.34 |
| 040 | 008 | 000 | 000 | not in a district | Midcoast Reg Redevelopment Authority | 0 | Anchor Dr | \$91,200.00 | \$0.00 | \$91,200.00 | \$91,200.00 | \$0.00 | \$0.00 |
| 040 | 009 | 000 | 000 | not in a district | United States Of America | 220 | Admiral Fitch Ave | \$69,700.00 | \$193,000.00 | \$262,700.00 | \$262,700.00 | \$0.00 | \$0.00 |
| 040 | 012 | 000 | 420 | not in a district | Affordable Midcoast Housing Llc | 0 | Antietam St | \$0.00 | \$9,767,100.00 | \$9,767,100.00 | \$0.00 | \$9,767,100.00 | \$267,618.54 |
| 040 | 058 | 000 | 000 | not in a district | Maine, State Of | 0 | Ordinance Rd | \$93,500.00 | \$0.00 | \$93,500.00 | \$93,500.00 | \$0.00 | \$0.00 |
| 040 | 063 | 000 | 000 | not in a district | Midcoast Reg Redevelopment Authority | 0 | Samuel Adams Dr | \$181,200.00 | \$0.00 | \$181,200.00 | \$181,200.00 | \$0.00 | \$0.00 |
| 040 | 077 | 000 | 000 | not in a district | Maine, State Of | 44 | Eagle Dr | \$68,000.00 | \$0.00 | \$68,000.00 | \$68,000.00 | \$0.00 | \$0.00 |
| 040 | 078 | 000 | 000 | not in a district | Midcoast Reg Redevelopment Authority | 41 | Merriconeag Rd | \$293,400.00 | \$446,500.00 | \$739,900.00 | \$0.00 | \$739,900.00 | \$20,273.26 |
| 040 | 090 | 000 | 000 | not in a district | Bowdoin College | 0 | Allagash Dr | \$623,000.00 | \$0.00 | \$623,000.00 | \$623,000.00 | \$0.00 | \$0.00 |
| 040 | 091 | 000 | 000 | not in a district | Midcoast Reg Redevelopment Authority | 0 | Samuel Adams Dr | \$4,236,600.00 | \$0.00 | \$4,236,600.00 | \$4,236,600.00 | \$0.00 | \$0.00 |
| 040 | 093 | 000 | 000 | not in a district | Bowdoin College | 0 | Allagash Dr | \$109,600.00 | \$0.00 | \$109,600.00 | \$109,600.00 | \$0.00 | \$0.00 |
| 040 | 094 | 000 | 000 | not in a district | United State Of America | 0 | Samuel Adams Rd | \$58,500.00 | \$0.00 | \$58,500.00 | \$58,500.00 | \$0.00 | \$0.00 |
| 040 | 150 | 000 | 000 | not in a district | Southern Maine Community College | 19 | Sewall St | \$301,400.00 | \$660,900.00 | \$962,300.00 | \$962,300.00 | \$0.00 | \$0.00 |
| 040 | 150 | 000 | 001 | not in a district | Southern Maine Community College | 29 | Sewall St | \$0.00 | \$2,184,800.00 | \$2,184,800.00 | \$2,184,800.00 | \$0.00 | \$0.00 |
| 040 | 150 | 000 | 002 | not in a district | Southern Maine Community College | 1 | Burbank Ave | \$0.00 | \$963,700.00 | \$963,700.00 | \$963,700.00 | \$0.00 | \$0.00 |
| 040 | 151 | 000 | 000 | not in a district | Southern Maine Community College | 141 | Admiral Fitch Ave | \$118,500.00 | \$1,525,300.00 | \$1,643,800.00 | \$1,643,800.00 | \$0.00 | \$0.00 |
| 040 | 162 | 000 | 000 | not in a district | United States Of America | 0 | Samuel Adams Rd | \$83,300.00 | \$0.00 | \$83,300.00 | \$83,300.00 | \$0.00 | \$0.00 |
| 040 | 163 | 000 | 000 | not in a district | United States Of America | 0 | Samuel Adams Dr | \$178,500.00 | \$0.00 | \$178,500.00 | \$178,500.00 | \$0.00 | \$0.00 |
| 040 | 227 | 000 | 000 | not in a district | Federal Aviation Administration | 22 | Transmitter Dr | \$6,000.00 | \$6,200.00 | \$12,200.00 | \$12,200.00 | \$0.00 | \$0.00 |
| 040 | 231 | 000 | 000 | not in a district | Federal Aviation Administration | 417 | Allagash Dr | \$168,000.00 | \$3,791,800.00 | \$3,959,800.00 | \$3,959,800.00 | \$0.00 | \$0.00 |
| 040 | 280 | 000 | 000 | not in a district | Federal Aviation Administration | 16 | Transmitter Dr | \$60,000.00 | \$50,200.00 | \$110,200.00 | \$110,200.00 | \$0.00 | \$0.00 |
| 040 | 294 | 000 | 000 | not in a district | Midcoast Reg Redevelopment Authority | 192 | Admiral Fitch Ave | \$281,100.00 | \$9,078,400.00 | \$9,359,500.00 | \$0.00 | \$9,359,500.00 | \$256,450.30 |
| 040 | 294 | 000 | 001 | not in a district | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$18,000.00 | \$0.00 | \$18,000.00 | \$18,000.00 | \$0.00 | \$0.00 |
| 040 | 296 | 000 | 000 | not in a district | Midcoast Reg Redevelopment Authority | 369 | Allagash Dr | \$2,945,400.00 | \$0.00 | \$2,945,400.00 | \$2,945,400.00 | \$0.00 | \$0.00 |
| 040 | 512 | 000 | 000 | not in a district | Southern Maine Community College | 12 | Sewall St | \$263,800.00 | \$2,373,500.00 | \$2,637,300.00 | \$2,637,300.00 | \$0.00 | \$0.00 |
| 040 | 517 | 000 | 000 | not in a district | United States Coast Guard | 27 | Coast Guard Rd | \$675,000.00 | \$59,400.00 | \$734,400.00 | \$734,400.00 | \$0.00 | \$0.00 |
| 040 | 518 | 000 | 000 | not in a district | United States Coast Guard | 25 | Coast Guard Rd | \$0.00 | \$6,900.00 | \$6,900.00 | \$6,900.00 | \$0.00 | \$0.00 |
| 040 | 594 | 000 | 000 | not in a district | United States Of America | 0 | Pegasus St | \$36,000.00 | \$118,100.00 | \$154,100.00 | \$154,100.00 | \$0.00 | \$0.00 |
| | | | | | | | | \$57,744,400.00 | \$40,825,800.00 | \$98,570,200.00 | \$78,674,600.00 | \$19,895,600.00 | \$545,139.44 |
| 040 | 075 | 000 | 000 | | Midcoast Reg Redevelopment Authority | 0 | Admiral Fitch Ave | \$56,700.00 | \$0.00 | \$56,700.00 | \$56,700.00 | \$0.00 | \$0.00 |
| 040 | 095 | 000 | 000 | | Midcoast Reg Redevelopment Authority | 0 | Eagle Dr | \$68,500.00 | \$0.00 | \$68,500.00 | \$68,500.00 | \$0.00 | \$0.00 |
| 040 | 096 | 000 | 000 | | Midcoast Reg Redevelopment Authority | 0 | Ordinance Rd | \$100,500.00 | \$0.00 | \$100,500.00 | \$100,500.00 | \$0.00 | \$0.00 |
| 040 | 100 | 000 | 000 | | United States Of America | 17 | Ordinance Rd | \$144,000.00 | \$2,784,300.00 | \$2,928,300.00 | \$2,928,300.00 | \$0.00 | \$0.00 |
| 040 | 161 | 000 | 000 | | United States Of America | 0 | Allagash Dr | \$389,100.00 | \$0.00 | \$389,100.00 | \$389,100.00 | \$0.00 | \$0.00 |
| 040 | 164 | 000 | 000 | | United States Of America | 0 | Gurnet Rd | \$233,500.00 | \$0.00 | \$233,500.00 | \$233,500.00 | \$0.00 | \$0.00 |
| 040 | 165 | 000 | 000 | | United States Of America | 0 | Harpwell Rd | \$123,800.00 | \$0.00 | \$123,800.00 | \$123,800.00 | \$0.00 | \$0.00 |
| 040 | 167 | 000 | 000 | | United States Of America | 0 | Gurnet Rd | \$2,525,900.00 | \$0.00 | \$2,525,900.00 | \$2,525,900.00 | \$0.00 | \$0.00 |
| 040 | 208 | 000 | 000 | | Midcoast Reg Redevelopment Authority | 0 | Seahawk Ave | \$1,069,200.00 | \$0.00 | \$1,069,200.00 | \$1,069,200.00 | \$0.00 | \$0.00 |
| 040 | 293 | 000 | 000 | | Midcoast Reg Redevelopment Authority | 0 | Orion St | \$57,400.00 | \$0.00 | \$57,400.00 | \$57,400.00 | \$0.00 | \$0.00 |
| 040 | 295 | 000 | 000 | | Midcoast Reg Redevelopment Authority | 51 | Pelican St | \$33,000.00 | \$0.00 | \$33,000.00 | \$33,000.00 | \$0.00 | \$0.00 |
| | | | | | | | | \$4,801,600.00 | \$2,784,300.00 | \$7,585,900.00 | \$7,585,900.00 | \$0.00 | \$0.00 |



**Brunswick Landing
TIF District
542 Acres**

**Brunswick Executive Airport
TIF District
146 Acres**



1 inch = 1,600 feet

Drawn by: JRH, Date: February 13, 2013

TIF COMMITTEE MEETING

Minutes

April 11, 2016

4:00 P.M.

Conference Room 206

Town Hall

85 Union Street

Members Present: W. David Watson and John M. Perreault
Daniel Harris, absent

Others Present: Town Manager John Eldridge, Assistant Town Manager Derek Scrapchansky, Finance Director Julie Henze, and Economic Development Director Linda Smith

Councilor Perreault moved, Councilor Watson seconded, to approve \$300,000 for infrastructure improvements by MRRA, pending MRRA's attending the 4/19/2016 Brunswick Town Council meeting to respond to any Council questions. The motion carried with two (2) yeas

Councilor Perreault moved, Councilor Watson seconded, to adjourn the meeting. The motion carried with two (2) yeas.

The meeting adjourned at 4:20 p.m.

Date of Approval

Chair

ITEM 44

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: Request to Set a Public Hearing for Washburn & Doughty Associates Application for Community Development Block Grant Economic Development Funds
DATE: April 12, 2016

On March 7, 2016, Town Council members approved the Town's having submitted a Letter of Intent (see attached) to the Maine Department of Economic and Community Development (DECD) on March 4, 2016 to apply for an Economic Development Program grant on behalf of Washburn & Doughty Associates, Inc., an East Boothbay-based business, specializing in the construction of steel and aluminum commercial vessels. On March 10, 2016, DECD invited the Town to apply for funds on behalf of the company (see attached letter from DECD).

Bruce Doughty and Bruce Washburn founded Washburn & Doughty Associates, Inc. in 1977, having met while both were employed at Bath Iron Works (BIW). Bruce Doughty, a Maine Maritime marine engineering graduate with an early career of "going to sea" worked in the BIW planning department. Bruce Washburn, a degreed Naval Architect from the University of Michigan, worked as a Naval Architect for BIW. They shared an interest in designing and building fishing boats and started "moonlighting" by building their first fishing boat "on spec". The first hull was constructed in Brunswick and then eventually transported to Woolwich for final outfitting and launch. From those early days, Washburn & Doughty has developed a diverse portfolio of commercial boats -- passenger ferries, research vessels and dinner-casino boats. For the last sixteen years, the company has focused on building tugboats to its own designs as well as the designs of other naval architectural firms. It holds a 25-30% market share (based on volume) for the Z-drive tug market.

Washburn & Doughty has outgrown its small waterfront facility in East Boothbay. It anticipates steady demand for its product over the next few years. Due to the limited footprint at the existing plant, it is not currently using its production facility most efficiently and there is little to no room for storing the structural subassemblies. To overcome these challenges, the company is seeking to relocate a portion of its steel boat-building operations to Building #86, Brunswick Landing, Brunswick, Maine. Specifically, W&D plans to move its steel cutting operations, panel stiffening and part of its structural model construction. To create efficient operations, Building #86 will need significant infrastructure improvements, as follows:

- Overhead Cranes – Install 4 additional overhead cranes to complement the existing 10 ton overhead crane;

- Gas Delivery System – Install piping to support propylene, argon and oxygen for the cutting and fitting operations;
- Ventilation System - Install a Donaldson type dust/fume collector to support welding operations;
- Insulation – Install ceiling installation; and,
- Relocate fence – Relocate the existing perimeter fence to the north and west to accommodate materials & product shipments.

Washburn & Doughty estimate the costs associated with this work at \$1,034,000 for the total project, with \$200,000 in owner equity; \$434,000 in bank financing; and, \$400,000 from a CDBG request. The company commits to hiring fifteen (15) new employees at Brunswick Landing as a result of this project.

The Economic Development Program grant application is due to DECD on Friday, May 13, 2016. Therefore, I am requesting that the Town Council set a Public Hearing for Monday, May 2, 2016 for this application. Matthew Maddox, Washburn and Doughty's Vice President for Finance and Business Development, will be available at the Public Hearing to answer any questions. The notice for the Public Hearing will be posted through the Times Record on Friday, April 22, 2016 and a draft Application will be made available to the public for review at that time.

Thank you for your consideration of this project. I look forward to answering any questions you may have.

Attachments/

Cc: John Eldridge, Town Manager

State of Maine
Community Development Block Grant Program
2016 Economic Development Program
Letter of Intent to Apply

Due the first Friday of each month by 4:00 p.m.*
 Letters of Intent may be submitted via email to: ocd.loi@maine.gov
 Please enter "EDP LOI" in the subject line.

2016 CDBG Program Funds are not expected to be available before July 1, 2016.

All communities wishing to apply for assistance under the 2016 Economic Development Program must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed Letter of Intent deemed to be fully compliant will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding.

EDP PROJECT PARTICIPANTS

Legal Applicant (Community):

| | | | |
|---|--|----------------|--|
| Applicant: | Town of Brunswick | Phone: | 207-725-6659 |
| Address: | 85 Union Street | Fax: | 207-725-6663 |
| City, ZIP+4: | Brunswick, Maine 04011-2418 | E-Mail: | jeldridge@brunswickme.org |
| Contact: | John Eldridge, Town Manager | | |
| DUNS #: | Applicant DUNS (Dunn & Bradstreet) #: 077466274 (visit http://fedgov.dnb.com/webform if applicant needs to obtain a number) | | |
| OCD Development Program Manager (Name and Date of Consultation Required): Andrea Smith, DECD Program Manager on 2-17-2016 | | | |

Business to be assisted:

| | | | |
|--|--|----------------|--|
| Business | Washburn & Doughty Associates, Inc. | Phone: | 207-633-6517 |
| Address: | 7 Enterprise Street | Fax: | 207-633-7007 |
| City, ZIP: | East Boothbay, ME 04544 | E-Mail: | mmaddox@washburndoughty.com |
| Contact: | Matthew R. Maddox | Title | Vice President, Finance |
| DUNS #: | Applicant Business DUNS (Dunn & Bradstreet) #: 086884756 (visit http://fedgov.dnb.com/webform if business needs to obtain a number) | | |
| If applicable, is business to be assisted <input type="checkbox"/> Retail <input type="checkbox"/> Start-up | | | |

*If the first Friday of the month falls on a holiday the EDP Letter of Intent will be due by 4:00pm on the next business day.

EDP ELIGIBLE ACTIVITY CATEGORIES

| | | |
|---|---|---------------------------|
| | <p>Grants to Municipalities: for acquisition, relocation, demolition, clearance, construction, reconstruction, installation and rehabilitation <u>associated with public infrastructure</u> projects such as water and sewer improvements, flood and drainage improvements, publicly-owned commercial and industrial buildings, parking, streets, curbs, gutters, sidewalks, etc. <u>All public infrastructure must be owned by the municipality or public or private utility and be in support of an identified business.</u></p> | <p>\$1,000,000</p> |
| X | <p>Grants to Municipalities for Direct Business Support: for capital and non-capital equipment, land and site improvements, rehabilitation or construction of commercial or industrial buildings, job training, working capital and capital equipment and be in support of an identified business. Acquisition is not an allowable activity under this group.</p> | <p>\$1,000,000</p> |

Applicants may apply in only one specific grant activity group.

ECONOMIC DEVELOPMENT PROGRAM FUNDS CANNOT BE USED TO REFINANCE EXISTING DEBT

PROJECT INFORMATION

Using the space provided please provide a clear, concise description of the proposed development project. Be sure to clearly explain how EDP funds will be utilized, the financing gap that exists in order to do the project and the timeline in which the CDBG-EDP funds will be expended and information relative to jobs being created and/or retained.

Washburn & Doughty Associates, Inc. (W&D) of East Boothbay, Maine specializes in the construction of steel and aluminum vessels. Founded by Bruce Doughty, Bruce Washburn and Carl Pianka, the yard began building fishing boats in 1977. Since then, the yard has diversified its capabilities, developing innovative designs and techniques and exploring new markets. W&D is undertaking the relocation of a portion of its steel boat-building operations to Building #86, Brunswick Landing, Brunswick, Maine. Specifically, W&D plans to move its steel cutting operations, panel stiffening and part of its structural model construction. To create efficient operations, Building #86 will need significant infrastructure improvements, as follows:

- Overhead Cranes – Install 4 additional overhead cranes to complement the existing 10 ton overhead crane;
- Gas Delivery System – Install piping to support propylene, argon and oxygen for the cutting and fitting operations;
- Ventilation System - Install a Donaldson type dust/fume collector to support welding operations;
- Insulation – Install ceiling installation; and,
- Relocate fence – Relocate the existing perimeter fence to the north and west to accommodate materials & product shipments.

Washburn & Doughty estimate the costs associated with this work at \$1,034,000 for the total project, with \$200,000 in owner equity; \$434,000 in bank financing; and, \$400,000 from a CDBG request. The company commits to hiring fifteen (15) new employees at Brunswick Landing as a result of this project.

EDP DOLLARS PER JOB CREATED: The maximum CDBG participation per job created with EDP funds is \$30,000.

JOB RETENTION INFORMATION (Fill in job information below)

Number of Full-Time Equivalent (FTE) Jobs to be Retained: **N/A**

The applicant must also attach documentation to this Letter of Intent such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance. **Completion of Job Retention Assurances and Job Retention Summary Documentation must be completed and submitted to the Office of Community Development before applicant will be invited to submit an EDP application.** Forms require completion and must be signed by both the municipal and business CEO. Please pay close attention to the definition of permanent, full time and full time equivalent jobs.

JOB CREATION INFORMATION (Fill in job information below)

Number of Full-Time Equivalent (FTE) Jobs to be Created within 12 months: 15

| Occupation/Job Title | # of Jobs | Work Location | Hire Date | Avg. Hourly Salary | Avg. Hourly Salary with fringe benefits |
|---------------------------------|-----------|---------------|-----------|--------------------|---|
| Welder / Craft Worker | 5 | Brunswick, ME | 8/1/2016 | \$20.00 / hour | \$27.00 / hour |
| Shipfitter / Craft Worker | 7 | Brunswick, ME | 8/1/2016 | \$20.00 / hour | \$27.00 / hour |
| Burn Table Operator / Operative | 1 | Brunswick, ME | 8/1/2016 | \$20.00 / hour | \$27.00 / hour |
| Material Handler / Operative | 1 | Brunswick, ME | 8/1/2016 | \$20.00 / hour | \$27.00 / hour |
| Commercial Driver / Operative | 1 | Brunswick, ME | 8/1/2016 | \$20.00 / hour | \$27.00 / hour |

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

G. COST ESTIMATES & PROJECT FUNDING

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds.

Applicants for Economic Development Program funds must certify and provide documentation, at time of application, that there is a 100% cash match of the total EDP award. Matching funds must be directly related to the activities undertaken with EDP funding and must be firm commitments from

non-CDBG funds and documented by binding commitment letters submitted with the final application. Matching funds cannot be committed or expended prior to the project receiving Environmental Review Clearance from the Office of Community Development. Prior commitments and in-kind contributions are not considered as match. Project must demonstrate that there is a gap between sources and uses and that CDBG funds are needed to fill that gap.

Communities receiving an EDP award may not receive any other EDP award for the same project or business during the same program year **or** for the same or project or business from a prior program year that has not met **final** closeout status.

All construction estimates should be prepared by the Engineer/Architect. Take into account the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs. **Please note projects with a total cost exceeding \$3,000,000 are not eligible for EDP assistance. The minimum request for EDP assistance is \$100,000*.**

| | | | |
|--------------------------------------|----------------|----------------------|--------------|
| Total Estimated Project Cost: | \$1,034,000.00 | CDBG Request: | \$400,000.00 |
|--------------------------------------|----------------|----------------------|--------------|

| Funding Source | Amount | Date Secured |
|-----------------------|--------------------|---------------------------------|
| Financial Institution | \$ 434,000 | In process |
| Owner Equity | \$ 200,000 | Available at time of CDBG Award |
| CDBG Grant | \$ 400,000 | TBD |
| TOTAL: | \$1,034,000 | |

EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES

EDP applications in support of a retail business must attach written documentation to this Letter of Intent for each of the following limited conditions:

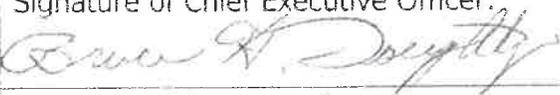
1. The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
2. The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region economy and not a shift from existing established businesses to a new or expanded one; and
3. The retail business is located in either a downtown district meeting the definition of PL 776 enacted by the 119th legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
4. At least 50% of the jobs created by the retail business must be full time jobs.

* Projects seeking less than \$100,000 in CDBG EDP funds must request a waiver from the Office of Community Development (OCD) and have received approval of that wavier from OCD prior to the submission of the EDP Letter of Intent.

Applicant & Business Certifications

As an authorized official of the applicant community and/or business, I certify under the penalties of perjury that:

1. To the best of my knowledge and belief, all information contained in this Letter of Intent and all attached documentation is true and correct and current as of the date signed below;
2. This Letter of Intent complies with all applicable State and federal laws and regulations;
3. All parties signing this Letter of Intent are cognizant of the requirements that should the intended Job Creation/Retention National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; that DECD may elect to secure such requirement/repayment with assets of the Applicant Business for a term of up to five years should this project be approved for funding; and that DECD may deduct from the amount of any Grant the cost of legal fees associated with the review, underwriting and securing of collateral should this project be approved for funding.
4. There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the applicant and/or business at law or in equity before any court or administrative officer or agency which might result in any material adverse change in the business or financial condition of the borrower. The borrower is not in default (a) in the payment of any taxes levied or assessed against it or any of its assets or (b) under an applicable statute, rule, order, decree, writ, injunction or regulation of any governmental body (including any court).
5. With the exception of administrative or personnel costs, 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.
6. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

| | |
|--|---|
| Signature of Chief Executive Officer:  | Printed or Typed Name: John Eldridge, Town Manager |
| Name of Applicant Community : Town of Brunswick | Date: March 4, 2016 |
| | |
| Signature of Chief Executive Officer:  | Printed or Typed Name: Bruce Doughty, President |
| Name of Applicant Business : Washburn & Doughty Associates, Inc. | Date: March 4, 2016 |

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM GRANT APPLICATION**

**GRANTEE/BUSINESS ASSURANCES
JOB RETENTION**

NOT APPLICABLE FOR THIS APPLICATION

The Business _____ (as identified below), having applied for funding from the Town/City of _____ (as identified below) through the Maine assures that it has discussed job retention project goals with the applicant business. The Municipality is assured that _____ jobs **will be retained for a period of no less than two years from the date of the CDBG contract between the municipality and the State of Maine.** The Business (as identified below) assures that these jobs will be retained and that timely and completed documentation will be provided to the Municipality necessary to verify job retention achievements. Both the Municipality and the Business assure that low and moderate-income persons hold at least 51% of the jobs retained.

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

All job retention information reported on this form will be reviewed by OCD.

Municipality

Signature of Municipal CEO

Date

Business

Signature of Business CEO

Date

The applicant must attach documentation to this form (such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM GRANT APPLICATION
JOB RETENTION SUMMARY DOCUMENTATION**

NOT APPLICABLE FOR THIS APPLICATION

TO BE DETERMINED BY EMPLOYEE SURVEY AND VERIFIED THROUGH SUPPORTING DOCUMENTATION

| JOB TITLE | Job Class* | # JOBS RETAINED Qualified | | # LMI JOBS RETAINED | | # NON LMI JOBS RETAINED | |
|-----------|------------|---------------------------|-----------|---------------------|-----------|-------------------------|-----------|
| | | full time | part time | full time | part time | full time | part time |
| | | | | | | | |
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All existing employees must be surveyed prior to making application to determine LMI status and establish an employment baseline for future reference.

All job retention information reported on this form must be submitted for reviewed by OCD.

*** Attach a job description for each job title for which a position will be retained and use the job category definition numbers outlined below to indicate job class.**

The above information has been compiled using the individual surveys of all affected employees of the Business (as identified above).

This survey was based on family income as defined by the HUD Low/Moderate Income Limits, which apply to the Community Development Block Grant (CDBG) Program. To the best of my knowledge, all information represented above is true and factual. Assurances are also given that "Clear and Objective" evidence exists documenting the above jobs would actually be lost without CDBG Program funding, and that this evidence exists in the form of a notice issued by the assisted party to affected employees, a public announcement, relevant financial records or other form acceptable to the Department of Economic and Community Development.

Signature of Human Resources Officer

Date

STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Development Grant Application
JOB CATEGORY DEFINITIONS AND CLASS NUMBERS

1. **Officials and Managers** – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** – Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers, demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office and Clerical** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** – Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Development Grant Application
JOB CATEGORY DEFINITIONS AND CLASS NUMBERS
(continued)

7. **Operatives (semi-skilled)** – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
8. **Laborers (unskilled)** – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
9. **Service workers** – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.



Paul R. LePage
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



GEORGE C. GERVAIS
COMMISSIONER

March 10, 2016

John Eldridge, Town Manager
Town of Brunswick
85 Union Street
Brunswick, Maine 04011-2418

Dear Mr. Eldridge:

The Office of Community Development (OCD) has reviewed the Letter-of-Intent to apply you submitted for the 2016 Community Development Block Grant (CDBG) Economic Development Program (EDP). Our review showed that the Town of Brunswick, on behalf of Washburn & Doughty Associates, has met the requirements established by Title I of the Housing and Community Development Act of 1973, as amended and the State of Maine CDBG program. Therefore, the project is eligible to submit an Economic Development program application.

One item to be aware of is that the Town of Brunswick has a couple of CDBG grants that are currently closed pending audit. **The audit is due to be submitted to the federal clearinghouse and OCD no later than March 31, 2016.** As a reminder, municipalities required to complete a single audit must submit it to the Federal Audit Clearinghouse and the Office of Community Development within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period. Failure to meet this requirement may result in this project's application being ineligible to be reviewed and scored.

Please note, in particular, the following items that the EDP application and supporting documentation must include, in order to be eligible to be reviewed and scored:

- Municipal legislative body approval
- Documented commitment letters for all matching funds required to complete the project
- Identified sources from which resources were sought and why they are not being utilized as part of this development project demonstrating a gap exists in the project
- Tax returns for **2015, 2014 and 2013** for the applicant business and/or for any entity or individual with a 20% or more interest in the business

John Eldridge, Town Manager
Town of Brunswick
March 10, 2016
Page 2

If the application and financial documentation package, **as identified in the EDP application checklist**, does not contain all of the required items, it will be deemed incomplete and will not be scored.

Please remember that eligibility to submit a final application does not imply final project approval or funding. Further, no matching funds or CDBG funds can be obligated or expended prior to the project receiving Environmental Clearance from the Office of Community Development. This project, if funded, will also be required to meet all federal labor standards, including the payment of Davis-Bacon wage rates.

OCD reserves the right to deduct, from the amount of any grant award, the cost of legal fees associated with the review, underwriting and securing of collateral should the project be approved for funding.

At this time the request for funds, for projects invited to submit an application for our first round of funding, are approximately \$6 million for a program that has \$2.7 million available. Failure to meet the **EDP application deadline of 4:00pm on Friday, May 13, 2016** will likely result in the project not being eligible for funding during the 2016 Program year as we do not expect to have any remaining EDP grant dollars after the May round.

You may contact Andrea Smith at #624-9813 or andrea.smith@maine.gov with any further questions regarding the 2016 CDBG application process.

Sincerely,



Deborah Johnson, Director
Office of Community Development

cc: Matthew R. Maddox, Washburn & Doughty Associates, Inc.
Linda Smith, Town of Brunswick
Andrea K. Smith, Office of Community Development

ITEM 45

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: Request to Set a Public Hearing for Artforms Application for Community Development Block Grant Economic Development Funds
DATE: April 12, 2016

On January 19, 2016, Town Council members approved the Town submitting a Letter of Intent (see attached) to the Maine Department of Economic and Community Development (DECD) to apply for an Economic Development Program grant on behalf of Artforms, Inc., a Brunswick company that designs and manufactures custom imprinted t-shirts and other garments, selling wholesale to souvenir and resort retailers. On February 5, 2016, the Town submitted the Letter of Intent on behalf of the company. On February 8, 2016, DECD invited the Town to apply for funds on behalf of the company (see attached letter from DECD).

As the Letter of Intent indicates, Artforms launched in the Spring of 1988 with the idea that great art deserves to be worn! They grew from two full time employees to more than twenty-five (25) full time employees by 2011. In 2012, following a complete renovation to the 128 Maine Street building, the site of the historic Brunswick Town Hall, Artforms re-located from Westbrook to Brunswick bringing cutting edge manufacturing to Maine Street along with twenty-six (26) full time, year-round jobs. Through plate glass windows in Cool As A Moose (a retail affiliate), the bee-hive of Artforms production is fully on display each Monday through Friday while behind the scenes, the creative department conjures up great new designs to keep the presses rolling (see www.artformsinc.com).

In order to continue to grow, meet demand, increase efficiencies and enhance environmentally friendly production, Artforms is proposing to upgrade its production capacity through an integrated manufacturing investment. The upgraded equipment purchase and installation costs are \$203,250.00 (approximately \$187,250 for equipment and \$16,000 for installation). This investment will update / replace equipment that is outdated and inefficient and allow the company to get more product out the door more quickly and efficiently as it continues to grow.

Artforms is contributing \$23,250 equity (11%), a loan application for \$80,000 (40%) is being submitted to the Midcoast Economic Development District loan program, and \$100,000 (49%) is being requested from the CDBG Economic Development Grant Program. The resulting production increase will result in the creation of six (6) full time jobs.

The Economic Development Program grant application is due to DECD on Friday, May 13, 2016. Therefore, I am requesting that the Town Council set a Public Hearing for Monday, May 2, 2016 for this application. Kip Stone, Artforms, Inc. owner, will be available at the Public Hearing to answer any questions. The notice for the Public Hearing will be posted through the Times Record on Friday, April 22, 2016 and a draft Application will be made available to the public for review at that time.

Thank you for your consideration of this project. I look forward to answering any questions you may have.

Attachments/

Cc: John Eldridge, Town Manager

EDP ELIGIBLE ACTIVITY CATEGORIES

| | |
|---|---|
| | <p>Grants to Municipalities: for acquisition, relocation, demolition, clearance, construction, reconstruction, installation and rehabilitation <u>associated with public infrastructure</u> projects such as water and sewer improvements, flood and drainage improvements, publicly-owned commercial and industrial buildings, parking, streets, curbs, gutters, sidewalks, etc. \$1,000,000</p> <p><u>All public infrastructure must be owned by the municipality or public or private utility and be in support of an identified business.</u></p> |
| X | <p>Grants to Municipalities for Direct Business Support: for capital and non-capital equipment, land and site improvements, rehabilitation or construction of commercial or industrial buildings, job training, working capital and capital equipment and be in support of an identified business. Acquisition is not an allowable activity under this group. \$1,000,000</p> |

Applicants may apply in only one specific grant activity group.

ECONOMIC DEVELOPMENT PROGRAM FUNDS CANNOT BE USED TO REFINANCE EXISTING DEBT

PROJECT INFORMATION

Using the space provided please provide a clear, concise description of the proposed development project. Be sure to clearly explain how EDP funds will be utilized, the financing gap that exists in order to do the project and the timeline in which the CDBG-EDP funds will be expended and information relative to jobs being created and/or retained.

Artforms, Inc. launched in the Spring of 1988 with the idea that great art deserves to be worn. At the time, tee shirts were evolving into staple casual attire but it wasn't always easy to find a good one. Now, after 28 years of hard work and design inspiration, Artforms shirts can be found in quality resort shops from Lubec, Maine to Key West, Florida, San Diego California to Anchorage Alaska, Hawaii, the Caribbean, and just about every other place in between.

In 2012, following a complete renovation to the 128 Maine Street building, the site of the historic Brunswick Town Hall, Artforms re-located from Westbrook to Brunswick bringing cutting edge manufacturing to Maine Street along with 26 full time, year-round jobs. Through plate glass windows in Cool As A Moose (a retail affiliate), the bee-hive of Artforms production is fully on display each Monday through Friday while behind the scenes, the creative department conjures up great new designs to keep the presses rolling (see www.artformsinc.com).

In order to continue to grow, meet demand, increase efficiencies and enhance environmentally friendly production, Artforms is proposing to upgrade its production capacity through an integrated manufacturing investment. This investment includes the purchase of three production machines: Sportsman 10 station / 8 color automatic press; M&R Direct to Screen Printer; and, M&R Eco Tec automatic screen cleaner / reclaimer. The M&R Direct to Screen replaces existing slower halide exposure units with the newer LED lights cutting exposure time by 80% and allowing Artforms to run a fifth press at full capacity. The Sportsman 10 station / 8 color press updates the existing 12 year old 8 station / 6 color press and increases capacity from 35 dozen units per hour to 56 dozen units per hour. The M&R Eco Tec reclaimer allows for a more environmentally friendly and efficient way to clean & reclaim printing screens. It automates a process that has, in the past, caused chemical sensitivity and repetitive motion issues with several employees.

The purchase and installation costs are \$203,250.00 (approximately \$187,250 for equipment and \$16,000 for installation). This investment will update / replace equipment that is outdated and inefficient and allow Artforms to get more product out the door efficiently as it continues to grow.

Artforms is contributing \$23,250 equity (11%), a loan application for \$80,000 (40%) is being submitted to the Midcoast Economic Development District loan program and \$100,000 (49%) is being requested from the CDBG Economic Development Grant Program. The resulting production increase will result in the creation of an additional six (6) full time jobs, including one (1) Accounting Assistant, one (1) Customer Service Assistant, two (2) Auto Printers, and two (2) Quality Control Inspectors. [NOTE: Since CDBG funds are only likely to be available in late July 2016, the equipment is targeted to be ordered, manufactured, delivered and installed by late November 2016, and production testing and trial hiring will occur in early 2017, which means that the permanent hiring is targeted for spring 2017.]

EDP DOLLARS PER JOB CREATED: The maximum CDBG participation per job created with EDP funds is \$30,000.

JOB RETENTION INFORMATION (Fill in job information below)

Number of Full-Time Equivalent (FTE) Jobs to be Retained: N/A

The applicant must also attach documentation to this Letter of Intent such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance. **Completion of Job Retention Assurances and Job Retention Summary Documentation must be completed and submitted to the Office of Community Development before applicant will be invited to submit an EDP application.** Forms require completion and must be signed by both the municipal and business CEO. Please pay close attention to the definition of permanent, full time and full time equivalent jobs.

JOB CREATION INFORMATION (Fill in job information below)

Number of Full-Time Equivalent (FTE) Jobs to be Created within 12 months: Six (6)

| Occupation/Job Title | # of Jobs | Work Location | Hire Date | Hourly Salary | Hourly Salary with fringe benefits |
|--|-----------|---------------|---------------|---------------|------------------------------------|
| Accounting Assistant (#5. Office/Clerical) | 1 | Brunswick, ME | April 2017 | \$16.00 | \$18.13 |
| Customer Service Assistant (#5. Office/Clerical) | 1 | Brunswick, ME | March 2017 | \$12.00 | \$14.13 |
| Auto Printers (#7. Operative) | 2 | Brunswick, ME | February 2017 | \$12.00 | \$14.13 |
| Quality Control Inspectors (#7. Operative) | 2 | Brunswick, ME | March 2017 | \$12.00 | \$14.13 |

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

G. COST ESTIMATES & PROJECT FUNDING

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds.

Applicants for Economic Development Program funds must certify and provide documentation, at time of application, that there is a 100% cash match of the total EDP award. Matching funds must be directly related to the activities undertaken with EDP funding and must be firm commitments from non-CDBG funds and documented by binding commitment letters submitted with the final application. Matching funds cannot be committed or expended prior to the project receiving Environmental

Review Clearance from the Office of Community Development. Prior commitments and in-kind contributions are not considered as match. Project must demonstrate that there is a gap between sources and uses and that CDBG funds are needed to fill that gap.

Communities receiving an EDP award may not receive any other EDP award for the same project or business during the same program year or for the same or project or business from a prior program year that has not met final closeout status.

All construction estimates should be prepared by the Engineer/Architect. Take into account the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs. ***Please note projects with a total cost exceeding \$3,000,000 are not eligible for EDP assistance. The minimum request for EDP assistance is \$100,000*.***

| | | | |
|--------------------------------------|-----------|----------------------|-----------|
| Total Estimated Project Cost: | \$203,250 | CDBG Request: | \$100,000 |
|--------------------------------------|-----------|----------------------|-----------|

| Funding Source | Amount | Date Secured |
|-----------------------|------------------|--------------------------------------|
| MCEDD | \$ 80,000 | In process |
| Owner Equity | \$ 23,250 | Available when CDBG grant is awarded |
| CDBG | \$100,000 | TBD |
| | | |
| | | |
| TOTAL: | \$203,250 | |

EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES

EDP applications in support of a retail business must attach written documentation to this Letter of Intent for each of the following limited conditions:

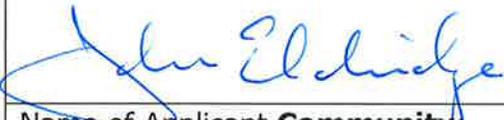
- 1.** The retail business represents the provisions of new products and services previously unavailable in the community or is a tourism-related business; and
- 2.** The development or expansion of the retail business represents a net economic gain for the community and the region. Applications supporting a retail business or businesses are required to certify that the development represents a new overall gain for the region economy and not a shift from existing established businesses to a new or expanded one; and
- 3.** The retail business is located in either a downtown district meeting the definition of PL 776 enacted by the 119th legislature; or a designated local growth area contained in an adopted and consistent comprehensive plan; and
- 4.** At least 50% of the jobs created by the retail business must be full time jobs.

***Projects seeking less than \$100,000 in CDBG EDP funds must request a waiver from the Office of Community Development (OCD) and have received approval of that wavier from OCD prior to the submission of the EDP Letter of Intent.**

Applicant & Business Certifications

As an authorized official of the applicant community and/or business, I certify under the penalties of perjury that:

1. To the best of my knowledge and belief, all information contained in this Letter of Intent and all attached documentation is true and correct and current as of the date signed below;
2. This Letter of Intent complies with all applicable State and federal laws and regulations;
3. All parties signing this Letter of Intent are cognizant of the requirements that should the intended Job Creation/Retention National Objective of the CDBG program not be met all CDBG funds must be repaid to the State of Maine CDBG program; that DECD may elect to secure such requirement/repayment with assets of the Applicant Business for a term of up to five years should this project be approved for funding; and that DECD may deduct from the amount of any Grant the cost of legal fees associated with the review, underwriting and securing of collateral should this project be approved for funding.
4. There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the applicant and/or business at law or in equity before any court or administrative officer or agency which might result in any material adverse change in the business or financial condition of the borrower. The borrower is not in default (a) in the payment of any taxes levied or assessed against it or any of its assets or (b) under an applicable statute, rule, order, decree, writ, injunction or regulation of any governmental body (including any court).
5. With the exception of administrative or personnel costs, 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.
6. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

| | |
|--|---|
| Signature of Chief Executive Officer:  | Printed or Typed Name: John Eldridge, Town Manager |
| Name of Applicant Community : Town of Brunswick, Maine | Date: 2/2/16 |
| | |
| Signature of Chief Executive Officer:  | Printed or Typed Name: Kip Stone, Owner |
| Name of Applicant Business : Artforms | Date: 1-11-16 |

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM GRANT APPLICATION**

**GRANTEE/BUSINESS ASSURANCES
JOB RETENTION**

Not Applicable for this Application

The Business _____ (as identified below), having applied for funding from the Town/City of _____ (as identified below) through the Maine assures that it has discussed job retention project goals with the applicant business. The Municipality is assured that _____ jobs **will be retained for a period of no less than two years from the date of the CDBG contract between the municipality and the State of Maine.** The Business (as identified below) assures that these jobs will be retained and that timely and completed documentation will be provided to the Municipality necessary to verify job retention achievements. Both the Municipality and the Business assure that low and moderate-income persons hold at least 51% of the jobs retained.

In determining CDBG National Objective compliance with job retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

All job retention information reported on this form will be reviewed by OCD.

Municipality

Signature of Municipal CEO

Date

Business

Signature of Business CEO

Date

The applicant must attach documentation to this form (such as public announcement of lay-offs, public announcement of imminent closure, financial records) of impending job loss without CDBG Program assistance.

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
ECONOMIC DEVELOPMENT PROGRAM GRANT APPLICATION**
Not Applicable for this Application

JOB RETENTION SUMMARY DOCUMENTATION

TO BE DETERMINED BY EMPLOYEE SURVEY AND VERIFIED THROUGH SUPPORTING DOCUMENTATION

| JOB TITLE | Job Class* | # JOBS RETAINED Qualified | | # LMI JOBS RETAINED | | # NON LMI JOBS RETAINED | |
|-----------|------------|---------------------------|-----------|---------------------|-----------|-------------------------|-----------|
| | | full time | part time | full time | part time | full time | part time |
| | | | | | | | |
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All existing employees must be surveyed prior to making application to determine LMI status and establish an employment baseline for future reference.

All job retention information reported on this form must be submitted for reviewed by OCD.

*** Attach a job description for each job title for which a position will be retained and use the job category definition numbers outlined below to indicate job class.**

The above information has been compiled using the individual surveys of all affected employees of the Business (as identified above).

This survey was based on family income as defined by the HUD Low/Moderate Income Limits, which apply to the Community Development Block Grant (CDBG) Program. To the best of my knowledge, all information represented above is true and factual. Assurances are also given that "Clear and Objective" evidence exists documenting the above jobs would actually be lost without CDBG Program funding, and that this evidence exists in the form of a notice issued by the assisted party to affected employees, a public announcement, relevant financial records or other form acceptable to the Department of Economic and Community Development.

Signature of Human Resources Officer

Date

JOB CATEGORY DEFINITIONS AND CLASS NUMBERS

1. **Officials and Managers** – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
2. **Professional** – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
3. **Technicians** – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
4. **Sales** – Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers, demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
5. **Office and Clerical** – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
6. **Craft Worker (skilled)** – Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, composers and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
Economic Development Program Development Grant Application
JOB CATEGORY DEFINITIONS AND CLASS NUMBERS
(continued)

7. **Operatives (semi-skilled)** – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.

8. **Laborers (unskilled)** – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.

9. **Service workers** – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.



Paul R. LePage
GOVERNOR

STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



George C. Gervais
COMMISSIONER

February 8, 2016

John Eldridge, Town Manager
Town of Brunswick
85 Union Street
Brunswick, Maine 04011-2418

Dear Mr. Eldridge:

The Office of Community Development (OCD) has reviewed the Letter-of-Intent to apply you submitted for the 2016 Community Development Block Grant (CDBG) Economic Development Program (EDP). Our review showed that the Town of Brunswick, on behalf of Artforms, Inc., has met the requirements established by Title I of the Housing and Community Development Act of 1973, as amended and the State of Maine CDBG program. Therefore, the project is eligible to submit an Economic Development program application.

One item to be aware of is that the Town of Brunswick has a couple of CDBG grants that are currently closed pending audit. **The audit is due to be submitted to the federal clearinghouse and OCD no later than March 31, 2016.** As a reminder, municipalities required to complete a single audit must submit it to the Federal Audit Clearinghouse and the Office of Community Development within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period. Failure to meet this requirement may result in this project's application being ineligible to be reviewed and scored.

Please note, in particular, the following items that the EDP application and supporting documentation must include, in order to be eligible to be reviewed and scored:

- Municipal legislative body approval
- Documented commitment letters for all matching funds required to complete the project
- Identified sources from which resources were sought and why they are not being utilized as part of this development project demonstrating a gap exists in the project
- Tax returns for **2015, 2014 and 2013** for the applicant business and/or for any entity or individual with a 20% or more interest in the business

John Eldridge, Town Manager
Town of Brunswick
February 8, 2016
Page 2

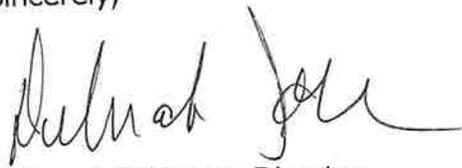
If the application and financial documentation package, as identified in the EDP application checklist, does not contain all of the required items, it will be deemed incomplete and will not be scored.

Please remember that eligibility to submit a final application does not imply final project approval or funding. Further, no matching funds or CDBG funds can be obligated or expended prior to the project receiving Environmental Clearance from the Office of Community Development. OCD reserves the right to deduct, from the amount of any grant award, the cost of legal fees associated with the review, underwriting and securing of collateral should the project be approved for funding.

The **EDP application is due at OCD by 4:00pm on Friday, May 13, 2016**, and must meet all the requirements of the 2016 CDBG program. Failure to submit a complete application by this date will require the submission of a new Letter of Intent.

You may contact Andrea Smith at #624-9813 or andrea.smith@maine.gov with any further questions regarding the 2016 CDBG application process.

Sincerely,



Deborah Johnson, Director
Office of Community Development

cc: Andrea K. Smith, Office of Community Development
Linda Smith, Town of Brunswick
Kip Stone, Artforms, Inc.

ITEM 46

BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF THE TOWN MANAGER

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-725-6659

FAX 207-725-6663

TO: Town Council

FROM: John S. Eldridge
Town Manager

DATE: April 13, 2016

RE: Tax Acquired Properties

Attached is a list of properties which the Town has acquired through nonpayment of taxes. As specified in the Tax Acquired Real Estate Policy, the Town Manager presents a list of properties to the Town Council and makes recommendations on the disposition of each property.

Based on my review of the status of these properties, and the review of the Finance Committee at their meeting on 4/11/16, I am recommending that the properties on this list be sold. In accordance with the Town's policy, I propose setting the final re-acquisition date at June 30, 2016, and the sale date at August 1, 2016.

For your information, I have attached the Tax Acquired Real Estate Policy, which was adopted by the Town Council in 2013. Section 9 of this policy details the procedure for carrying out the sale of tax acquired properties through a public bid process.

Also for your information, the following is a description of the steps that have been taken with the properties on the attached list. Please note that the Tax Collector follows the tax collection process as set forth in Title 36 MRSA, Sections 942-943, as well as mailing additional courtesy notices. From the date of commitment of taxes to the date of foreclosure for nonpayment of taxes is a period of nearly 2½ years.

1. Commitment – September 1st; bills mailed in September and March (due dates October and April).
2. Reminder notice – not required, but Brunswick mails a courtesy reminder to property owners with taxes remaining unpaid in June.
3. 30 Day Notice of Tax Lien (also called Notice of Demand) – for taxes remaining unpaid within eight months after commitment. In Brunswick, this notice is mailed in mid-July for outstanding taxes from the prior fiscal year.
4. Recording of Tax Lien Certificate – filed with Cumberland County Registry of Deeds within 10 days after the end of the thirty-day period. This is also called a Tax Lien Mortgage. In Brunswick, the liens are registered in mid- to late-August.

5. 45-30 Day Notice of Impending Foreclosure – notice mailed to owners and mortgage holders as the automatic foreclosure date is approaching (18 months from lien date). In Brunswick, this notice is mailed in mid-January.
6. Foreclosure of Tax Lien Certificate – if taxes remain unpaid 18 months from the date of the Tax Lien Certificate, the mortgage is automatically foreclosed. In Brunswick, this occurs in mid- to late-February. For example, taxes committed in September 2011 and not paid as of August 2012 went to lien. These liens, if not paid, automatically foreclosed in February 2014.

Throughout the process, the Tax Collector makes every effort to inform and assist the tax-payer. Payments are accepted on any property at any time during the year, and calculations of outstanding taxes and interest are provided upon request. After the automatic foreclosure, an informational letter is sent, along with a copy of the Town's Tax Acquired Real Estate Policy.

For the properties on the attached list, subsequent letters have been mailed to all prior owners advising them that the Town Manager was proceeding with his review for presentation to the Town Council. Another copy of the Tax Acquired Real Estate Policy was enclosed, along with a request to contact the Finance Office. All interested parties were given an opportunity to come in to discuss their situations and propose a resolution.

It should be noted that during this process we have spoken with many individuals and we recognize the best intentions of the prior owners to pay all obligations to re-acquire the properties. In several cases I received assurances of payment within a reasonable time, and this time has been extended further to allow prior owners additional consideration.

Attachments:

- List of properties
- Tax Acquired Real Estate Policy

**Town of Brunswick
Tax Acquired Properties**

| Parcel | Location | Property | Assessed Value | Total Due 6/30/2016 | Foreclosure Date | Comments |
|--------------|-------------------|--|----------------|---------------------|------------------|--|
| 046012000000 | 403 Bath Rd | Single family home (vacant) - land value \$21,800 | 55,000 | \$10,962.46 | 2/22/13 | Per attorney estate is insolvent. Nephew is guardian and unable to pay outstanding taxes. Maine Care recovery is also looking for reimbursement. |
| 022054000096 | 21 Lynch St | 1988 Skyline (Linnhaven) | 10,400 | \$2,498.38 | 2/15/08 | 2/2/09 John spoke w/ mortgagee -TD Banknorth, 7/23/14 selling W Bath property to pay taxes, 9/25/14 issues selling property-will talk w/ bank-has poor credit, 12/4/14 pay bal due by 12/31/14, 3/5/15 closed 6 days ago will pay \$500/money from Brother's estate, 4/23/15 money from Mother's trust, 6/5/15 - 837-7061 mailbox not set up, 7/23/15 out of work waiting for Brother's estate to settle, 3/18/16 explained will be taken to Council, pay ASAP |
| 051001000446 | 53 Theodore Dr | 2002 Astro (Bay Bridge) | 32,300 | \$5,415.91 | 2/22/13 | 6/20/14 Signed TAP cert mail letter, no contact, 3/22/16 Park Manager hand delivered interest calculation |
| 051001000449 | 58 Theodore Dr | 98 Clarion (Bay Bridge) | 16,400 | \$1,838.37 | 2/23/12 | 7/17/10 Signed 09 Notice of Demand, 7/21/14 pd \$800, phone NIS, 3/5/15 sent interest calc, 3/18/16 sent interest calc, no contact |
| 051001000417 | 70 Franklin Pkwy | 91 Commodore (Bay Bridge) | 11,300 | \$1,365.84 | 2/18/11 | 6/23/14 spoke w/ owner, 7/23/14 pay \$200/month, 10/16/2014 pay \$300/month- will extend beyond 12/15 deadline, 1/12/15 pay by end of Feb, 3/6/15 pay \$200/month, 4/23/15 LM (paid \$160), 6/5/15- will make pmt, 7/23/15 LM, 3/18/16 LM, 3/28/16 LM |
| U08063000000 | 16 Jordan Ave | Single family home (rental property, occupied) - land value \$25,000 | 114,700 | \$23,137.04 | 2/22/13 | 6/27/14 Tricia spoke w/ owner, 12/10/14 John spoke w/ owner, 3/5/15 LM, 3/9/15 is refinancing will know more in 4-6 weeks will keep in touch - No contact since, 3/22/16 LM |
| 02701600F000 | 195 Casco Rd | 68 Americana - land value \$27,000 | 48,500 | \$12,662.37 | 2/18/11 | 1/7/11 owner proposed pmt plan of \$600/month, 8/1/14 Self employed carpenter offered to pay \$200/month would take 5+ years to payoff advised he should look for other financing, 3/15/16 mailed int calc, 3/21/16 answered int calc questions - inherited money will be in to pay |
| 051001000035 | 38 Tufton St | 1990 Commodore (Bay Bridge) | 8,400 | \$4,936.35 | 9/13/08 | 2/9/07 Signed 04 & 05 Notice of Demand, 7/16/07 signed 2006 Notice of Demand, 6/17/08 Signed 07 Notice of Demand, 9/17/14 Signed TAP cert mail letter, no contact, 3/18/16 Park Manager hand delivered interest calculation |
| 03800400B000 | Coombs Rd | Land .21 acres | 2,100 | \$302.18 | 2/22/16 | Assessed owner deceased, 7/19/14 family signed Notice of Demand, 1/19/16 signed Impending Foreclosure Notice, Nephew spoke w/ Assessor & Finance Director, family doesn't want property, 3/3/16 Signed TAP cert mail letter |
| 051001000330 | 11 Tufton St | 2000 Liberty (Bay Bridge) | 37,500 | \$4,160.34 | 2/23/15 | 3/9/15 Will pay \$600/month starting end of March, 7/23/15 make pmt by end of month, 3/1/16 make monthly pmts just started working again, 3/18/16 LM, 3/28/16 Has until 6/30/16 to pay per John |
| 022054000050 | 64 Linnell Circle | 94 Skyline (Linnhaven) | 10,200 | \$1,518.05 | 2/18/11 | 9/23/14 \$1500 due on 12/5/14 (paid) & balance by 3/1/15, 3/22/16 unemployed has \$8000 Federal lien, can't pay |

TOWN OF BRUNSWICK
TAX ACQUIRED REAL ESTATE
POLICY

Proposed to town council – March 18, 2013

Adopted by town council – March 18, 2013

**TOWN OF BRUNSWICK
TAX ACQUIRED REAL ESTATE POLICY**

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Article 1. Purpose

- 1.1 Sections of Title 36 of the Maine Revised Statutes Annotated (MRSA) govern the collection of property taxes including the tax lien mortgage process. The tax lien mortgage process allows the Town to preserve its lien interest in real properties on which taxes remain unpaid. Should taxes remain unpaid, the lien process may result in the Town acquiring those properties. The purpose of this policy is to establish procedures for the review of properties on which a lien is about to foreclose and to establish procedures for the management, administration, and disposition of real property acquired by virtue of a tax lien mortgage foreclosure.

Article 2. Impending Foreclosure and Review of Properties

- 2.1 At the time of the mailing of the notice of impending foreclosure required under Title 36 MRSA section 943, the treasurer shall forward a copy of the list of properties subject to foreclosure to the town manager. The town manager, tax assessor, and codes enforcement officer are encouraged to review the list of properties subject to foreclosure to determine if it would be in the Town's best interest, as determined by the town manager, to waive foreclosure. Instances where the Town may not want to foreclose include but are not limited to:
- a. The property is known to have or is suspected of having environmental problems.
 - b. The property may be a hazard to the public health or welfare.
 - c. There is an easement on the property that makes the property an undesirable one to own.
 - d. The property has value only to the owner(s) and would have little or no market value.
- 2.2 Should the town manager determine it to be in the Town's best interest to waive foreclosure under Title 36 MRSA section 944 (1), the town manager shall make that recommendation to the town council at its next regularly scheduled meeting or at a special meeting if the next scheduled meeting would be after the foreclosure date. Should the town council vote to waive foreclosure, it shall notify the treasurer immediately so treasurer will have the opportunity to file the waiver of foreclosure prior to the date of foreclosure.

Article 3. Tax Acquired Property - Treasurer Notification to Prior Owner

- 3.1 Following the foreclosure of the tax lien mortgage, the treasurer, by certified mail return-receipt, shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the property will be disposed of in accordance with this policy, a copy of which shall be included with the notification.

Article 4. Immediate Disposition of Tax Acquired Property

- 4.1 If the town manager determines it is in the Town's best interest to immediately dispose of the tax-acquired property, the town manager shall immediately make that recommendation to the town council. Reasons to immediately dispose of the property include but are not limited to:
- a. Potential liability in owning the property.
 - b. Rent or maintenance obligations resulting from the ownership of the property.
 - c. The property is a potential hazard to the public health or welfare.
- 4.2 The town council shall consider the town manager's recommendation and may dispose of the property on terms it deems advisable without regard to any other provisions of this policy.

Article 5. Management of Tax Acquired Property Pending Disposition

- 5.1 Until the disposition of tax acquired properties, responsibility for property management is delegated to the town manager who, at a minimum, shall:
- a. Determine whether the Town's best interest would be served by immediately disposing of the property in accordance with Article 4 of this policy.
 - b. Determine and obtain the level of insurance, if any, is necessary to protect the Town's interest in the property and to protect the Town from liability.
 - c. Determine if and when any occupants of tax acquired property should be required to vacate the property.

- d. Determine whether a rental fee should be charged to any occupants of the property. A rental fee shall not be imposed unless the Town has acquired sufficient liability insurance.

5.2 In the event the property is vacated for sixty (60) consecutive days, the town manager shall obtain liability coverage for the property.

Article 6. Review of Tax Acquired Properties

6.1 The treasurer shall prepare a list of properties acquired and forward a copy to the town manager.

6.2 The town manager shall review the properties, and may seek input from the appropriate Town boards and commissions. The tax-acquired properties shall be reviewed in accordance with the following categories and guidelines:

- a. Retain for public use.

By way of example, but not limitation, the Town may retain a property where:

- i. the property has or will have economic, recreational or conservation value to the Town.
- ii. the property has or will have potential for use as a public facility or an addition to public facilities.

- b. Retain on a temporary basis.

By way of example, but not limitation, the Town may retain a property on a temporary basis where:

- i. it's immediate sale would cause the occupants to be placed on public assistance.
- ii. it is determined that the property has significant potential for appreciation if held thereby increasing its value to the Town in a later sale.

- c. Sell the property with or without conditions.

The Town may sell properties with any conditions it deems to be in the best interest of the Town. The Town may also determine whether it wishes to consider proposed uses in the sale of properties.

- 6.3 The town manager shall classify the properties in one of the categories and make a recommendation to the town council for each property. On any property to be sold, the town manager shall recommend whether the proposed use for a property shall be a consideration in determining to whom a property shall be sold.
- 6.4 Prior to the delivery of the town manager's recommendations to the town council under article 6.3, any property acquired by the foreclosure of a tax lien may be re-acquired in accordance with article 7.1.
- 6.5 The town council shall review the town manager's recommendations and make the final determination regarding disposition. On properties to be sold, the town council shall determine whether a proposed use of the property shall be a consideration in any sale.

Article 7. Re-acquisition after Foreclosure

- 7.1 Pursuant to article 6.4, any property may be re-acquired prior to the town manager's recommendations to the town council. After the town council receives the town manager's recommendations, properties to be sold with or without conditions may be reacquired by the re-acquisition date established by the town council. In either case, the party from whom the property was acquired may re-acquire the property by paying all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1, interest, lien costs and any other costs relating to the property including, but not limited to legal, insurance, notice and advertising costs. The Town shall also require the payment of any other delinquent taxes or obligations due the Town. When a tax has been estimated to determine the re-acquisition price, the Town is not obligated to refund any amount later determined to be in excess of the estimate.
- 7.2 At the meeting when the town council makes its determination regarding the disposition of tax-acquired property pursuant to article 6, it shall also establish a final re-acquisition date for tax acquired property that it has determined will be sold. The final re-acquisition date shall be no more than ninety (90) days from the date the town council makes its determination regarding the disposition of a property.
- 7.3 Properties the town council has decided to retain for public use or to retain on a temporary basis may not be re-acquired, unless specifically authorized by the town council.

Article 8. Property to be Retained

- 8.1 If the property is retained for public use, the town council may direct the Town Attorney to pursue an action for equitable relief in accordance with the provisions of Title 36 MRSA section 946, as amended, as a means of securing clear title to the property.
- 8.2 The town council shall cause the tax-acquired property retained for public use to be managed and insured as it would any other municipal property.

Article 9. Property to be Sold - Sale Date, Notice of Sale, Bid Forms

- 9.1 At the meeting the town council makes its determination regarding the disposition of tax-acquired property and establishes a final redemption date for properties eligible to be redeemed, it shall also establish a sale date for properties it has determined will be sold. The sale date shall be at least thirty (30) days after the final re-acquisition date.
- 9.2 The town manager shall cause to be published a notice of the sale of the tax-acquired property in a local newspaper at least ten (10) days prior to the sale. The notice shall also be posted on the Town's website and in at least one other conspicuous place within the Municipal Building. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain the following information for each piece of property:
 - a. Brief description of the property. i.e. land, building, mobile home etc.
 - b. Location of the property.
 - c. Brief description of the conditions of the sale including whether a proposal regarding use shall be required.
 - d. The minimum bid. (required as deposit)

The notice of sale shall also contain the following statement: "The Town of Brunswick reserves the right to reject any or all bids, accept other than the highest bid and waive any of the requirements of its policy on tax acquired property should the town council, in its sole determination, judge such actions to be in the best interest of the Town of Brunswick."

- 9.3 All bids shall be on, or in, the form prescribed by the Town. At a minimum, the bid form shall contain:
 - a. Name, address, and telephone number of the bidder.

- b. The amount of the bid in both written and numeric form.
- c. The Map, Lot, and Location of the property being bid.

When the town council has determined it wishes to consider a bidders' proposed use for a property in making the bid award, it shall also determine the form and content required for the submission of proposals.

- 9.4 The town manager shall, by certified mail return receipt, provide the party from whom the property was acquired a copy of the notice of the sale and bid forms. The town manager shall, by certified mail return receipt, provide a copy of the notice of the sale to the abutters of the acquired property.
- 9.5 All interested bidders shall be provided with a copy of the notice of sale and bid forms. All bids shall be submitted on forms prescribed by the town manager in an envelope clearly marked "Tax-Acquired Property Bid" and accompanied by a cashier's or certified check equal to the minimum bid. Each property being bid shall be bid in separate envelopes so that there is one property bid per envelope. Each envelope shall also indicate the Map and Lot of the property being bid. Bids shall be publicly opened and read on the date and at the time specified.

Article 10. Minimum Bid

- 10.1 Unless the town council stipulates otherwise, the minimum bid for any tax-acquired property shall be the total of all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1 and the exact amount of tax has not been determined, interest, lien costs and any other costs relating to the property including, but not limited to legal, insurance, notice, and advertising costs. The Town may refuse to award the bid to the party from whom the property was acquired unless all other obligations due from that party are also paid.

Article 11. Inspection of Property

- 11.1 The town manager shall provide all potential bidders with the opportunity to inspect the properties being offered for sale. This may be done in the manner the town manager deems to be in the Town's best interest. The Town and its employees shall refrain from making any representations regarding property condition or title.

Article 12. Review and Award of Bids

- 12.1 The town manager shall review all bids and make recommendations to the town council. The town council shall determine which bid, if any, will be accepted. All bids shall be held until the town council makes its determination. No interest will be paid on the held bids unless the bids are held for more than seven (7) calendar days from the bid opening. If bids are held beyond seven (7) calendar days, interest will be paid on all held bids at the rate of 5% per annum. No interest will be paid on the accepted bid.
- 12.2 The Town of Brunswick reserves the right to reject any or all bids, accept other than the highest bid and waive any of the requirements of this policy should the town council, in its sole determination, judge such actions to be in the best interest of the Town of Brunswick. Instances where this right may be invoked include, but are not limited to:
- a. The town council may wish to sell the property to an abutting property owner rather than the highest bidder.
 - b. The town council may determine it prefers a use proposed by a party other than the highest bidder.
 - c. The town council may wish, but is by no means obligated, to sell the property to the party from whom the property was acquired rather than the highest bidder.
- 12.3 Should the town council reject all bids, the property may again be offered for public sale without notification to the prior owner or abutters.

Article 13. Closing on Sale

- 13.1 The bid deposit of the successful bidder shall be retained as a credit towards the purchase price. All other deposits shall be returned to the bidders immediately upon notification of the successful bidder.
- 13.2 Full payment for the successful bidder is required within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30) days, the Town shall retain the bid deposit and title to the property. The town council may review the bids submitted and offer the property to another bidder who shall have thirty (30) days to make payment in full or it may order that bids be solicited again.
- 13.3 Title to tax-acquired property shall be transferred only by means of a quit-claim deed. Unless otherwise advised by the Town Attorney, neither the Town and nor any of its employees shall make any representations regarding title to the property.

Article 14. Other Conditions

14.1 The successful bidder shall be responsible for the removal of all occupants and contents of purchased tax-acquired property.

Proposed to town council - March 18, 2013

Adopted by town council – March 18, 2013

ITEM 47

NO BACK UP MATERIALS

ITEM 48

BACK UP MATERIALS