

**BRUNSWICK TOWN COUNCIL**  
**Agenda**  
**May 2, 2016**  
**7:00 P.M. – Regular Meeting**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

**Budget Workshop to immediately follow Regular Meeting**

Roll Call of Members

Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

**CONSENT AGENDA**

- a) Approval of the minutes of April 19, 2016
- b) Approval of the minutes of April 21, 2016
- c) Appointment of Fran Smith as Warden and Elin Gould, Sara King, and Joe Zrioka as Deputy Wardens for the June 14, 2016 Election
- d) Approval of games of chance for the St. John the Baptist Parish Bazaar on June 17, 2016, June 18, 2016, and June 19, 2016
- e) Proclamation recognizing Town Commons Day

Public Comments

Correspondence

**COMMITTEE REPORTS**

- BPAC
- Human Rights Task Force
- Mare Brook Watershed Assessment and Community Engagement Project
- Rivers & Coastal Waters Commission
- Recycling & Sustainability Committee

**MANAGER'S REPORT**

- a) Project tracking report
- b) Reminder of public hearing on budget and upcoming budget workshops
- c) Update on Zoning Ordinance rewrite

**PUBLIC HEARING**

47. The Town Council will hear public comments on a CDBG application for Washburn and Doughty Associates, Inc. and will adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Washburn and Doughty Associates, Inc.,”and will take any appropriate action. (Manager)  
**HEARING/ACTION**

48. The Town Council will hear public comments on a CDBG application for Artforms, Inc. and will adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Artforms, Inc.,” and will take any appropriate action. (Manager)  
**HEARING/ACTION**

**NEW BUSINESS**

49. 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**

50. The Town Council will consider a request for a Sellers of Prepared Food on Public Ways license for outdoor seating for Portland Pie Company, 92 Maine Street, and will take any appropriate action. (Manager)  
**ACTION**

51. The Town Council will consider setting a public hearing for May 16, 2016, for “An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder,” and will take any appropriate action. (Manager)  
**ACTION**

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

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

**Brunswick Town  
Council Agenda  
May 2, 2016  
Council Notes and Suggested Motions**

**CONSENT AGENDA**

- a) Approval of the minutes of April 19, 2016: A copy of the minutes is included in your packet.
- b) Approval of the minutes of April 21, 2016: A copy of the minutes is included in your packet.
- c) Appointment of Fran Smith as Warden and Elin Gould, Sara King, and Joe Zrioka as Deputy Wardens for the June 14, 2016 Election: As required under M.R.S.A. Title 21-A, Section 501(2), the municipal officers shall appoint a warden and may appoint one or more deputy wardens to assist in the duties on Election Day. The Clerk recommends the Council appoint those listed above for the upcoming election.
- d) Approval of games of chance for the St. John the Baptist Parish Bazaar on June 17, 2016, June 18, 2016, and June 19, 2016: This is the annual request from this group, which would allow games of chance at the Bazaar. The games include the pan game, high roller, beat the house, and sealed tickets. Copies of their applications are included in your packet.
- e) Proclamation recognizing Town Commons Day: On an annual basis, the Town Council proclaims Town Commons Day. This year the May 8th date will represent the 297<sup>th</sup> anniversary of the date the Pejepscot Proprietors granted land to the Town of Brunswick. A copy of the Proclamation is included in your packet.

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

*Suggested Motion:*

Motion to approve the Consent Agenda.

**COMMITTEE REPORTS**

- BPAC
- Human Rights Task Force
- Mare Brook Watershed Assessment and Community Engagement Project
- Rivers & Coastal Waters Commission
- Recycling & Sustainability 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) Project Tracking Report: The Council will receive a monthly report on projects being tracked. A copy of the project list is included in your packet.

- b) Reminder of public hearing on budget and upcoming budget workshops: Manager Eldridge will remind the public of the May 12<sup>th</sup> public hearing on the budget and dates for upcoming workshops.
- c) Update on Zoning Ordinance rewrite: Anna Breinich will provide the Council with an update on this project and the next steps in this process.

## **PUBLIC HEARING**

47. This item is to hear public comments 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, once this public hearing is held the Council will have to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Washburn and Doughty Associates, Inc.”. Copies of a memo from Linda Smith, along with the draft application and resolution are included in your packet.

### Suggested motion:

Motion to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Washburn and Doughty Associates, Inc.”

48. This item is to hear public comments 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, once this public hearing is held the Council will have to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Artforms, Inc.”. Copies of a memo from Linda Smith, along with draft application and resolution, are included in your packet.

### Suggested motion:

Motion to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Artforms, Inc.”

## NEW BUSINESS

49. This item, which had been removed from the last agenda at the request of the applicant, 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 use 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.

50. This item is for the Council to approve a request for Sellers of Prepared Food on Public Ways license for outdoor seating for Portland Pie Company, 92 Maine Street. This is a new request and they will be serving alcohol with meals in this outdoor area. A copy of the application is included in your packet.

Suggested motion:

Motion to approve a request for a Sellers of Prepared Food on Public Ways license for outdoor seating for Portland Pie Company, 92 Maine Street.

51. This item is for the Council to consider setting a public hearing for May 16, 2016, for "An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder." At the time the Town acquired the McLellan Building from Bowdoin College, it was clear that the Town would need to address the building's trim, as most of it was, and remains, in poor condition. In 2014, to better assess the potential cost of replacing the trim and repairing the damage, the trim on two first floor windows was replaced. The wood was replaced with a composite material. During installation, water damage and rot were discovered behind the trim, necessitating additional repairs to the sheathing and vapor barrier. Warren Construction Group, LLC (Warren Construction), replaced the window trim and developed a specification for repairing the other windows and an evaluation this year increased the proposed cost as conditions have worsened. At this time staff is recommending this repair work be done

over this year, and to be done through a bond ordinance. Copies of a memo from Manager Eldridge, the cost estimate draft ordinance, and photos are included in your packet.

*Suggested motion:*

Motion to set a public hearing for May 16, 2016, for “An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder.”

52. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. A copy of the Appointment Committee’s report and the applications are included in your packet.

*Suggested Motion:*

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

*Suggested motion:*

Motion to adjourn the meeting.

*The Town Council will go into a budget workshop at this time.*

# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**April 19, 2016**  
**6:30 P.M.**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

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

**Councilors Absent:** Stephen S. Walker

**Town Staff Present:** John S. Eldridge, III, Town Manager; Elin M. Gould, Deputy Town Clerk; Derek Scrapchansky, Assistant Town Manager; Linda Smith, Business Development Manager; Anna Breinich, Director of Planning and Development; Julia Henze, Finance Director; Branden Perreault, Deputy Finance Director; Garrett Brosnan, Police Officer; and TV video crew

Chair Brayman called the meeting to order, led the pledge of allegiance, and asked for roll call. Councilor Watson arrived after roll call.

**Adjustments to Agenda**

Chair Brayman made the following adjustments:

Move MR-item a to first on the agenda

Table item 42 until the May 2, 2016 meeting

Remove items CA-b and CA-c from the agenda

Remove item CA-g from the consent agenda to be voted on separately

Chair Brayman announced there will be a Special Council meeting on Thursday, April 21, 2016, at 6:00 p.m., followed by a CIP and budget workshop.

**CONSENT AGENDA** *(This item was discussed at 7:15 p.m.)*

- 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

Items b and c were removed from the consent agenda as the appointments can be made by the Manager. The items will not come back to the Council.

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Item g was acted upon separately.

**Councilor Perreault moved, Councilor Suzan Wilson seconded, to approve the Consent Agenda items a, d, e and f. The motion carried with eight (8) yeas.**

*(A copy of the supporting materials for items d-f will be attached to the official minutes.)*

**Katherine Koerber** spoke about the fifth annual Poem in Your Pocket Day on April 28, 2016, and read a short poem by Charles Ghigna.

Chair Brayman read the Poem in Your Pocket proclamation.

**Councilor Brayman moved, Councilor Dan Harris seconded, to approve Consent Agenda item g. The motion carried with eight (8) yeas.**

*(A copy of the proclamation for item g will be attached to the official minutes.)*

**Public Comments** *(This item was discussed at 7:26 p.m.)*

**Richard Fisco**, 2 Lincoln Street, spoke against foolish spending and inefficiencies in the budget and said Brunswick needs better management of resources and personnel. He does not want to see an annual budget increase above three percent.

**Heather Osterfeld**, 11 Wild Aster Lane, **Angela Anderson**, 27 Eider Cove Road, and **Joan Sutcliffe**, 942 Mere Point Road, representing the Mere Point Road neighborhood, read a letter enumerating the reasons 946 Mere Point Road should not become an area for public swimming and water access, and their concern with the lack of transparency and direct involvement by the neighborhood pertaining to the evaluation of the site by the Town. Following these comments, there was a discussion among the Manager and Councilors Perreault, Millett, Suzan Wilson, Watson, and Chair Brayman regarding the issue.

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

**Richard Knox**, 81 Simpson's Point Road, asked for clarification as to the Manager's Report item concerning Miller Point. Manager Eldridge responded.

**Scott Bodwell**, Ocean Drive, said that after hearing the Manager's response, he would reserve any comments until after the update.

**Correspondence** *(This item was discussed at 7:57 p.m.)*

Councilor Perreault said he had received a complaint about a tractor trailer unloading pallets in the middle of Maine Street at 11:45 a.m.

**COMMITTEE REPORTS** *(This item was discussed at 7:58 p.m.)*

- Finance Committee
- Teen Center Advisory Committee

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- TIF Committee

Reports were given on the Finance Committee and Teen Center Advisory Committee. The TIF Committee will be addressed in Item 43.

### MANAGER'S REPORT

- a) **Presentation from MDOT regarding the Frank J. Wood Bridge project** (*This item was discussed at 6:35 p.m.*)

Manager Eldridge introduced this item.

**Joel Kittridge**, MDOT project manager for bridge program projects, **Norm Baker**, design engineer project manager for TY Lin, International, Falmouth, and **Patrick Adams**, Director of the Bicycle and Pedestrian division of MDOT, were in attendance to make a presentation and recommendation, as well as to answer questions.

Councilors Millett, Dan Harris, Alison Harris, Perreault, Watson, and Chair Brayman, asked numerous questions regarding the project, to which Mr. Kittridge, Mr. Baker, and Mr. Adams responded.

Chair Brayman opened the meeting to public comments.

**Richard Fisco**, 2 Lincoln Street, asked about the elevation of a new bridge and if the name of the bridge would change. Mr. Baker responded.

- b) **Revaluation video** (*This item was discussed at 8:07 p.m.*)

Manager Eldridge explained that there will be several videos throughout the revaluation, this first one showing homeowners the process of data collection at their home. The videos will be aired on cable TV3 and on the town website.

The video was shown, followed by questions from Councilor Perreault, to which Manager Eldridge responded.

- c) **Miller Point Update** (*This item was discussed at 8:14 p.m.*)

Manager Eldridge updated the Council on what has occurred since the last Council meeting. He responded to questions and comments from Councilors Dan Harris, Kathy Wilson, Millett, Perreault, Suzan Wilson, and Chair Brayman.

- d) **Report on spring cleanup services** (*This item was discussed at 8:22 p.m.*)

Manager Eldridge announced the dates of Spring Clean Up, which is from April 19<sup>th</sup> to April 30<sup>th</sup> this year.

- e) **TIGER Grant Update** (*This item was discussed at 8:23 p.m.*)

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Manager Eldridge explained why Brunswick does not have a competitive application this year.

Councilor Millett and Councilor Perreault asked questions, to which Manager Eldridge and Anna Breinich, Director of Planning and Development, responded.

f) **Financial update** (*This item was discussed at 8:29 p.m.*)

Manager Eldridge gave the financial update and provided the proposed municipal budget for 2016-2017 to the Council, along with a brief explanation.

Chair Brayman, Councilor Perreault, Councilor Millett, Councilor Dan Harris, and Councilor Suzan Wilson all asked questions, to which Manager Eldridge and Julie Henze, Finance Director, responded.

g) **Recognition of Government Finance Officers Association's Certificate of Achievement** (*This item was discussed at 8:50 p.m.*)

Manager Eldridge recognized and congratulated Finance Director Julie Henze and Deputy Finance Director Branden Perreault for excellence in financial reporting.

*(A memo from Manager Eldridge, an MDOT notice, the Agreement and Vegetation Management Plan for Miller Point, and the Spring Clean Up notice, will be attached to the official minutes.)*

### **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)** (*This item was discussed at 8:51 p.m.*)

This item was tabled until May 2, 2016.

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)** (*This item was discussed at 8:52 p.m.*)

Councilor Watson, representing the TIF Committee, recommended adoption of this Resolution.

**Steve Levesque**, MRRA, spoke about development and infrastructure needs at Brunswick Landing.

Councilor Watson commented about growth and development in Brunswick.

Chair Brayman spoke about the inflow and infiltration system.

**Councilor Perreault moved, Councilor Watson seconded, 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.”**

Councilor Watson and Mr. Levesque commented on efficiency and cost savings.

**VOTE ON MOTION:**

**Councilor Perreault moved, Councilor Watson seconded, 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.” The motion carried with eight (8) yeas.**

*(A copy of a memo from Manager Eldridge, the adopted Resolution, and a letter and flyer from MRRA will be attached to the official minutes.)*

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) (This item was discussed at 9:03 p.m.)**

Linda Smith, Business Development Manager, explained this grant application for Washburn and Doughty, located in Boothbay, to expand to Brunswick Landing.

**Councilor Brayman moved, Councilor Kathy Wilson seconded, to set a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Washburn & Doughty Associates Inc. The motion carried with eight (8) yeas.**

*(A copy of a memo from Linda Smith, along with the Letter of Intent and a letter from DECD, will be attached to the official minutes.)*

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) (This item was discussed at 9:08 p.m.)**

Linda Smith explained that this grant application is for Artforms to purchase additional equipment.

**Councilor Millett moved, Councilor Kathy Wilson seconded, to set a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Artforms, Inc. The motion carried with eight (8) yeas.**

*(A copy of a memo from Linda Smith, along with the Letter of Intent and a letter from DECD will be attached to the official minutes.)*

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- 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) (This item was discussed at 9:12 p.m.)**

Manager Eldridge explained this item.

Chair Brayman and Councilor Millett asked questions, to which Manager Eldridge and Ms. Henze responded.

Councilor Suzan Wilson commented on this item.

**Councilor Millett moved, Councilor Kathy Wilson seconded, to set August 1, 2016, as the sale date for properties if outstanding obligations are not paid, as included in the attached list. The motion carried with eight (8) yeas.**

*(A copy of a memo from Mr. Eldridge and a list of the properties will be attached to the official minutes.)*

- 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) (This item was discussed at 9:21 p.m.)**

Manager Eldridge explained this item.

**Councilor Watson moved, Councilor Kathy Wilson seconded, 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. The motion carried with eight (8) yeas.**

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

The meeting adjourned at 9:22 p.m.

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

*Elin M. Gould  
Deputy Town Clerk  
April 21, 2016*

May 2, 2016  
*Date of Approval*

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*Council Chair*

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# CONSENT AGENDA - B BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Special Meeting**  
**Minutes**  
**April 21, 2016**  
**6:00 P.M.**  
**Council Chamber**  
**Town Hall**  
**85 Union Street**

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

**Councilors Absent:** Daniel E. Harris

**Town Staff Present:** John S. Eldridge, III, Town Manager; Julie Henze, Finance Director; and TV video crew

Chair Brayman called the meeting to order, asked the Manager for roll call, acknowledged that the meeting was properly noticed, and led the Pledge of Allegiance.

**Chair Brayman moved, Councilor Perreault seconded, to go into executive session to discuss a personnel matter, labor contracts and proposals, per 1 M.R.S.A. Sec 405 (6)(D). The motion carried with seven (7) yeas.**

Councilor Walker arrived during executive session.

The Council returned from executive session at 6:18 p.m.

**48. The Town Council will consider a personnel matter and take any appropriate action. (Manager)**

**Chair Brayman moved, Councilor Perreault seconded, to approve the contract for the Brunswick Professional Fire Fighters IAFF, AFL-CIO-CLC, Local 1718. The motion carried with eight (8) yeas.**

Manager Eldridge provided the highlights of the agreement.

*(A copy of the approved contract will be attached to the official minutes.)*

The special meeting ended, and after a short break the Council went into workshop session on the Capital Improvement Program at 6:30 p.m.

The workshop ended at 8:00 p.m.

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

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*John S. Eldridge, III*  
*Town Manager*  
*April 22, 2016*

May 2, 2016  
*Date of Approval*

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*Council Chair*

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

# CONSENT AGENDA - D BACK UP MATERIALS



**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE STATE POLICE  
SPECIAL INVESTIGATIONS UNIT**

164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164  
(207) 624-7210

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

**\*\*The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin\*\***

1. For what license are you applying (please check one): **BEANO**  **OR** **GAME OF CHANCE**

IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: St. John the Baptist Church Name of Game: Sealed Tickets

Organization Number: 3160 Number of Games: \_\_\_\_\_

Federal Tax ID # (EIN): 90-0492291 Open to Public? Yes  No

Business Address: 39 Pleasant Street Brunswick, ME 04011

Mailing Address: 132 McKen Street Brunswick, ME 04011 Phone: 725-2624

3. Current Officers:  
Bishop Robert P Deeley 510 Ocean Ave Portland ME 04101 773-6471

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES

4. Location where Beano/Bingo or Game of Chance is to be conducted:  
St. Johns Church grounds 39 Pleasant St. Brunswick ME 04011

BUILDING	ADDRESS	CITY/ZIP

5. Person responsible for operation of Beano or Games of Chance:  
Patricia Berthiaume, Amy Pelletier, Marie Maderal 725-5507

NAME	DAYTIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: All Saints Parish 132 McKen Street Brunswick ME 04011

E-Mail Address: Charleen.Foley@portlanddiocese.org

6. Circle the days of the week you expect to operate: Mon Tue Wed Thu **Fri** **Sat** **Sun**  
What are the hours of operation? Friday 5-10p Sat 11a-10p Sunday 12-5pm

7. For Tournaments and Beano Only:  
What time do the doors open? \_\_\_\_\_ What time does the game start? \_\_\_\_\_

8. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to 6 months of licenses for Beano and 12 months for Games of Chance. See back of this form for rates.

Friday 17, 2016  
Saturday 18, 2016  
Sunday 19, 2016

<b>FOR OFFICE USE ONLY</b>	
Check # _____	Amount \$ _____

9. Does the organization own all the equipment used in operating this amusement? Yes  No

If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes  No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

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

-----APPLICANT SIGNATURE-----

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

Signed: Charleen Foley Age 18 or older: Yes  No

Name: Charleen J. Foley Title: Administration Coordinator Date: 3/24/16  
(Please print - must be duly authorized officer of this organization - title is required)

-----BLANKET LETTER-----

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

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

-----CONSENT-----

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

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

-----FEES-----

**Beano/Bingo:** \$5.00/Special Per Game License; \$12/Week; \$36/Month; \$400/Year

**Game of Chance:** \$15/Week; \$60/Month; \$700/Year **Video Poker:** \$15/Week or \$60/Month **Card / Cribbage:** \$30 Per Calendar Year

**Tournament Game (up to 100 players):** \$75.00/Per Tournament; \$200.00/Month (Two Tournaments per Month); \$1,500/Year (Two Tournaments per Month)

**Make check payable to Treasurer, State of Maine**

Return the signed and completed application to: Department of Public Safety  
Maine State Police  
Special Investigations Unit  
164 State House Station  
Augusta, ME 04333-0164



**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE STATE POLICE  
SPECIAL INVESTIGATIONS UNIT**

164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164  
(207) 624-7210

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

**\*\*The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin\*\***

1. For what license are you applying (please check one): **BEANO**  **OR** **GAME OF CHANCE**

IF YOU CHECKED GAMES OF CHANCE:

2. Organization Name: St. John the Baptist Church Name of Game: Wheel

Organization Number: 3160 Number of Games: \_\_\_\_\_

Federal Tax ID # (EIN): 90-0492291 Open to Public? Yes  No

Business Address: 39 Pleasant Street Brunswick ME 04011

Mailing Address: 132 McKeen Street Brunswick ME 04011 Phone: 725-2624

3. Current Officers:

<u>Bishop Robert P. Deeley</u>	<u>510 Ocean Ave</u>	<u>Portland ME 04101</u>	<u>773-16471</u>	
<small>NAME &amp; TITLE</small>	<small>ADDRESS</small>	<small>CITY/ZIP</small>	<small>PHONE</small>	<small>DATE TERM EXPIRES</small>

<small>NAME &amp; TITLE</small>	<small>ADDRESS</small>	<small>CITY/ZIP</small>	<small>PHONE</small>	<small>DATE TERM EXPIRES</small>
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4. Location where Beano/Bingo or Game of Chance is to be conducted:

St. John's Church grounds 39 Pleasant St. Brunswick, ME 04011

BUILDING ADDRESS CITY/ZIP

5. Person responsible for operation of Beano or Games of Chance:

Patricia Berthiaume, Amy Pelletier, Marie Maderal 725-5507

NAME DAYTIME PHONE & EVENING PHONE

Name & Address where Licenses will be sent: All Saints Parish 132 McKeen Street

E-Mail Address: Charleen.Foley@portlanddiocese.org Brunswick, ME 04011

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

What are the hours of operation? Friday 5-10p, Sat 11-10p, Sunday 12-5pm

7. For Tournaments and Beano Only:

What time do the doors open? \_\_\_\_\_ What time does the game start? \_\_\_\_\_

8. Dates to be licensed – Please specify weeks (Monday through Sunday) or full months. You may apply in advance for up to **6 months of licenses for Beano** and **12 months for Games of Chance**. See back of this form for rates.

Friday June 17, 2016  
Saturday June 18, 2016  
Sunday June 19, 2016

<b>FOR OFFICE USE ONLY</b>	
Check #	_____
Amount \$	_____

9. Does the organization own all the equipment used in operating this amusement? Yes  No

If "NO", please explain the circumstances under which the equipment was acquired:

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine? Yes  No

If "YES" give the person's name, address, and date and place of conviction or date and location of pending charge:

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

-----APPLICANT SIGNATURE-----

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

Signed: Charleen J Foley Age 18 or older: Yes  No   
Name: Charleen J. Foley Title: administration Date: 3/24/10  
(Please print - must be duly authorized officer of this organization - title is required) Coordinator

-----BLANKET LETTER-----

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

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

-----CONSENT-----

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

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

-----FEES-----

Beano/Bingo: \$5.00/Special Per Game License; \$12/Week; \$36/Month; \$400/Year  
Game of Chance: \$15/Week; \$60/Month; \$700/Year Video Poker: \$15/Week or \$60/Month Card / Cribbage: \$30 Per Calendar Year  
Tournament Game (up to 100 players): \$75.00/Per Tournament; \$200.00/Month (Two Tournaments per Month); \$1,500/Year (Two Tournaments per Month)

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**STATE OF MAINE**  
**DEPARTMENT OF PUBLIC SAFETY**  
**MAINE STATE POLICE**  
**SPECIAL INVESTIGATIONS UNIT**  
 164 STATE HOUSE STATION, AUGUSTA, MAINE 04333-0164  
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**Application for a License to Operate Beano/Bingo or a Game of Chance**

**\*\*The Special Investigations Unit must receive this application at least eight days before Beano or a Game of Chance may begin\*\***

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IF YOU CHECKED GAMES OF CHANCE:

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Organization Number: 3160 Number of Games: \_\_\_\_\_

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3. Current Officers:  
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E-Mail Address: Charleen.Foley@portlanddiocese.org

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<b>FOR OFFICE USE ONLY</b>	
Check # _____	Amount \$ _____

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

-----APPLICANT SIGNATURE-----

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

Signed: Charleen J. Foley Age 18 or older: Yes  No   
Name: Charleen J. Foley Title: Administration Coordinator Date: 3/22/16  
(Please print - must be duly authorized officer of this organization - title is required)

-----BLANKET LETTER-----

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

- Check here if you have previously filed a "Blanket Letter of Approval" with us, which is still valid
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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

-----FEES-----

**Beano/Bingo:** \$5.00/Special Per Game License; \$12/Week; \$36/Month; \$400/Year  
**Game of Chance:** \$15/Week; \$60/Month; \$700/Year **Video Poker:** \$15/Week or \$60/Month **Card / Cribbage:** \$30 Per Calendar Year  
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Make check payable to Treasurer, State of Maine

Return the signed and completed application to: Department of Public Safety  
Maine State Police  
Special Investigations Unit  
164 State House Station  
Augusta, ME 04333-0164

# CONSENT AGENDA - E BACK UP MATERIALS



## TOWN OF BRUNSWICK

### PROCLAMATION

**WHEREAS,** *the Pejepscot Proprietors by their vote of May 8, 1719, granted land to “Ly in General and perpetual Comonage” to the Town of Brunswick; and*

**WHEREAS,** *May 8, 2016 is the 297th anniversary of that vote,*

**THEREFORE,** *We the TOWN COUNCIL OF BRUNSWICK, the successors in office of the Selectmen, being mindful of the history and heritage of our Town, respectful of the inspiring wisdom of the first Planners of our community, and proud of the part they have played in preserving to our use a portion of the lands with which they were so richly endowed, knowing full well our later needs in that respect,*

**DO HEREBY PROCLAIM** *May, 2, 2016, as TOWN COMMONS DAY*

*Signed this 2nd day of May, 2016*

---

*Sarah E. Brayman  
Brunswick Town Council Chair*

# MANAGER'S REPORT - A BACK UP MATERIALS



# Town of Brunswick - Open Projects (Council)

Task Title	Class	Priority	Status	Description
<b>92</b> Municipal Budget 2016-2017	1 - Major	0 - Required	In Progress	Adopt 2016-17 Municipal Budget
Comments: See attached budget schedule and documents.				Current Update: 4/28/2016 Manager's recommended budget delivered to Town Council. Council budget deliberations.
<b>91</b> Capital Improvement Plan 2016-2017	1 - Major	0 - Required	In Progress	Adopt 2016-17 CIP
Comments: 3/21/16 CIP delivered to Town Council Municipal CIP projects have been reviewed by Finance Committee.				Current Update: 4/28/2016 CIP delivered to Town Council. CIP presentation.
<b>2</b> MRRA Tax Appeal	1 - Major	2 - High	In Progress	MRRA Tax Appeal Case
Comments: Settlement Reached. Implement via new Development Programs Need to schedule PH on program amendments. Negotiate the credit enhancement agreement.				Current Update: 4/28/2016 TIF and CEA sent to DECD for review. DECD expected to provide comments soon. Public hearing required.
<b>7</b> Zoning Ordinance Re-write	1 - Major	2 - High	In Progress	Re-write of Zoning Ordinance
Comments: See project timeline.				Current Update: 4/28/2016 ZORC draft to Planning Board in May

Task Title	Class	Priority	Status	Description
<b>4</b> Graham Road Landfill	1 - Major	2 - High	In Progress	Solid Waste Committee Review of Landfill Options Solid Waste Plan start date
Comments: Solid Waste Committee Plan to Remain Open or Close Legislation passed extending reimbursement window				Current Update: 4/28/2016 Completion of solid waste alternatives report from Woodard and Curran awaiting response from MDEP. Conversations on-going with MDEP.
<b>117</b> State Revolving Loan Fund	1 - Major	2 - High	In Progress	Fund Improvements at Junior High and Coffin Schools
Comments: DOE has approved Brunswick for funding. Brunswick has notified MMBB and needs to file an application School Board approved projects and borrowing Borrowing Ordinance Must Be Adopted by Town Council - schedule for 3/7/16.				Current Update: 3/30/2016 Ordinance adopted. MMBB application approved. Materials to be submitted to MMBB
<b>32</b> Solar Installation at Rec Center	1 - Major	2 - High	On Hold	Explore Solar Installation at Recreation Center
Comments: See attached memos and Gantt chart. See attached project details.				Current Update: 4/28/2016 New pricing received on 3/2. Evaluating. Complications with roof mounting design have forced reevaluation. Scheduling will now be difficult for roofers.
<b>18</b> Revaluation	1 - Major	2 - High	In Progress	
Comments: Revaluation database created on 3/24/2016 Start Up Meeting Scheduled for 3/14/2016 Contract Signed (3/9/2016) Contract Awarded to KRT (3/1/2016) Responses to RFP being reviewed. RFP Issued Included in 2015-2016 CIP Prepare RFP Prepare Bond Ordinance				Current Update: 4/28/2016 Video shot field work released. Field works begins with Map 1 (River Road) area

Task Title	Class	Priority	Status	Description
<b>111</b> Mare Brook Watershed Project Comments:	1 - Major	3 - Normal	In Progress	Investigate health of impaired stream Current Update: 4/28/2016 Consultant selected. Technical Advisory Committee meeting.
<b>95</b> Central Fire Station Comments:	1 - Major	3 - Normal	Requested	Review Options for New Station Current Update: 1/20/2016 Need to review options to site new station per CIP
<b>39</b> Master Plan Implementation Committee Comments:	1 - Major	3 - Normal	In Progress	Implement Downtown and Pleasant Street Master Plan Current Update: 3/1/2016 See MPIC meeting minutes for details.
<b>3</b> Cook's Corner Road Improvements and TIF Comments:	1 - Major	5 - Defer	Deferred	Cook's Corner Road Improvements; connection of Gurnet Rd to Wal-Mart Current Update: 3/30/2016 Planning to meet with key property owners. Property sold to Katz. Preliminary conversations about improvements at Cook's Corner.
<b>108</b> Freeport Dispatch Contract Comments:	2 - Large	2 - High	In Progress	Negotiate an Extension to the Contract Current Update: 4/28/2016 Negotiating contract extension.

Task Title	Class	Priority	Status	Description
<b>83</b> Emerson Station Repairs	2 - Large	2 - High	In Progress	Make Improvements to HVAC System
Comments: <p>Ouellet Associates the original contractor reviewed and had Johnson and Jordan the HVAC contractor in to review also. Johnson and Jordan did make some repairs on their own. There was money approved based on the Wright-Pierce report. There was a delay in putting out the RFP until October of 2015. No RFP's were received. On the Town Managers request I then chose one contractor- Johnson and Jordan to come in and submit a proposal. J&amp;J is currently in the process of putting together their proposal.</p>				Current Update: 4/28/2016 Contract approved. Equipment ordered. Work starting.
<b>1</b> MRRA TIF Requests	2 - Large	2 - High	In Progress	Amend development programs, establish credit enhancement agreement with MRRA
Comments: <p>Amendment of development programs and credit enhancement agreement with MRRA based on MOA signed 10/7/15. Town Council approval required. Development program amendment also requires DECD approval.</p>				Current Update: 4/28/2016 TIF Committee met. Council approved advance of \$300,000
<b>26</b> Streetlight Policy and Reduction Plan	2 - Large	2 - High	Deferred	Develop Streetlight reduction plan
Comments: <p>Develop street light policy based on traffic and pedestrian safety. Preliminary to street light reduction plan.</p> <p>Summary of cost/benefits  Policy on placement of streetlights  Trial sections of town.</p>				Current Update: 1/20/2016 Draft of street lighting policy in development

Task Title	Class	Priority	Status	Description
<b>71</b> Mere Point Wastewater District	2 - Large	2 - High	In Progress	Address Several Issues Relating to the MP Wastewater District
Comments: <p>Review annual operating costs; audit the billing units; identify capital replacement costs; identify solution for holding tank; and propose new rates. Evaluate existing fields and pumps.</p> <p>2. Field Replacement</p> <p>3. Fee Charge</p>				Current Update: <span style="float: right;">4/28/2016</span> <p>Letters regarding rate increase sent to property owners. Completed initial review of system and recent history of operating costs. Setting up meeting with Richard Burns &amp; Dana Smith to understand status of contractual agreement with residents. Developing capital and operating budgets. Reviewing fees.</p>
<b>60</b> Solarize Brunswick	2 - Large	2 - High	In Progress	Develop and implement Solarize Brunswick Program
Comments: <p>Project exceeded target of Tier 5 200 kw discount; actual sign up to date = 450 kW. Program extended to end of May 2016.</p>				Current Update: <span style="float: right;">3/10/2016</span> <p>ReVision extending program through May 2016. See attachment. Update to TC thro R&amp;S Committee report from Chair Brayman on 3/7/2016.</p>
<b>89</b> Revenues and Fees	2 - Large	2 - High	In Progress	Review of All Fees and Charges
Comments: <p>Review and update all fees, fines and charges in Town Ordinance:</p> <ol style="list-style-type: none"> <li>1. Fire Dept - updated ordinance and fees to be presented to Council 2/1/16</li> <li>2. Public Works - possible storm drain connection fee</li> <li>3. Town Clerk - schedule review</li> <li>4. Codes Enforcement - schedule review</li> <li>5. Police Dept - schedule review</li> <li>6. Solid Waste - schedule review</li> </ol>				Current Update: <span style="float: right;">4/28/2016</span> <p>Fees approved by Town Council</p>

Task Title	Class	Priority	Status	Description
<b>58</b> Multi-unit apartment inspections	2 - Large	3 - Normal	Deferred	Explore fee based apartment inspections. Draft ordinance.
Comments: In the queue since 2011. Request by the Council to explore multi unit apartment building inspections.				Current Update: 4/28/2016 Fire Department has communicated with Portland FD. Still evaluating
<b>57</b> Ocean Access	2 - Large	3 - Normal	Requested	Explore Additional Opportunities for Ocean Access
Comments:				Current Update: 1/20/2016
<b>94</b> Website Upgrades	2 - Large	3 - Normal	Requested	Study and Make Recommended Improvements
Comments: Study Recommended Improvements. Social Media Texts				Current Update: 2/1/2016 Requested not yet authorized
<b>104</b> Recreation Center Improvements	2 - Large	3 - Normal	In Developm	Design Recreation Center Improvements
Comments: Requires architect to design code compliant corridors and other building uses.				Current Update: 1/25/2016
<b>99</b> New Meadows Restoration	2 - Large	3 - Normal	Requested	Remove the "dam" on Bath road. Remove the lake and restore.
Comments: ACE has Brunswick on the list for potential funding.				Current Update: 1/25/2016 Recent call from ACOE asking if Brunswick wished to stay on list for potential funding.

Task Title	Class	Priority	Status	Description
<b>38</b> Riverwalk	2 - Large	5 - Defer	Deferred	Implementation of Riverwalk Plan.
Comments: Implementation of Riverwalk Plan. Check with MDOT on Funding.				Current Update: 1/20/2016 No recent activity. Attempting to coordinate with replacement/rehab of Frank Wood Bridge.
<b>59</b> Pleasant and Mill St Property Acquisition	3 - Medium	2 - High	In Progress	Property Acquisition
Comments: P&S reached with Cumberland Farms. VRAP application submitted.				Current Update: 3/30/2016 Preliminary VRAP completed. Expected to close by May 1. Contacted by MDOT about possible intersection improvements.
<b>29</b> Cable TV Franchise Negotiations	3 - Medium	2 - High	In Progress	Negotiate New Franchise Agreement
Comments: 12/21/2015 - Councilor Watson suggested that incoming Councilor Alison Harris would be a logic choice to replace outgoing Councilor Richardson on the negotiating team. 7/27/2015 - John Eldridge negotiated an extension for three years to March 31, 2017 and notified Council in an email. The Cable Franchise Negotiation Subcommittee consists of Ben Duffy (Citizen Rep), David Watson (Town Council Rep 1), John Richardson (Town Council Rep 2), Bryan Cobb (IT/Cable Manager), John Eldridge (Town Manager), Derek Scrapchansky (Assistant Town Manager).				Current Update: 1/20/2016

Task Title	Class	Priority	Status	Description
<b>15</b> Town Hall Trim Work	3 - Medium	2 - High	In Progress	Develop Specifications and Bid Project Bond Ordinance for Funding
Comments:				Current Update: 4/28/2016 Developing specifications. Developing bond ordinance. Met with John Foster, TM, and rep for Warren Construction to discuss scope of work and suggestions for bid process.
<b>30</b> Meeting Minutes & Indexing	3 - Medium	2 - High	In Progress	Review and Recommend Minutes Indexing
Comments: Fran Smith and Bryan Cobb to investigate different ways to improve the searchability of meetings and minutes; to make recommendation.				Current Update: 3/25/2016 Spoke with several vendors and waiting on quotes to further evaluate them
<b>31</b> Downeaster Idling	3 - Medium	2 - High	Deferred	Reduce Idle Time for Downeaster
Comments: Meet with NNEPRA and Amtrak. Explore Options.  Need to discuss cold weather options. Anti-idling bill in legislature. Meet with NNEPRA and Amtrak.				Current Update: 1/20/2016 No recent activity. NNEPRA believes the layover facility will resolve this issue.
<b>97</b> Council Rules Committee	3 - Medium	2 - High	Requested	Rules Committee to Review and Update Council Rules
Comments: Draft a committee charge				Current Update: 4/1/2016 Charge written; committee appointed. Schedule mtg with Councilor Allison Harris on 14 Apr 2016.
<b>96</b> Simpson's Point	3 - Medium	2 - High	On Hold	Open Access to Propeller Driven Boats
Comments: Request made to IFW				Current Update: 3/1/2016 Waiting on decision from IFW

Task Title	Class	Priority	Status	Description
<b>70</b> Riverside Cemetery	3 - Medium	2 - High	Deferred	Re-establish Riverside Cemetery Corporation
Comments: Review the legal options with Town Attorney. Time consuming and potentially expensive process.				Current Update: 4/28/2016 Working with Town Attorney on establishing successor to Riverside Association.
<b>63</b> BHS Track	3 - Medium	3 - Normal	In Progress	Assist in development of specifications for BHS track
Comments:				Current Update: 4/28/2016 Huntress developing plans for track replacement.
<b>37</b> Frank Wood Bridge	3 - Medium	3 - Normal	In Progress	MDOT Project Replacement or Rehabilitation
Comments: Possible connection to Riverwalk and Maine Street projects.				Current Update: 4/28/2016 MDOT prepared to present recommendations. Presentation to Brunswick Town Council on 4/19 MDOT Public Presentation 4/27
<b>9</b> Extended RR Quiet Zones	3 - Medium	5 - Defer	Deferred	Study alternatives for Quite Zones
Comments: Consultants to make recommendations				Current Update: 1/20/2016 Project on hold pending new train schedules.
<b>61</b> Bus Transportation	3 - Medium	5 - Defer	Deferred	Review options for bus transportation to Portland
Comments: Explore Metro expansion and funding.				Current Update: 4/28/2016 Considering TIGER grant for next year. Will require expenditure to prepare application and supporting materials.
<b>21</b> Bike Path Extension	3 - Medium	5 - Defer	Deferred	Extension to Bath (planning funds)
Comments:				Check with Dan Stewart on funding. Prepare for TIGER grants in 2016. Current Update: 4/28/2016 Potential for grant funding to be explored.

Task Title	Class	Priority	Status	Description
<b>12</b> TV3 Website, VOD, & Programming	4 - Small	3 - Normal	In Progress	TV3 Website Improvements
Comments:				Current Update: 1/20/2016
TV3 Website Improvements Improve reliability of streaming				Improvements made. Continue to evaluate.
Streaming reliability and VOD improved				
<b>112</b> Ambulance Fees Update	4 - Small	3 - Normal	Requested	Update the Ambulance Fees
Comments:				Current Update: 3/30/2016
Consider one free non-transport.				Fire Department and Finance Department have reviewed fees. Expect recommendation by June.
<b>64</b> Human Rights Task Force	4 - Small	3 - Normal	In Progress	Assign task force to look into issues of race and gender.
Comments:				Current Update: 4/28/2016
Task force established. Considering membership and strategy				Task force continues to meet
<b>65</b> Complete Streets Policy	4 - Small	3 - Normal	Requested	Develop Complete Streets Policy
Comments:				Current Update: 3/20/2016
Policy should be advisory for Town reconstruction projects.				Reviewed draft BBPAC policy and met with Chair. Drafting a proposed policy.

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Total 42

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

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

ITEM 47

BACK UP MATERIALS



# Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY

DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

## MEMORANDUM

**TO:** Town Council Members  
**FROM:** Linda Smith, Economic Development Director  
**RE:** Public Hearing for Washburn and Doughty Associates, Inc.'s Application for CDBG Economic Development Program grant funds  
**DATE:** April 27, 2016

On March 7, 2016, Town Council members approved the Town's having submitted 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 and 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. On April 19, the Town Council set a Public Hearing for the grant application for Monday, May 2, 2016.

As has been indicated in earlier communiques, 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, Washburn & Doughty 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 estimates 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 grant request. The company commits to hiring fifteen (15) new employees at Brunswick Landing as a result of this project. *[NOTE: The Midcoast Regional Redevelopment Authority (MRRA) has agreed to indemnify the Town of Brunswick for the CDBG grant, should Washburn & Doughty not be able to achieve its job creation goals and DECD require a return of the grant funds.]*

The Economic Development Program grant application is due to DECD on Friday, May 13, 2016. 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 was posted through the Times Record on Friday, April 22, 2016 and a draft Application was made available to the public for review at that time. The draft application is included in your packet.

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

Attachment/

Cc: John Eldridge, Town Manager

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
COVER SHEET AND CERTIFICATIONS  
Economic Development Program**

Please note that all information requested in this application must be included for the application to be considered complete. Please refer to Page 8 for the Economic Development Program Application Package Requirements. The Office of Community Development (OCD) will only process complete applications. All materials submitted to OCD in connection with your EDP application shall become the property of OCD, unless otherwise requested and shall be retained or destroyed in accordance with OCD's file retention policy.

**I. APPLICANT MUNICIPALITY INFORMATION**

Municipality: Town of Brunswick County: Cumberland

Mailing Address: 85 Union Street State: Maine Zip Code+4: 04011-2418

Manager/Contact Person: John Eldridge E-Mail: [jeldridge@brunswickme.org](mailto:jeldridge@brunswickme.org)

Phone: 207-725-6659 Fax: 207-725-6663

Applicant Municipality DUNS (Dunn & Bradstreet) #: 077466274  
(visit <http://fedgov.dnb.com/webform> if business needs to obtain a number)

**II. APPLICANT BUSINESS INFORMATION**

Legal Name of Business: Washburn & Doughty Associates, Inc.

Legal Address of Business where jobs will be created and/or retained: 54 Orion Street

Town/City: Brunswick State: Maine Zip Code: 04011 County: Cumberland

Manager/Contact Person: Matthew R. Maddox

Phone: 207-633-6517 Fax: 207-633-6517

Email: [REDACTED] Website: [www.washburndoughty.com](http://www.washburndoughty.com)

Please check if you  Own  Lease  Rent

Square Feet: 31,980 sf Monthly Payment: [REDACTED] New Facility Expansion  Yes  No

Federal Employer Identification Number: 01-0347159 (of applicant business)

Applicant Business DUNS (Dunn & Bradstreet) #: [REDACTED]  
(visit <http://fedgov.dnb.com/webform> if business needs to obtain a number)

Is the Applicant Business currently in bankruptcy proceedings?  Yes  No  
Has the Applicant Business or any owner of more than 20% of the Applicant Business been in bankruptcy proceedings in the last ten years?  Yes  No  
If the answer to either of the above is "Yes," please give particulars, including the court location and docket # of the proceedings.

Type of Entity:  C Corp     S Corp     Sole Proprietorship     Partnership  
 Limited Liability Company (list "type"):                       Other (list):

State of Organization: Maine

**III. BUSINESS OWNERSHIP (attach additional sheets as necessary)**

Name and Title: Bruce H. Doughty, President

% of Ownership: [REDACTED]

Legal Address: [REDACTED]

Annual Compensation: [REDACTED]

Name and Title: Bruce D. Washburn, Executive Vice President & Chief Naval Architect

% of Ownership: [REDACTED]

Legal Address: [REDACTED]

Annual Compensation: [REDACTED]

Name and Title: Kristen Doughty Danaher, Shareholder

% of Ownership: [REDACTED]

Legal Address: [REDACTED]

Annual Compensation: [REDACTED]

Name and Title: Katherine E. Doughty, Marketing Director

% of Ownership: [REDACTED]

Legal Address: [REDACTED]

Annual Compensation: [REDACTED]

**IV. PROPOSED SOURCES AND USES OF FINANCING**

Sources:	Amount:	Uses:	Amount:
Bank	\$434,000	Material handling, rolling stock, welding equipment, tools	\$434,000
Owner Cash Contribution	\$200,000	Balance of overhead cranes and leasehold improvements (eg electrical, ventilation & gas distribution)	\$200,000
CDBG	\$400,000	Overhead cranes and crane rails	\$400,000
<b>Total Project Cost</b>	<b>\$1,034,000</b>	<b>Total Project Cost</b>	<b>\$1,034,000</b>

**V. PROPOSED COLLATERAL**

Available to secure job creation or job retention connected with the grant of CDBG funds in the event DECD elects to secure such requirement/repayment with assets of the Applicant business for a term of up to five years; to secure CDBG Economic Development Program Funds

Type/Description	Existing Lienholder	Outstanding Balance	Available Collateral
Cranes / valued at +\$400,000	N/A	N/A	All / CDBG

**VI. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS**

**Current Employment:** Full-Time # 107 Part-Time# 2

**Projected Employment Increases Over Next 12 Months:**  
Full-Time # 15 Part-Time # 0

**Minimum Starting Hourly Wage:** Full-Time \$ 15.00 Part-Time \$ N/A

In determining CDBG National Objective compliance with job creation/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). A 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.

Number of positions to be created as part of this development project by job classification identifiers:

- 1. Managerial/Officer      2. Professional      3. Technical      4. Sales
- 5. Clerical/Office      6. Craftworker 12 7. Operatives 3 8. Laborer
- 9. Service Worker

Occupation/Job Title	Hire Date	# of Jobs	Annual Earnings	Total Payroll
Welder/Craft Worker	2-1-2017	5	\$31,800	\$42,120 x 5 = \$210,600
Shipfitter/Craft Worker	2-1-2017	7	\$31,800	\$42,120 x 7 = \$294,840
Burn table Operator/ Operative	2-1-2017	1	\$31,800	\$42,120
Material Handler / Operative	2-1-2017	1	\$31,800	\$42,120
Commercial Driver / Operative	2-1-2017	1	\$41,600	\$56,160

F/T Workers Benefits (check if applicable)

Paid Holidays  Paid Sick Days  Retirement/Profit Sharing  Life Insurance   
 Paid Vacation  Health Insurance  Dental Insurance  Child Care

Health Insurance for Employees: % of Employee Benefits:

**W&D pays 65 – 70% of premium of health and dental insurance**

**VII. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS (continued)**

Type of Investment	Description	Cost
Employee Training	OJT, first 12 weeks of employment	\$7,000 per employee (est.)
Other: Employee Insurances	Health, Dental & Life	\$ Varies
Other: Retirement Plan	401K with match	\$ Varies

**VIII. DISCLOSURE**

Check the public purpose (all that apply) that will be met through CDBG support of this development project:

<input checked="" type="checkbox"/> Job Creation	<input type="checkbox"/> Capital Investment
<input type="checkbox"/> Job Retention	<input checked="" type="checkbox"/> Training Investment
<input checked="" type="checkbox"/> Tax Base Improvement	<input type="checkbox"/> Other (list):

Check whether applicant is current on all taxes owed the State of Maine:  Yes  No  
If no, please explain and itemize any and all deficiencies.

**IX. CERTIFICATION BY AUTHORIZED OFFICIAL OF MUNICIPALITY AND BUSINESS**

**1. State Certifications**

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

**2. Federal Certifications**

- a. will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
  - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds;
  - or
  - (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.
- c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;
- d. will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;
- e. will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;
- f. is not listed on U. S. Department of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;
- g. will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and
- h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any

designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

i. Jobs created/retained must be in the community applying for the EDP award, new jobs to that community and not associated with any other branches of the assisted business located in another community.

j. Transfer positions cannot be counted toward the job creation/retention requirements.

k. All projects must document that at a minimum, 51% of all jobs created or retained as a result of the funded activity must be taken/held by persons of low and moderate income as defined by HUD.

l. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protect Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington DC 20580.

m. I/We understand that by signing this application I/We authorize the Maine Office of Community Development (OCD) to make inquiries as needed to verify the accuracy of the information and to determine creditworthiness. I/We certify the information is true and accurate and is provided for the purpose of obtaining a grant and/or loan. OCD will maintain the confidentiality of this information and it will not be released without authorization.

**3. CDBG Program Certifications.**

The Municipality certifies that (1) it is capable of investigating the Applicant Business and the proposed Development Project to determine that the job creation and/or job retention requirements can be met, (2) it has investigated the Applicant Business and the proposed Development Project and determined that the job creation and/or job retention requirements can be met, (3) the EDP assistance to the Applicant Business is for a Development Project that is necessary and appropriate, (4) the EDP assistance to be provided is commensurate with the community benefits that will accrue from the Development Project, and (5) the Municipality will comply with the documentation requirements for jobs created and/or jobs retained and are cognizant of the requirements that should the intended Job Creation/Retention National Objective of the CDBG program; (6) understand 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 (7) it and the applicant fully understand 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. Liabilities:**

The borrower has no liabilities except as contemplated by this grant and/or loan agreement and fully disclosed in the borrower's financial records as presented to the Government (in your case, DECD). Such financial records are true and correct. No data was withheld and no material adverse change in the borrower's financial position has occurred which would adversely effect such statements. The borrower's assets are not less than its liabilities as determined in accordance with generally accepted accounting principles and the borrower is solvent.

**5. Litigation and Taxes:**

There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the borrower 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).

Signature of Municipal Official:	Name: John Eldridge
Date:	Title: Town Manager
Signature of Business Representative:	Name: Bruce H. Doughty
Date:	Title: President

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**COMMUNITY BENEFIT WORKSHEET**

**Local Fiscal Improvement:**

What percent of value to the total value is the municipal assessment? 70 %

1. Assessed value of land prior to improvements	\$ <u>136,200</u>
2. Assessed value of buildings prior to improvements	\$ <u>1,169,500</u>
3. Total assessed value (1+2)	\$ <u>1,305,700</u>
4. Estimated total assessed value following improvements	\$ <u>1,405,700</u>
5. Estimated tax based on #4	\$ <u>39,866</u>
6. Current tax	\$ <u>0</u> %
7. Anticipated net tax increase (#5 - #6)	\$ <u>39,866</u>

The above figures were obtained through (check all that are applicable)

- Town Records
- Assessments
- Appraisals
- Other

NOTE: Cranes and crane rails are considered personal property and aren't taxable as real estate.

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES  
Not Applicable to this Project**

OCD may accept an EDP application in support of a retail business activity only under 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 Public Law 776 enacted by the 119<sup>th</sup> 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.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**GRANTEE/BUSINESS ASSURANCES - JOB CREATION**

The Business (as identified below), having applied for funding from the Municipality (as identified below) through the Maine Community Development Block Grant (CDBG) Program agrees to create a minimum of 15 new jobs above the employment baseline within a 12 month period from time of CDBG EDP application the deadline date for which will be stated in the CDBG contract between the Municipality and the State of Maine. The Business also agrees that at least 51% of the new full-time and full-time equivalent jobs must be taken by qualified low-to-moderate income (LMI) persons in compliance with the Maine CDBG program rules, regulations and policies. The Business will verify the job creation achievements and assist the Municipality in compiling the appropriate documentation as required by the Maine CDBG Program.

In determining CDBG National Objective compliance with job creation 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.

**It is understood by the Business and the Municipality that, in the event the job creation goals are not met within the prescribed time frame and according to the regulations of the State of Maine Community Development Block Grant Program, the State of Maine will exercise its right and seek repayment from the Municipality in accordance with the contract provisions and the Municipality may exercise its rights and seek repayment in accordance with the default provisions contained in any agreement it may have with the Business.**

Having read and fully understanding the requirements set forth in this agreement, the undersigned agree to the job creation requirements contained herein, and to comply with all regulations of the U.S. Department of Housing and Urban Development and the State of Maine governing this program including submission of quarterly status reports regarding job creation benefit.

Signature of Municipal Official:	Name: John Eldridge
Date:	Title: Town Manager
Signature of Business Representative:	Name: Bruce H. Doughty
Date:	Title: President

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**JOB CREATION BASELINE EMPLOYMENT SUMMARY**

<b>Name of Business to be Assisted:</b>	Washburn & Doughty Associates, Inc.
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Job Title*	Job Class*	Full Time (Place X)	Part Time (Place X)	# Currently Employed (at East Boothbay facility)	# to be Created (at Brunswick Landing)	Base Wage (\$)	Fringe Benefits (\$/value)
Welder	#6	X		19	5	\$15.00	\$5.25
Shipfitter	#6	X		24	7	\$15.00	\$5.25
Burn Table Operator	#7	X		1	1	\$15.00	\$5.25
Material Handler	#7	X		0	1	\$15.00	\$5.25
Commercial Driver	#7	X		0	1	\$20.00	\$7.00

**\* A job description for each job title for which a position will be created is attached (see following pages); the attached job category definition numbers outlined in Appendix A of this application indicates the job class (above).**

\_\_\_\_\_  
Signature of Human Resources Officer

\_\_\_\_\_  
Date

Don Embrey, Human Resources & Safety Director

\_\_\_\_\_  
Printed Name and Title

# Welder Job Description



## Position Description

**Job Title:** Welder  
**Reports To:** Welding Supervisor  
**Location:** East Boothbay Maine 04544  
**Date:** 4/21/15

### Primary Function:

Support production needs by performing various weld and finish operations involved with structural frame and hull plates and accessory foundations and fixtures.

### Primary Responsibilities:

- To perform the primary job requirements satisfactorily and safely.
- Connects and assures proper grounding to obtain amperage and voltage required.
- Manually guides electrode or gun along weld line, maintaining length of arc and speed of movement to form specified depth of fusion and bead, as judged from color of metal, sound of weld and size of molten puddle.
- Sets the weld machine to correct setting for the weld application.
- Capable of welding in flat, horizontal, vertical or overhead positions.
- Cleans metal joint to assure a quality weld.
- Chips off excessive weld, slag and spatter.
- Capable of effectively burning/cutting various metal pieces as necessary.
- Must be able to gain required welding certifications supporting ABS standards.
- Properly use sucker tubes to collect fumes and dust particles associated with welding.
- All other duties and tasks as assigned.

### Job Requirements:

2-5 years of welding experience within a commercial or industrial environment (marine experience preferred).

Flux Core, stick, mig and tig welding skill experience preferred.

Vocational school training or other equivalent OJT training desired.

Strong mechanical aptitude with fundamental understanding of various shipbuilding practices.

Ability to read blue prints and schematic drawings.

Ability to follow detailed directions.

Must have strong commitment towards safety and working safe.

Must have good interpersonal skills and ability to get along with various personnel and work as a member of a team.

Must be an effective communicator with direct work leader and supervisor.

## **Welder Job Description - Continued**

### **Physical Requirements:**

Must be able to periodically lift 50 pounds.

Must be able to walk, use stairs and work in various confined spaces requiring welding.

Continuously standing, walking, sitting, climbing and crouching.

Must have good manual dexterity and eye to hand coordination.

# Shipfitter Job Description



## Position Description

**Job Title:** Shipfitter

**Reports To:** Shipfitting

**Date:** 1/27/14

### Primary Function:

Positions, aligns, fits, and tack welds steel parts to assemble and form various ship units and subunits. May also perform various outfitting tasks as required.

### Primary Responsibilities:

- To perform the primary job requirements satisfactorily and safely.
- Follows shop floor blue prints and layout specifications consistent with marine ship structure.
- Must be able to determine information to fabricate, erect and install ships structures, plates, bulkheads, frames, braces, foundations, structural closures and various outfitting items from blueprint drawings.
- Uses various tools such as tape measure (fractions), square and level to user structure compliance.
- Aligns and fits parts according to specifications, using jacks, wedges, pry bar and hammer.
- Uses overhead crane to move pieces in place as necessary.
- Performs burning cuts, bevels and flushes steel with torch.
- Uses various hand tools to include grinder, chipping chisel, needle gun, drill, etc.
- Must be able to tack weld flat, horizontal, vertical and overhead welds on various thickness of steel structure (typically 3/8" to 1").
- Must be able to safely rig steel and structures when using overhead crane to move and place steel and components.
- Aligns parts in relation to each other using crane, jacks, come-a-longs, wedges and hammers.
- Properly use sucker tubes to collect fumes and dust particles associated with welding.
- Properly wear all required PPE.
- Performs various outfitting tasks as required to complete the ship.
- All other duties and tasks as assigned.

### Job Requirements:

2-3 years of welding experience within a commercial or industrial environment (marine experience preferred).

SMAW and FCAW certifications and work experience desired.

Vocational school training or other equivalent OJT training desired.

Strong mechanical aptitude with fundamental understanding of various shipbuilding practices.

Ability to read blue prints and schematic drawings.

## **Shipfitter Job Description – Continued**

### **Physical Requirements:**

Must be able to periodically lift 50 pounds.

Must be to stand, walk, use stairs, sit, lift, carry objects, perform overhead reaching in all directions, pushing, pulling, twisting, climbing, balancing, bending, crouching, work from heights, work in confined space as necessary with shipfitting demands.

Must have good manual dexterity and eye to hand coordination with welding and fitting activities.

## Burn Table Operator Job Description



### Position Description

**Job Title:** Burn Table Operator

**Reports To:** Shipfitting

**Date:** 4/7/16

#### Primary Function:

Operates Burn Table to cut steel patterns for nesting supporting unit fabrication. When not running burn table, will assist with other shipfitter activities.

#### Primary Responsibilities:

- To perform the primary job requirements satisfactorily and safely.
- Works closely with Production Planning for primary burn table schedule of parts creation.
- Properly labels parts and nest for production.
- Checks parts burned for proper dimensioning and quality of cut and or bevel.
- Performs basic PM on burn table.
- Maintains inventory of burn table consumable parts.
- Uses overhead crane to move pieces in place as necessary.
- Performs burning cuts, bevels and flushes steel with torch as needed.
- Must be able to safely rig steel and structures when using overhead crane to move and place steel and components.
- Properly wear all required PPE.
- Performs shipfitter functions as needed.
- All other duties and tasks as assigned.

#### Job Requirements:

1-2 years tack welding and torch use desired.

Vocational school training or other equivalent OJT training desired.

Strong mechanical aptitude with fundamental understanding of various shipbuilding practices.

Ability to read blue prints and schematic drawings.

Must be able to perform basic PC tasks.

#### Physical Requirements:

Must be able to frequently lift 50 pounds.

### **Burn Table Operator Job Description – Continued**

Must be to stand, walk, use stairs, sit, lift, carry objects, perform overhead reaching in all directions, pushing, pulling, twisting, climbing, balancing, bending, crouching, work from heights, work in confined space as necessary with shipfitting demands.

Must have good manual dexterity and eye to hand coordination with tack welding and fitting activities.

## Material Handler Job Description



### Position Description

**Job Title:** Material Handler

**Reports To:** Materials Supervisor

**Date:** 4/7/16

#### **Primary Function:**

To receive, store, and distribute necessary materials supporting unit production.

#### **Materials Responsibilities:**

- Receives incoming shipments to include steel, general freight, common carrier, UPS, FedEx, etc.
- Stores all items in their respective locations.
- Keeps an active accurate inventory of materials and supplies.
- Oversees basic tool crib activities.
- Assures accurate documentation of receipt and storage location.
- Coordinates shipments and return items if necessary.
- Maintains organized and clean stock storage areas.
- Operates various material handling equipment.

#### **Job Requirements:**

1-3 years of materials shipping and receiving experience.

Excellent PC skills to include Microsoft Office.

Must be capable of working in a team based environment.

Must be able to operate various lift truck equipment.

#### **Physical Requirements:**

Must be able to work at a PC Work Station.

Must be able to periodically lift 50 lbs and to climb stairs.

# Commercial Driver Job Description



## Position Description

**Job Title:** Commercial Driver – Class A  
**Reports To:** Materials Supervisor  
**Date:** 4/7/16

### Primary Function:

Operates tractor trailer with flatbed locally to move both materials and units between production locations.

### Primary Responsibilities:

- To perform the primary job requirements satisfactorily and safely.
- Works closely with Production Planning to make timely shipping of materials and units.
- Follows all state and federal DOT regulations
- Always follows all local traffic rules and motor vehicle operating rules
- Performs DOT pre-trip safety inspections
- Completes DOT log book as necessary.
- Understands and follows all DOT hours of service rules.
- Understands basic rigging skills and has solid knowledge of securing loads for transport
- Keeps tractor trailer clean both inside and out
- Assist with yard activities of keeping units organized.
- Assist with keeping yard clean.
- All other duties and tasks as assigned.

### Job Requirements:

3-5 years of successful and safe commercial driving experience.

May be required to pass a pre-employment drug screen and also participate in a DOT approved random drug testing program.

Must maintain good driving record for both commercial and non-commercial activities.

### Physical Requirements:

Must be able to pass DOT physical.

Must be able to periodically lift 50 pounds.

Must be to stand, walk, use stairs, sit, lift, carry objects, and perform overhead reaching in all directions, pushing, pulling, twisting, and climbing, balancing, bending, crouching, work from heights as needed.



**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**Budget Summary (Include All Sources)**

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Bank	Column 6 Owner Equity	Column 7 Total
Acquisition (if allowable)							
Clearance/Demolition							
Site Improvements						\$26,085	\$26,085
New Building Construction							
Building Renovations							
Water/Sewer Improvements/Drainage							
Lighting							
Roads & Streets							
Parking							
Utility Lines/Fiber Optics							
Rail Lines & Spurs							
Equipment					\$317,000		\$317,000
Inventory							
Fixtures	\$400,000				\$117,000	\$142,881	\$659,881
Working Capital							
Professional Fees							
Legal Expenses						\$4,034	\$4,034
Inspection							
Architectural/Engineering							
Other (List)							
1. Move existing equipment to new facility						\$27,000	\$27,000
<b>TOTAL COSTS</b>	<b>\$400,000</b>				<b>\$434,000</b>	<b>\$200,000</b>	<b>\$1,034,000</b>

**Directions for Completing Budget Summary**

For each applicable cost in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.

List the total dollar amount for each cost category in column 7, Total

Enter the sum of all Totals in column 7 in the TOTAL COSTS box directly under column 7.

**Submit a copy of this Summary with the original and the four copies of the application.**

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**CONSUMER CREDIT AUTHORIZATION**

You have submitted a request to the Department of Economic and Community Development (DECD) to provide financing through the Office of Community Development administered Community Development Block Grant Program.

The DECD designee's procedure for reviewing this kind of request include the purchase and review of credit reports, which include information on both the Business, and primary principals of businesses. A primary principal is any person having an ownership interest in the company of twenty percent (20%) or more. Prior to ordering these reports the DECD must have written permission from each primary principal. Please sign below acknowledging notification of the DECD's intent to order consumer credit information in the Business and/or your name and providing your permission to do so.

The DECD will not proceed with review of the financing request without these reports. Therefore, this form must be signed by all applicable individuals and included with your application.

Thank you in advance for your cooperation.

**The undersigned acknowledges the above and gives permission to DECD and/or its designee to acquire any consumer credit information or reports it requires in connection with the above referenced application for financing assistance.**

Signature:	Printed Name: Bruce H. Doughty
Title: President	Date:
Ownership Percentage: ■■■	Social Security Number: ■■■■■■■■

Signature:	Printed Name: Bruce H. Washburn
Title: Executive Vice President	Date:
Ownership Percentage: ■■■	Social Security Number: ■■■■■■■■

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**FINANCIAL SUMMARY STATEMENT  
(not required for municipally owned projects)**

**Provide the following information on the current obligation of the Business to be assisted for the following:**

<b>Current Debt</b>	<b>Debt Holder</b>	<b>Rate/Term</b>	<b>Payment</b>	<b>Collateral</b>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Proposed new obligations of the Business after EDP assistance:**

<b>Proposed Debt</b>	<b>Debt Holder</b>	<b>Rate/Term</b>	<b>Payment</b>	<b>Collateral</b>
\$434,000	[REDACTED]	WSJ Prime	\$51,500 annual	Accounts, A/R, Contract Rights and Equipment

# **APPENDIX A-E**

## APPENDIX A

### **1. Problem Statement**

#### Scope of Problem

The closure of Naval Air Station Brunswick (NASB) represents one of the largest single employer relocations or closings in Maine's history. Upon assessing the impact of NASB closure, the former Maine State Planning Office (SPO) revised the projected 2015 state gross state product downward by \$390 million, cutting the projected growth rate from two to approximately one percent and estimated the total job loss at 6,500, of which 5,500 would be localized in the Brunswick Labor Market Area (LMA). The SPO also revised state population growth downward by 7,400, as a result of NASB closure. State personal income was also reduced by \$370 million, with State of Maine revenue projections reduced by some \$20 million. The Town of Brunswick realized over \$600,000 in service fees directly from the NASB. Moreover, the Brunswick School District has experienced the loss of over \$1 million in annual federal transfer payments.

In the aftermath of NASB closure, job creation continues to be the most pressing need for Brunswick and the Midcoast region. With assets including 3,300 acres of prime commercial real estate, over 2 million square feet of commercial and industrial space, a world-class aviation complex and the presence of higher education institutions, including Southern Maine Community College's Midcoast Campus, the University of Maine and Bowdoin College, Brunswick Landing, formerly NASB, is well-positioned to become Maine's premier technology business park. The challenge facing Brunswick and its neighbors is to create employment opportunities through a diverse redevelopment of Brunswick Landing. With a loss of 4,700 Navy personnel and 700 civilian jobs, even the excellent progress made at Brunswick Landing (estimating 1,500 jobs by June 2016) does not bring the community's employment and employment wages close to pre-closure levels.

The NASB Reuse Master Plan (December 2007) noted that "The Midcoast region is losing manufacturing jobs in favor of retail and service jobs." Redevelopment activities that support traditional and light manufacturing are critical to the economic future of Brunswick and the Midcoast region. Manufacturing employment typically provides a higher wage, better benefits and increased work longevity (US Commerce report, May 2012). Washburn & Doughty Associates, Inc., a high performing ship building enterprise, brings strong manufacturing employment opportunities, reflecting those excellent prospects, and is consistent with the Reuse Master Plan for NASB.

#### Impact on Community and Region

The economic impact of NASB closure has been compounded by job losses due to the "great recession" and the ensuing slow national and weak state level recovery. The 2014 average annual unemployment rate for the Brunswick LMA was 4.6%, up from 4.3% in 2005, when the base closure was announced. Since 2005, the unemployment rate in Brunswick, Maine has ranged from 3.6% in August 2005 to 8.3% in January 2010. While the unemployment rate for Brunswick dropped during 2015, the volatility of marketplace and the potential fragility of these new employment gains, makes a continued push for a variety of employment opportunities a continuing Town priority.

Tax value increases whenever a business expands in the community or region. Since the properties at the former Base were federal and contributed no revenues to the

municipality, all taxes generated from Washburn & Doughty's expansion are new tax revenues (see Community Benefit worksheet). Redeveloping Brunswick Landing, by attracting new manufacturing to the region and accommodating the growth of Maine-based enterprises such as Washburn & Doughty, is critical to the short- and long-term economic viability of Brunswick and the Midcoast region. According to the Maine Department of Labor's Workforce Outlook 2012-2022, "In 1950, Maine had 109,000 manufacturing jobs, or, 43% of nonfarm jobs. [By] 2012, the total number of nonfarm jobs had doubled, adding 344,000 jobs, yet manufacturing declined by 58,000 jobs to just 8% of today's jobs. The manufacturing sector shed 8,000 jobs from 2008 to 2012 and is expected to shed 4,400 additional jobs through 2022".

The Town of Brunswick has experienced the same trends as reflected at the State level, such as the closing of Cooper-Eaton's 186,000 square foot manufacturing facility in 2009. The Washburn & Doughty Associates, Inc. project anticipates immediate hiring of fifteen (15) welder, shopfitter and other manufacturing jobs to Brunswick, with a growth potential of up to twenty-five (25) positions in the next 3 to 5 years. These positions will average \$15-20 per hour wages, or \$31,800 to \$41,600 annual wage earnings, which exceeds the Brunswick per capita income of \$30,490 (2010-14 US Census Quick Facts). Washburn & Doughty currently works with the Maine CareerCenters and has a successful history of employing Low to Moderate Income (LMI) individuals.

#### Need for Funds

Both the Town of Brunswick and the Midcoast Regional Redevelopment Authority (MRRA), the local redevelopment authority responsible for implementing the Reuse Master Plans for NASB and its Topsham Annex, face significant fiscal challenges. While some of MRRA's operational budget is funded by a grant from the Department of Defense, Office of Economic Adjustment, it has been declining and MRRA must become completely self-sustaining next year. All of the other operating and maintenance costs must be supported with revenues from the sale and/or lease of NASB properties. All property improvements for infrastructure and facilities are supported by grants, tax increment revenues and bonding.

Given the current pressure on local property taxes and diminished revenues from State Municipal Revenue Sharing, General Purpose Aid for school districts and excise taxes, towns are in a difficult position to leverage local resources to support economic development, when funding basic services is a challenge. Brunswick's and MRRA's fiscal challenges are compounded by the need to integrate 3,300 new acres into the community and provide municipal services and utilities to Brunswick Landing businesses. Brunswick's economic and community development staff has worked in concert with MRRA to support business attraction and development activities, including taking the lead on this development proposal.

Community development Block Grant (CDBG) funds are needed as gap financing to facilitate the expansion of Washburn & Doughty into new production space at 54 Orion Street (Building #86) on the Brunswick Landing. 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.

In order to develop the consolidated storage and production facility it needs, Washburn & Doughty estimates the need to invest over \$1 million in leasehold improvements to Building #86. The leasehold improvements significantly enhance MRRA's building and support Washburn & Doughty's production requirements, but do not accrue to the company as an asset. The level of investment, combined with the lack of accrued asset for the business enterprise, has led the Town of Brunswick and MRRA, to seek financing options that allow the expansion to occur without placing an undue burden on the company, the Town of Brunswick or MRRA.

## **2. Proposed Solution**

### Project Description

MRRA is currently working with Washburn & Doughty Associates, Inc. of East Boothbay, Maine for a lease and fit up of building #86, the former Ground Support Equipment Maintenance Building that supported the P-3 planes operated by the Navy at the former Naval Air Station Brunswick. Washburn & Doughty is a ship building business that specializes in the construction of steel and aluminum commercial vessels, including tugboats, barges, ferry boats, commercial fishing boats and draggers and research vessels. Founded by Bruce Doughty, Bruce Washburn and Carl Pianka, the Washburn & Doughty began building ships in East Boothbay, Maine in 1977.

Washburn & Doughty can build to a customer's plans, or its experienced in-house architects can custom design a boat. Yard personnel are experienced designing and building to ABS Rules for Vessels Under 90 Meters, US Coast Guard requirements including subchapters H, K and T, Lloyds classification, IEEE-45 Electrical standards, US Public Health Service regulations and Canadian Coast Guard requirements.

Washburn & Doughty's forte is the design and construction of tug boats, which they have designed to provide a mix of muscle and maneuverability with a wide 38 foot beam for greater stability at higher speeds. This has generated significant new business and contacts. Washburn & Doughty is seeking to expand this operation into building #86, at 54 Orion Street, due to the increased work load and the fact that it has out grown its East Boothbay facility. The company estimates that they will need to hire up to 15 (15) new welders, pipe fitters and other trades personnel for the new operation. Washburn & Doughty intends to move its steel cutting operations, panel stiffening and a portion of its structural module construction to Building #86. To achieve this, they plan to:

- Transfer its CNC plasma cutting table for steel cutting to the property;
- Establish a simple "panel line" for fabricating panels utilizing mechanized welding; and
- Create work cells for building structural subassemblies/ modules for its vessels.

Building #86 is a 31,980 square foot building that was constructed in 1992 with one large service bay, service shops, administrative offices, a paint booth, blast room, wash bays, staff locker and washrooms. The building is a concrete masonry building with a steel structure currently serviced by a large gantry crane that serves most, but not the entire service bay. In order to make Building 86 an efficient part of its operation, Washburn & Doughty will need significant improvements to the building, including:

- Overhead Cranes. To accommodate the material handling portion of this operation, Washburn & Doughty intends on installing four additional overhead cranes to

complement the existing 10 ton overhead crane (which is currently “de-rated” to 3 short tons).

- Gas Delivery System – Washburn & Doughty uses three primary gases in its cutting and fitting operations – propylene, argon, and oxygen. To outfit the building, the building will require new piping to deliver these gases to the work stations.
- Ventilation System for Extracting Welding Fumes – To maintain energy efficiency in winter, the building will need to be modified to add a Donaldson type dust / fume collector to separate the particulates from welding smoke. This will allow Washburn & Doughty to filter the warm air and recirculate it through the building. To enhance safety, these Donaldson units are to be outfitted with CO2 fire suppression system and spark arrestors.

In addition, the company will require that modifications of the existing ventilation system to better suit the needs of welding and cutting operations.

- Insulation. Based on preliminary investigations, it appears the building lacks ceiling insulation. To reduce heat loss during the winter, this project would include the installation of ceiling insulation for the entire building.
- Relocate fence - To allow delivery of materials and shipment of product the perimeter fence would need to be relocated in both the northerly and westerly directions.

The anticipated cost of this upgrade is \$1,034,000. Washburn & Doughty is investing \$200,000 or approximately 19% of company equity in the project and seeking 40% (\$400,000) in CDBG funding and another 42% (\$434,000) in additional bank financing.

#### Effect on Assisted Business

Over the past several years, Washburn and Doughty has been considering the prospect of an expansion which would include additional storage space as well as steel fabrication production space. After the company’s preliminary explorations, they realized there were few suitable building in their targeted region. In addition, the lack of inventory has driven commercial / industrial real estate rentals up. The company cannot build a suitable facility to meet its near-term market demands. Building #86, on Brunswick Landing, offers several features including a large service bay, currently serviced by a large gantry crane that serves most, but not the entire service bay, and other manufacturing enhancing features. However, as outlined above, the building needs extensive rehabilitation and improvements. The company cannot justify the level of investment for these significant leasehold improvements without grant funds. But for the CDBG funds, Washburn and Doughty will not be able to bring a portion of its steel boat-building operations to Building #86, Brunswick Landing, Brunswick, Maine.

#### Project Timeline and Feasibility

With this CDBG grant, the feasibility of finishing this project within twelve months or less is highly realistic. Washburn and Doughty have a strong reputation in the boat building industry for quality and timely production. Even with a significant fire in 2008, one of their primary costumers, Moran Towing, maintained its contractual agreements while Washburn & Doughty worked at a temporary location to meet their obligation. The tenacity and professionalism of the company is exemplary. As the timeline below illustrates, the company anticipates starting the project by July 2016 and completing it by January 2017 with the new positions coming on line no later than February 2017.

The major project milestone will be the ability to order and install the new cranes. This specialized equipment takes approximately 18 weeks from order date to delivery date. The company will order the cranes as soon as the CDBG Phase II Environmental Review approval is received. Targeting early July 2016 for that potential approval means the cranes could be available for installation in early November 2016. Installation will likely take another 30 days. Building in a small contingency for delay means production might start in early January 2017, but the company has built a 30 day contingency in to its production start-up target.

Resumés for the Brunswick Landing implementation team are attached (Exhibit 2). The team represents Washburn and Doughty’s operations leadership. As their collective resumes indicate, they have the project expertise and experience to successfully bring the company’s steel cutting operations, panel stiffening and part of its structural model construction to Brunswick Landing.

### Project timeline 2016 – 2017

May, 2016	<ul style="list-style-type: none"> <li>• Lease Agreement signed</li> </ul>
June, 2016	<ul style="list-style-type: none"> <li>• Preliminary facility upgrades design finalized</li> </ul>
July, 2016	<ul style="list-style-type: none"> <li>• Facility improvements such as electrical, gas, ventilation started</li> <li>• Cranes ordered</li> <li>• Other equipment such as forklift, tractor trailer, welding set-up, plate roller ordered</li> </ul>
August, 2016	<ul style="list-style-type: none"> <li>• Installation of welding equipment, plate roller at Brunswick Landing</li> <li>• Repair / re-certification of existing 10 short ton crane at Brunswick Landing</li> </ul>
September, 2016	<ul style="list-style-type: none"> <li>• Transfer equipment such as press brake and burn table from E. Boothbay facility</li> </ul>
October, 2016	<ul style="list-style-type: none"> <li>• Installation of press brake and burn table at Brunswick Landing</li> </ul>
November, 2016	<ul style="list-style-type: none"> <li>• Installation of new cranes</li> </ul>
December, 2016	<ul style="list-style-type: none"> <li>• Installation of new cranes continues</li> <li>• Recruitment for new positions</li> </ul>
January – February 2017	<ul style="list-style-type: none"> <li>• New hires on board</li> <li>• Production starts</li> </ul>

### **3. Citizen Participation**

The planning effort that produced the Reuse Master Plans for NASB and Topsham Annex was structured to include a series of public meetings, workshops and surveys that were designed to be open and inclusive. As a result of the Brunswick and Topsham local redevelopment authorities' strong emphasis on public participation, the resulting Reuse Master Plans continue to be strongly endorsed by local residents, state and local government officials, and business and civic leaders. Over the course of the public participation process the Brunswick Local Redevelopment Authority, MRRA's predecessor agency, conducted 18 public planning workshops, sessions and seminars, which were attended by over 1,500 participants. This proposed reuse of Building #86 / 54 Orion Street by Washburn & Doughty is consistent with the NASB Reuse Master Plan.

Citizens were involved in the development of this application through the formal Council agenda on March 7, 2016 requesting approval of the submission of the CDBG Letter of Intent, again on April 19, 2016 requesting the posting of a Public Hearing, and through their participation in the May 2, 2016 public hearing. The published public hearing notice and Town Council Resolution are attached. A public hearing notice was published in the April 22, 2016 edition of the Times Record (attached).

The Town of Brunswick solicited input from local business and community leaders through the following organizations: Brunswick Downtown Association, Southern Midcoast Maine Chamber of Commerce and the MidCoast Economic Development District.

## APPENDIX B

### **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 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.

## APPENDIX B (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.

## APPENDIX C

### PUBLIC HEARING NOTICE

Town of Brunswick

The Town of Brunswick will hold a Public Hearing on Monday, May 2, 2016 at 7:00 P.M. in the Town Council Chambers, 85 Union Street, to discuss an application being submitted to the State of Maine for a Community Development Block Grant - Economic Development Program grant. The purpose of the request is to provide funding for Washburn & Doughty Associates, Inc. to make infrastructure improvements to Building 86 at 54 Orion St. Brunswick Landing, Brunswick, Maine. Public comments will be solicited at this Hearing and will be submitted as part of the application's required documentation.

All persons wishing to make comments or ask questions about the proposal are invited to attend this Public Hearing. A copy of the CDBG application is available for review at the Town Clerk's Office during normal business hours: Monday to Friday, 8:30 AM - 4:30 PM. Comments may be submitted in writing to: Linda Smith, 85 Union Street, Brunswick, Maine 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the Town's programs or services, please call Linda Smith at 721-0292, so that accommodations can be made.



**INSERT copy of Times Record notice**

**APPENDIX D**

**Town of Brunswick  
COUNCIL RESOLUTION**

**Town of Brunswick, Maine  
TOWN COUNCIL**

**A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Washburn & Doughty Associates, Inc.**

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

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

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

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

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

Program: CDBG 2016 Economic Development Program Amount: \$400,000

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

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

**Date of Public Hearing:** \_\_\_\_\_

**Adopted by Town Council:** \_\_\_\_\_

**Municipal Seal**

## APPENDIX E

### SAMPLE TOWN MEETING WARRANT ARTICLE

**Not Applicable to this Project**

**Exhibit 1. Letters of Commitment**

**INSERT Letters of Commitment**

## Exhibit 2. Washburn & Doughty's Implementation Team Résumés

**INSERT Résumés**

**Town of Brunswick  
COUNCIL RESOLUTION**

**Town of Brunswick, Maine  
TOWN COUNCIL**

**A Resolution Authorizing the Acceptance and Expenditure of Community  
Development Block Grant Funds for Projects Undertaken by  
Washburn & Doughty Associates, Inc.**

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

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

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

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

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

Program: CDBG 2016 Economic Development Program    Amount: \$400,000

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

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

**Date of Public Hearing:** \_\_\_\_\_

**Adopted by Town Council:** \_\_\_\_\_

**Municipal Seal**

ITEM 48

BACK UP MATERIALS



# Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY

DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

## MEMORANDUM

**TO:** Town Council Members  
**FROM:** Linda Smith, Economic Development Director  
**RE:** Public Hearing for Artforms Application for Community Development Block Grant Economic Development Program grant funds  
**DATE:** April 27, 2016

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 and on February 8, 2016, DECD invited the Town to apply for funds on behalf of the company. On April 19, 2016, the Town Council set the Public Hearing for the application for May 2, 2016.

As earlier memos on the project outlined, Artforms launched in the Spring of 1988 with the idea that great art deserves to be worn! The company 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](http://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%) has been submitted to and approved by 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. Kip Stone, Artforms, Inc. owner, will be available at the Public Hearing to answer any questions. The notice for the Public Hearing was posted in the Times Record on Friday, April 22, 2016 and the CDBG Application was made available to the public for review at that time. The application is included in your packet.

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

Attachment/

Cc: John Eldridge, Town Manager

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
COVER SHEET AND CERTIFICATIONS  
Economic Development Program**

Please note that all information requested in this application must be included for the application to be considered complete. Please refer to Page 8 for the Economic Development Program Application Package Requirements. The Office of Community Development (OCD) will only process complete applications. All materials submitted to OCD in connection with your EDP application shall become the property of OCD, unless otherwise requested and shall be retained or destroyed in accordance with OCD's file retention policy.

**I. APPLICANT MUNICIPALITY INFORMATION**

Municipality: Town of Brunswick County: Cumberland

Mailing Address: 85 Union Street State: Maine Zip Code+4: 04011-2418

Manager/Contact Person: John Eldridge E-Mail: [jeldridge@brunswickme.org](mailto:jeldridge@brunswickme.org)

Phone: 207-725-6659 Fax: 207-725-6663

Applicant Municipality DUNS (Dunn & Bradstreet) #: 077466274  
(visit <http://fedgov.dnb.com/webform> if business needs to obtain a number)

**II. APPLICANT BUSINESS INFORMATION**

Legal Name of Business: Artforms, Inc.

Legal Address of Business where jobs will be created and/or retained: 128 Maine Street

Town/City: Brunswick State: Maine Zip Code: 04011 County: Cumberland

Manager/Contact Person: Kip Stone

Phone: 207-854-5900 Fax: N/A

Email: [REDACTED] Website: [www.artformsinc.com](http://www.artformsinc.com)

Please check if you  Own  Lease  Rent

Square Feet: 26,000 sf Monthly Payment\*: [REDACTED]  
Replaced by New Facility  Yes  No [\* Monthly payments set to accommodate business cycle]

Federal Employer Identification Number: 01-0452175 (of applicant business)

Applicant Business DUNS (Dunn & Bradstreet) #: 021803651  
(visit <http://fedgov.dnb.com/webform> if business needs to obtain a number)

Is the Applicant Business currently in bankruptcy proceedings?  Yes  No  
Has the Applicant Business or any owner of more than 20% of the Applicant Business been in bankruptcy proceedings in the last ten years?  Yes  No  
If the answer to either of the above is "Yes," please give particulars, including the court location and docket # of the proceedings.

Type of Entity:  C Corp  S Corp  Sole Proprietorship  Partnership  
 Limited Liability Company (list "type"):  Other (list):

State of Organization: Maine

**III. BUSINESS OWNERSHIP (attach additional sheets as necessary)**

Name and Title: John K. P. Stone, IV

% of Ownership: [REDACTED]

Legal Address: [REDACTED]

Annual Compensation: [REDACTED]

Name and Title:

% of Ownership:

Legal Address:

Annual Compensation:

**IV. PROPOSED SOURCES AND USES OF FINANCING**

Sources:	Amount:	Uses:	Amount:
MCEDD	\$ 80,000	Equipment	\$ 80,000
Owner Cash Contribution	\$ 23,250	Equipment	\$ 23,250
CDBG	\$100,000	Equipment	\$100,000
<b>Total Project Cost</b>	<b>\$203,250</b>	<b>Total Project Cost</b>	<b>\$203,250</b>

**V. PROPOSED COLLATERAL**

Available to secure job creation or job retention connected with the grant of CDBG funds in the event DECD elects to secure such requirement/repayment with assets of the Applicant business for a term of up to five years; to secure CDBG Economic Development Program Funds

Type/Description	Existing Lienholder	Outstanding Balance	Available Collateral
Equipment (valued at \$200,000)	N/A	\$80,000 (MCEDD loan)	Subordinate on purchased equipment

**VI. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS**

**Current Employment:** Full-Time # 26 Part-Time# 0

**Projected Employment Increases Over Next 12 Months:**  
Full-Time # 6 Part-Time # 0

**Minimum Starting Hourly Wage:** Full-Time \$ 12.00 Part-Time \$ N/A

In determining CDBG National Objective compliance with job creation/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). A 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.

Number of positions to be created as part of this development project by job classification identifiers:

1. Managerial/Officer     2. Professional     3. Technical     4. Sales      
 5. Clerical/Office 2 6. Craftworker     7. Operatives 4 8. Laborer      
 9. Service Worker

Occupation/ Job Title	Hire Date	# of Jobs	Annual Earnings	Total Payroll
Accounting Assistant (#5)	April 2017	1	\$33,280	\$37,710.40
Customer Service Assistant (#5)	March 2017	1	\$24,960	\$29,390.40
Printers (#7)	February 2017	2	\$24,960	\$29,390.40x2=\$58,780.80
Quality Control Inspectors (#7)	March 2017	2	\$24,960	\$29,390.40x2=\$58,780.80

F/T Workers Benefits (check if applicable)

Paid Holidays  Paid Sick Days  Retirement/Profit Sharing  Life Insurance  (offered)  
 Paid Vacation  Health Insurance  Dental Insurance  Child Care   
 Health Insurance for Employees: % of Employee Benefits - 40-60% average

**VII. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS (continued)**

Type of Investment	Description	Cost
Employee Training		\$
Other:		\$
Other:		\$

**VIII. DISCLOSURE**

Check the public purpose (all that apply) that will be met through CDBG support of this development project:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Job Creation | <input type="checkbox"/> Capital Investment  |
| <input type="checkbox"/> Job Retention           | <input type="checkbox"/> Training Investment |
| <input type="checkbox"/> Tax Base Improvement    | <input type="checkbox"/> Other (list):       |

Check whether applicant is current on all taxes owed the State of Maine:  Yes  No  
 If no, please explain and itemize any and all deficiencies.

## **IX. CERTIFICATION BY AUTHORIZED OFFICIAL OF MUNICIPALITY AND BUSINESS**

### **1. State Certifications**

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

### **2. Federal Certifications**

- a. will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
  - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds;
  - or
  - (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.
- c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;
- d. will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;
- e. will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;
- f. is not listed on U. S. Department of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;
- g. will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and
- h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.
- i. Jobs created/retained must be in the community applying for the EDP award, new jobs to that community and not associated with any other branches of the assisted business located in another community.
- j. Transfer positions cannot be counted toward the job creation/retention requirements.
- k. All projects must document that at a minimum, 51% of all jobs created or retained as a result of the funded activity must be taken/held by persons of low and moderate income as defined by HUD.
- l. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protect Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington DC 20580.
- m. I/We understand that by signing this application I/We authorize the Maine Office of Community

Development (OCD) to make inquiries as needed to verify the accuracy of the information and to determine creditworthiness. I/We certify the information is true and accurate and is provided for the purpose of obtaining a grant and/or loan. OCD will maintain the confidentiality of this information and it will not be released without authorization.

**3. CDBG Program Certifications.**

The Municipality certifies that (1) it is capable of investigating the Applicant Business and the proposed Development Project to determine that the job creation and/or job retention requirements can be met, (2) it has investigated the Applicant Business and the proposed Development Project and determined that the job creation and/or job retention requirements can be met, (3) the EDP assistance to the Applicant Business is for a Development Project that is necessary and appropriate, (4) the EDP assistance to be provided is commensurate with the community benefits that will accrue from the Development Project, and (5) the Municipality will comply with the documentation requirements for jobs created and/or jobs retained and are cognizant of the requirements that should the intended Job Creation/Retention National Objective of the CDBG program; (6) understand 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 (7) it and the applicant fully understand 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. Liabilities:**

The borrower has no liabilities except as contemplated by this grant and/or loan agreement and fully disclosed in the borrower's financial records as presented to the Government (in your case, DECD). Such financial records are true and correct. No data was withheld and no material adverse change in the borrower's financial position has occurred which would adversely effect such statements. The borrower's assets are not less than its liabilities as determined in accordance with generally accepted accounting principles and the borrower is solvent.

**5. Litigation and Taxes:**

There are no actions, suits or proceedings pending or, to the knowledge of the borrower, threatened against or affecting the borrower 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).

Signature of Municipal Official:	Name: John Eldridge
Date:	Title: Town Manager
Signature of Business Representative:	Name: John K.P. Stone, IV
Date:	Title: Owner

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**COMMUNITY BENEFIT WORKSHEET**

**Not applicable for this project\***

**Local Fiscal Improvement:**

What percent of value to the total value is the municipal assessment?   0  %

- |  |                 |
|--|-----------------|
| 1. Assessed value of land prior to improvements          | \$ _____        |
| 2. Assessed value of buildings prior to improvements     | \$ _____        |
| 3. Total assessed value (1+2)                            | \$ _____        |
| 4. Estimated total assessed value following improvements | \$ _____        |
| 5. Estimated tax based on #4                             | \$ _____        |
| 6. Current tax   | \$ <u>  0  </u> |
| 7. Anticipated net tax increase (#5 - #6)                | \$ _____        |

The above figures were obtained through (check all that are applicable)

- Town Records
- Assessments
- Appraisals
- Other

**\* NOTE: Equipment purchases fall under personal property for Town Assessing purposes and would not impact the value of the business' land or building.**

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**EDP PROJECTS IN SUPPORT OF RETAIL BUSINESSES  
Not Applicable to this Project**

OCD may accept an EDP application in support of a retail business activity only under 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 Public Law 776 enacted by the 119<sup>th</sup> 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.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Business Representative:	Name:
Date:	Title:

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**GRANTEE/BUSINESS ASSURANCES - JOB CREATION**

The Business (as identified below), having applied for funding from the Municipality (as identified below) through the Maine Community Development Block Grant (CDBG) Program agrees to create a minimum of   6   new jobs above the employment baseline within a 12 month period from time of CDBG EDP application the deadline date for which will be stated in the CDBG contract between the Municipality and the State of Maine. The Business also agrees that at least 51% of the new full-time and full-time equivalent jobs must be taken by qualified low-to-moderate income (LMI) persons in compliance with the Maine CDBG program rules, regulations and policies. The Business will verify the job creation achievements and assist the Municipality in compiling the appropriate documentation as required by the Maine CDBG Program.

In determining CDBG National Objective compliance with job creation 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.

**It is understood by the Business and the Municipality that, in the event the job creation goals are not met within the prescribed time frame and according to the regulations of the State of Maine Community Development Block Grant Program, the State of Maine will exercise its right and seek repayment from the Municipality in accordance with the contract provisions and the Municipality may exercise its rights and seek repayment in accordance with the default provisions contained in any agreement it may have with the Business.**

Having read and fully understanding the requirements set forth in this agreement, the undersigned agree to the job creation requirements contained herein, and to comply with all regulations of the U.S. Department of Housing and Urban Development and the State of Maine governing this program including submission of quarterly status reports regarding job creation benefit.

Signature of Municipal Official:	Name: John Eldridge
Date:	Title: Town Manager
Signature of Business Representative:	Name: John K. P. Stone, IV
Date:	Title: Owner

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**JOB CREATION BASELINE EMPLOYMENT SUMMARY**

**Name of Business to be Assisted:** Artforms, Inc.

<b>Job Title*</b>	<b>Job Class*</b>	<b>Full Time (Place X)</b>	<b>Part Time (Place X)</b>	<b># Currently Employed</b>	<b># to be Created</b>	<b>Base Wage (\$)</b>	<b>Fringe Benefits (\$/value)</b>
Accounting Assistant	#5	X		0	1	\$16.00	\$18.13
Customer Service Assistant	#5	X		1	1	\$12.00	\$14.13
Auto Printers	#7	X		4	2	\$12.00	\$14.13
Quality Control Inspectors	#7	X		4	2	\$12.00	\$14.13

**\* A job description for each job title for which a position will be created is included; see following pages. The job category definition numbers outlined in Appendix A of this application have been used to indicate job class.**

\_\_\_\_\_  
Signature of Human Resources Officer

\_\_\_\_\_  
Date

Caroline Kurrus, Human Resources and Operations  
\_\_\_\_\_  
Printed Name and Title

**Artforms**  
**JOB DESCRIPTION – Accounting Assistant**

Revised: 4/19/16	Position: Accounting Assistant
Company: Artforms	Department: Accounting
Reports to: Joanne Malia	Supervises: N/A
Status: Regular, Non-exempt	Travel required (% of time): <5%
<b>About the Company</b>	
<p>Artforms is a leading designer and producer of screen printed garments and other merchandise sold wholesale to retail locations around the country, including its own stores, Cool As A Moose. Cool As A Moose provides its retail customers with the very best service and merchandise in a fun, upbeat and professional atmosphere.</p>	
<b>Overview of Position</b>	
<p>The Accounting Assistant assists in the daily operations of the Artforms accounting department. This position works closely with the sales, customer service, and buying departments.</p>	
<b>Duties and Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Process invoices daily and send to customers</li> <li>• Post payments and credits to customer accounts</li> <li>• Verify and match invoices from vendors with Artforms purchase orders</li> <li>• Process check runs as directed by the Accounting Manager</li> <li>• Contact sales reps and customers regarding past due accounts; assist with collections</li> <li>• Prepare and input general ledger entries</li> <li>• Reconcile bank accounts</li> <li>• Prepare and distribute a variety of reports for sales representatives on a recurring basis</li> <li>• Filing and other administrative duties and projects as assigned</li> </ul>	
<b>Required Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Proven ability to perform accurately, ethically, and in a timely manner</li> <li>• Excellent attention to detail; organized;</li> <li>• Ability to anticipate needs, manage and prioritize conflicting and changing priorities; flexible</li> <li>• Effective team player with the ability to problem-solve independently</li> <li>• Strong communication abilities and interpersonal skills, including written (email) and telephone</li> <li>• An upbeat demeanor with a customer service and sales oriented personality</li> <li>• Computer proficiency in Quickbooks, Microsoft Word, Excel, Outlook, and the ability to quickly learn industry-specific software; Access and Adobe Acrobat or PDF software helpful</li> <li>• Excellent math skills</li> </ul>	

<b>Required Experience</b>			
<ul style="list-style-type: none"> <li>• One or more year of bookkeeping experience including AP/AR, general ledger entries, and application of Quickbooks</li> <li>• Work experience in a wholesale or manufacturing accounting setting a plus</li> </ul>			
<b>Education Requirements</b>			
<ul style="list-style-type: none"> <li>• Associates degree in accounting or equivalent</li> </ul>			
<b>Required Knowledge</b>			
<ul style="list-style-type: none"> <li>• Principles of bookkeeping, including the difference between debits and credits</li> <li>• Mathematical concepts as they relate to bookkeeping</li> <li>• Understanding of the wholesale / retail cycle and customer service concepts</li> <li>• Knowledge of Artforms, its mission, product and relationship to Cool As A Moose</li> </ul>			
<b>Tools and Equipment Used</b>			
<ul style="list-style-type: none"> <li>• Computer terminal, calculator, telephone</li> </ul>			
<b>Physical Requirements (See Job Manual for instructions)</b>			
<ul style="list-style-type: none"> <li>• This position requires standing for extended periods of time – NO</li> <li>• This position is conducted primarily at a computer terminal – YES</li> <li>• This position requires the ability to accurately differentiate colors - NO</li> <li>• This position requires frequent physical activity, including:</li> </ul>			
	Regularly	Occasionally	Seldom/never
Lifting up to 25 pounds			x
Lifting up to 50 pounds			x
Bending, stooping or kneeling			x
Pushing, pulling or twisting			x
Climbing ladders			x
Repetitive hand, arm or shoulder movements*	x		
Fume exposure			x
Other:			
Other:			

\* Data entry

<b>Artforms</b>	
<b>JOB DESCRIPTION – Customer Service Representative</b>	
Last revised: 7/27/13	Position: <b>Customer Service Representative</b>
Company: Artforms	Dept: Sales/Customer Service
Reports to: Customer Service Manager	Supervises: NA
Status: Full time, Regular or Seasonal	Travel required (% of time): <5%
<b>About the Company</b>	
Artforms is a leading designer and producer of screen printed garments and other merchandise sold wholesale to retail locations around the country, including its own stores, Cool As A Moose. Cool As A Moose provides its retail customers with the very best service and merchandise in a fun, upbeat and professional atmosphere.	
<b>Overview of Position</b>	
Provide front-line sales support to Artforms customers, sales staff, and external sales representatives; serve as liaison between customers and internal departments (production, inventory, art).	
<b>Duties and Responsibilities</b>	
<p><b>Customer relations</b></p> <ul style="list-style-type: none"> <li>- Greet callers, identify their needs and resolve or redirect appropriately</li> <li>- Develop and maintain professional relationships with sales reps and staff</li> <li>- Maintain knowledge of website, accounts, buyers, designs, design codes, colors, etc.</li> <li>- Coordinate with production daily to review and prioritize press runs</li> <li>- Use reports and data to initiate sales calls to reps and customers per plan (reorders, 'lost' accounts, new customers, recently shipped or invoiced accounts)</li> <li>- Provide support as needed to sales staff, reps, customers, and Artforms staff</li> <li>- On behalf of company, interact with customers and post updates to social media accounts</li> <li>- Provide sales staff/reps with necessary tools including catalogs, brochures, samples, account lists, customized sales reports, order forms, layouts, etc.</li> <li>- Maintain voicemail and greetings for Artforms general telephone number</li> <li>- Issue call tags and process returns as needed</li> <li>- Support trade show and sales meetings as requested</li> </ul> <p><b>Data entry and data management</b></p> <ul style="list-style-type: none"> <li>- Enter sales orders and quotes</li> <li>- Process work orders to begin the production process</li> <li>- Regularly maintain customer databases (Impress, Goldmine, Constant Contact)</li> <li>- Maintain rep contact information</li> <li>- Manage UPC system: designate codes, maintain spreadsheets, print tags</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>- Open and distribute mail; record checks</li> <li>- Manage tag printer, postal, copy, and fax machines; request maintenance and upgrades as needed</li> </ul>	

<ul style="list-style-type: none"> <li>- Maintain supply area</li> <li>- Provide training to staff on use of office equipment as needed</li> <li>- Manager Customer Service folder on shared drive</li> </ul> <p><b>Accounting support as needed</b></p> <ul style="list-style-type: none"> <li>- Issue credits</li> <li>- Assist with past due accounts as requested</li> </ul>			
<b>Qualifications: Experience</b>			
<ul style="list-style-type: none"> <li>• 1-2 years experience providing service to customers</li> <li>• Wholesale sales, retail sales, or telephone customer service experience helpful</li> </ul>			
<b>Qualifications: Education</b>			
College degree or equivalent preferred			
<b>Qualifications: Required Knowledge</b>			
<ul style="list-style-type: none"> <li>• Computer proficiency in Microsoft Word, Excel, and Outlook.</li> <li>• Knowledge of customer relationship management software and Microsoft Access helpful.</li> <li>• General knowledge of principles and processes for providing and evaluation customer service.</li> </ul>			
<b>Qualifications: Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>• Excellent telephone, interpersonal and written communication skills</li> <li>• Excellent human relations abilities and active listening skills; able to interact with self-confidence</li> <li>• Strong computing skills and the ability to quickly understand and learn new software</li> <li>• Ability to prioritize multiple tasks and work with efficiency and accuracy in a fast-paced environment</li> <li>• Excellent organizational and clerical skills</li> <li>• Effective team player with the ability to work independently</li> <li>• An upbeat demeanor, with a sales-oriented personality</li> <li>• Good problem solving and critical thinking skills</li> <li>• Ability to identify and resolve problems and negotiate with customers when needed; self-initiative</li> </ul>			
<b>Qualifications: Physical Requirements</b>			
<ul style="list-style-type: none"> <li>• This position requires standing for extended periods of time –NO</li> <li>• This position is conducted primarily at a computer terminal – YES</li> <li>• This position requires the ability to accurately differentiate colors - YES</li> <li>• This position requires frequent physical activity, including:</li> </ul>			
	Regularly	Occasionally	Seldom/never
Lifting up to 25 pounds		x	
Lifting up to 50 pounds			x
Bending, stooping or kneeling		x	
Pushing, pulling or twisting		x	
Climbing ladders			x
Repetitive hand, arm or shoulder movements	x		
Fume exposure			x
Other: Use of telephone system	x		

**Artforms**  
**JOB DESCRIPTION - Printer**

Last revised: 3/20/15	Position: <b>Printer</b>
Company: Artforms	Location: Brunswick
Dept: Production	Reports to: TL Kropp or Bryant Griffin
Status (seasonal/regular): Varies	Travel required (% of time): 0
<b>About the Company</b>	
Artforms is a leading designer and producer of screen printed garments and other merchandise sold wholesale to retail locations around the country, including its own stores, Cool As A Moose. Cool As A Moose provides its retail customers with the very best service and merchandise in a fun, upbeat and professional atmosphere.	
<b>Overview of Position</b>	
The Automatic or Manual Printer is responsible for the daily work flow of the assigned press, the quality of the print and registration, and maintaining a safe, clean and organized workspace.	
<b>Duties and Responsibilities</b>	
<p>Plan and carry out the day's schedule in coordination with Production Manager:</p> <ul style="list-style-type: none"> <li>• Review and plan order of print schedule for optimal efficiency</li> <li>• Confirm inventory of screens for each job</li> <li>• Confirm that the design and garment match exactly what is requested on the work order, and that the design location on the screen is correct</li> <li>• Tape screens</li> <li>• Set up and register jobs in correct print order</li> <li>• Mix ink as required to match the ink color requested</li> <li>• Print test shirt to check for pin holes or other image defects; make any adjustments in communication with folder</li> <li>• Once the test is confirmed, print the order</li> <li>• Confirm with folder that job is complete before tearing down job and setting up next job</li> <li>• Maintain organization and safety of work space</li> <li>• Practice safe operation of machinery, including air compressor and automatic press</li> <li>• Keep informed of new printing trends and techniques</li> </ul>	
<b>Required Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Good leadership and interpersonal skills with the ability to train others to the next level</li> <li>• Excellent attention to detail</li> <li>• Ability to work with accuracy and efficiency in a busy environment</li> <li>• Good spatial awareness and visual acuity</li> </ul>	

- Ability to read text and images in reverse (upside down and backwards)
- Good organizational skills; able to problem solve, ask questions and resolve issues as needed
- Reliable, punctual, conscientious
- Ability to anticipate needs, manage and prioritize conflicting and changing priorities; flexible
- Effective team player with the ability to work independently
- Good communications and interpersonal skills; enthusiastic and energetic; positive attitude

**Required Experience**

- 1+ years experience with manual or automatic screen printing

**Education Requirements**

High school degree or equivalent; art or graphic course of study helpful.

**Required Knowledge**

- Principles of screen printing; color and ink mixing theory
- Understanding of the wholesale / retail cycle and customer service concepts
- Knowledge of Artforms, its mission, product and relationship to Cool As A Moose

**Physical Requirements**

- This position requires standing for extended periods of time – YES
- This position is conducted primarily at a computer terminal – NO
- This position requires the ability to accurately differentiate colors – YES
- This position requires frequent physical activity, including:

	Regularly	Occasionally	Seldom/never
Lifting up to 25 pounds	x		
Lifting up to 50 pounds		x	
Bending, stooping or kneeling		x	
Pushing, pulling or twisting	x		
Climbing ladders			x
Repetitive hand, arm or shoulder movements	x		
Fume exposure		x	
Other:			

**Artforms**  
**JOB DESCRIPTION – Quality Control Associate**

Last revised: 3/11/15	Position: Quality Control Associate
Company: Artforms	Location: Brunswick
Dept: Production	Reports to: TL Kropp (day) Bryant Griffin (2 <sup>nd</sup> shift)
Status (seasonal/yr. round): Varies	Travel required (% of time): 0

**About the Company**  
 Artforms is a leading designer and producer of screen printed garments and other merchandise sold wholesale to retail locations around the country, including its own stores, Cool As A Moose. Cool As A Moose provides its retail customers with the very best service and merchandise in a fun, upbeat and professional atmosphere.

**Overview of Position**  
 This position is responsible for proofing garments as they are printed, processing the orders for finishing and shipping, and for the safety and organization of the finishing work area.

- Duties and Responsibilities**
- Locates work order for pending print job and reviews order
  - Prepares shirts for press operator
  - Compares test shirt to work order and proofs for any print, design, spelling or other flaw
  - Communicates with press operator to go ahead or to amend print job; consults with press operator or supervisor on any questions or quality issues
  - Inspects all garments as they exit dryer for any manufacturer or print defects; folds shirts
  - Pulls additional shirts to be printed as necessary (in the case of defects)
  - Places folded shirt in boxes
  - Depending on work order instructions, delivers boxed order to finishing or shipping department
  - Processes any rejects
  - Preps boxes for packing and shipping during downtime
  - Tags garments if needed
  - Keeps work area organized for safe and efficient operation
  - Assists with other tasks as needed

**Qualifications: Experience**  
 Prior production or screen printing experience helpful but not necessary

**Qualifications: Education**  
 High school diploma or equivalent

**Qualifications: Required Knowledge**

- General understanding of production processes and quality control.
- Understanding of the wholesale / retail cycle and customer service concepts
- Knowledge of Artforms, its mission, product and relationship to Cool As A Moose

**Qualifications: Skills and Abilities**

- Ability to:
- Read and comprehend printed work orders
  - Perceive differences in colors (ink pigments and garment dyes)
  - Add and subtract; count by the dozen
  - Perceive varying levels of quality and detect errors or defects; detail oriented
  - Communicate information about quality to printer, supervisors
  - Take direction and instruction from supervisor or designated team members
  - Listen actively for feedback on performance and make improvements as requested
  - Effective team player with the ability to work independently
  - Operate with accuracy, efficiency, and consistency in a busy environment; able to focus amidst distractions.
6. Ability to anticipate needs, manage and prioritize conflicting and changing priorities; flexible
- Make productive use of any downtime by asking supervisor or team leaders what needs to be done
  - Reliable and punctual

**Qualifications: Physical Requirements**

- This position requires standing for extended periods of time – YES
- This position is conducted primarily at a computer terminal – NO
- This position requires the ability to accurately differentiate colors - YES
- This position requires frequent physical activity, including:

	Regularly	Occasionally	Seldom/never
Lifting up to 25 pounds	x		
Lifting up to 50 pounds	x		
Bending, stooping or kneeling	x		
Pushing, pulling or twisting	x		
Climbing ladders			x
Repetitive hand, arm or shoulder movements	x		
Fume exposure		x	
Other:			



**INSERT COMMITMENT LETTERS HERE**

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**Budget Summary (Include All Sources)**

Cost Category	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
	CDBG	Private	State	Utility	Federal	Equity	Total
Acquisition (if allowable)							
Clearance/Demolition							
Site Improvements							
New Building Construction							
Building Renovations							
Water/Sewer Improvements/Drainage							
Lighting							
Roads & Streets							
Parking							
Utility Lines/Fiber Optics							
Rail Lines & Spurs							
Equipment	100,000	80,000				23,250	203,250
Inventory							
Fixtures							
Working Capital							
Professional Fees							
Legal Expenses							
Inspection							
Architectural/Engineering							
Other (List)							
1.							
<b>TOTAL COSTS</b>	100,000	80,000				23,250	203,250

**Directions for Completing Budget Summary**

For each applicable cost in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.

List the total dollar amount for each cost category in column 7, Total

Enter the sum of all Totals in column 7 in the TOTAL COSTS box directly under column 7.

**Submit a copy of this Summary with the original and the four copies of the application.**

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

***CONSUMER CREDIT AUTHORIZATION***

You have submitted a request to the Department of Economic and Community Development (DECD) to provide financing through the Office of Community Development administered Community Development Block Grant Program.

The DECD designee's procedure for reviewing this kind of request include the purchase and review of credit reports, which include information on both the Business, and primary principals of businesses. A primary principal is any person having an ownership interest in the company of twenty percent (20%) or more. Prior to ordering these reports the DECD must have written permission from each primary principal. Please sign below acknowledging notification of the DECD's intent to order consumer credit information in the Business and/or your name and providing your permission to do so.

The DECD will not proceed with review of the financing request without these reports. Therefore, this form must be signed by all applicable individuals and included with your application.

Thank you in advance for your cooperation.

**The undersigned acknowledges the above and gives permission to DECD and/or its designee to acquire any consumer credit information or reports it requires in connection with the above referenced application for financing assistance.**

Signature:	Printed Name: John K. P. Stone, IV
Title: Owner	Date:
Ownership Percentage: ██████	Social Security Number: ██████████

**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
Economic Development Program Application**

**FINANCIAL SUMMARY STATEMENT  
(not required for municipally owned projects)**

Provide the following information on the current obligation of the Business to be assisted for the following:

<b>Current Debt</b>	<b>Debt Holder</b>	<b>Rate/Term</b>	<b>Payment</b>	<b>Collateral</b>
██████████	██	██████	██████ ██████	██████████
██████████	██████████	██████████	██████████ ██████████	██████████

**Proposed new obligations of the Business after EDP assistance:**

<b>Proposed Debt</b>	<b>Debt Holder</b>	<b>Rate/Term</b>	<b>Payment</b>	<b>Collateral</b>
<b>\$80,000</b>	MCEDD	TBD	TBD	Equipment, RE and business assets

# **APPENDIX A-E**

## **APPENDIX A**

### **PROBLEM STATEMENT SECTION**

#### **Scope**

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

In the aftermath of NASB closure, job creation is the most pressing need for Brunswick and the Midcoast region. With assets including 3,300 acres of prime commercial real estate, over 2 million square feet of commercial and industrial space, a world-class aviation complex and the presence of higher education institutions, including Southern Maine Community College's new Midcoast Campus, the University of Maine and Bowdoin College, Brunswick Landing, formerly NASB, is well-positioned to become Maine's premier technology business park. It has attracted more than 80 companies, employing over 900 jobs, and generating a total of \$77 million in new taxable property at the Topsham Annex and Brunswick Landing.

But the challenge facing Brunswick is to continue to create employment and business opportunities through the redevelopment of Brunswick Landing and a continued strong business presence in its downtown area. The \$77 million in new taxable property generates \$2.5 million in property tax revenues for both Topsham and Brunswick; and Brunswick captures only 50% of the taxable value in the two TF Districts. Therefore, new development activities in other sections of the community, in addition to the solid growth at Brunswick Landing, are key to its long-term economic well-being.

#### **Impact**

The economic impact of NASB closure has been compounded by job losses due to the "great recession" and the ensuing slow national and weak state level recovery. The 2014 average annual unemployment rate for the Brunswick LMA was 4.6%, up from 4.3% in 2005, when the base closure was announced. Since 2005, the unemployment rate in Brunswick, Maine has ranged from 3.6% in August 2005 to 8.3% in January 2010. While the unemployment rate for Brunswick dropped during 2015, the volatility of marketplace and the potential fragility of these new employment gains, makes a continued push for a variety of employment opportunities a continuing Town priority.

With the closure of NASB, Brunswick and surrounding communities not only lost military and civilian jobs, the community and region have experienced a significant reduction

in population, through the out-migration of over 3,000 military and federal civilian employees, as well as their families. As a result, local businesses, particularly those who serve the local market, have been faced with a smaller population of customers, as well as the loss of consumption associated with NASB's \$145 million annual payroll. Therefore, a business such as Artforms, Inc. which produces a product that is marketed in the national and international arena, though direct retail, Internet and wholesale options, provides a welcome diversity. It offers quality entry and middle level jobs which are critical to sustain individuals and families in Brunswick.

### **Need**

The Town of Brunswick faces significant fiscal challenges. Given the current pressure on local property taxes and diminished revenues from State Municipal Revenue Sharing, General Purpose Aid for school districts and excise taxes, towns are in a difficult position to leverage local resources to support economic development, when funding basic services is a challenge. Brunswick's financial obligations are compounded by the need to integrate 3,300 new acres into the community and provide municipal services and utilities to Brunswick Landing businesses.

The CDBG Economic Development Program funds are needed as gap financing to facilitate the production expansion of Artforms, Inc. at its 128 Maine Street facility. The company has invested significantly in its 128 Maine Street facility. To continue to meet production demand and grow in to the future, it needs to upgrade its production equipment. This investment, plus operating capital requirements, places financial demands on the company beyond their available capital and beyond traditional financing parameters. Recognizing the company's value to the community and the region, the Midcoast Economic Development District is willing to finance 40% (\$80,000) of the equipment costs with the company's injection of 11% equity (\$23,250) and the Community Development Block Grant's Economic Development grant of 49% (\$100,000). If the CDBG funds are not available, the company will have to delay the purchase of crucial equipment which will significantly slow their capacity increase, delaying production response, reducing timely revenue and limiting employment growth.

## **SOLUTION SECTION**

### **Project Description**

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 former 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](http://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%) has been submitted to the Midcoast Economic Development District (MCEDD) 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) 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. Production testing and trial hiring will occur in early 2017, which means that the permanent hiring is targeted for spring 2017.]*

### **Effect on Assisted Business**

Artforms, Inc. has grown at a 10-14% rate annually for the past three years. It has reached a critical juncture where, in order to continue this growth pattern, it needs to increase its productivity. While the market that the company has established for t-shirts has a steady annual demand, there are significant portions that are cyclical and reach peak demand in the late spring. Artforms supplies affiliates such as “Cool As A Moose stores” in the US and Canada as well as dozens of stores located in the Caribbean, Hawaii, New Zealand, and other locations. With the new Sportsman 10 station / 8 color press, production increases over 60% above the current equipment’s capacity, generating an additional 2,000 t-shirts in a regular 8 hour shift. This increased capacity means that Artforms can take on additional new orders even during the peak seasonal demand, which will allow the current sales growth to continue.

### **Project Timeline and Feasibility**

The Artforms project consists of ordering and installing two new pieces of equipment. The timing for the CDBG grant award decision will allow the company to order, install and test the new equipment when the business cycle is not at peak demand. The company has communicated with the equipment vendor and factored in the four month production and

delivery period (see timeline below). The company has also gotten an assessment for installation requirements and timing.

The Artforms management team consists of the Owner, the Human Resources / Operations Director and the Accounting Manager. The team has worked together since 2007 to build the market demand, manage the operations, oversee a successful transition to Brunswick and ensure continued growth.

The timeline below accurately reflects the project's parameters, including bringing new hires on board.

<b>DATE</b>	<b>ACTIVITY</b>
May 2016	Obtain MCEDD loan Submit CDBG application
July 2016	Order equipment
October 2016	Equipment delivered
November 2016	Equipment installed
December 2016	Equipment tested Employee recruitment starts
January – February 2016	Production begins New employees hired

### **3. Citizen Participation**

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

Citizens were involved in the development of this application through the formal Council agenda on January 19, 2016 requesting submittal of the CDBG Letter of Intent, again on April 19, 2016 requesting the posting of a Public Hearing, and through their participation in the May 2, 2016 public hearing. The public hearing minutes and Town Council Resolution are attached. A public hearing notice was published in the April 22, 2016 edition of the Times Record.

## APPENDIX B

### 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 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.

## APPENDIX B (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.

## APPENDIX C

### PUBLIC HEARING NOTICE

Town of Brunswick

The Town of Brunswick will hold a Public Hearing on Monday, May 2, 2016 at 7:00 P.M. in the Town Council Chambers, 85 Union Street, to discuss an application being submitted to the State of Maine for a Community Development Block Grant - Economic Development Program grant. The purpose of the request is to provide funding for Artforms, Inc. to purchase equipment for its production at 128 Maine Street, Brunswick, Maine. Public comments will be solicited at this Hearing and will be submitted as part of the application's required documentation.

All persons wishing to make comments or ask questions about the proposal are invited to attend this Public Hearing. A copy of the CDBG application is available for review at the Town Clerk's Office during normal business hours: Monday to Friday, 8:30 AM - 4:30 PM. Comments may be submitted in writing to: Linda Smith, 85 Union Street, Brunswick, Maine 04011 at any time prior to the Public Hearing. TDD/TTY users may call 771. If you are physically unable to access any of the Town's programs or services, please call Linda Smith at 721-0292, so that accommodations can be made.



**INSERT copy of Times Record notice**

**APPENDIX D**

**Town of Brunswick  
COUNCIL RESOLUTION**

**Town of Brunswick, Maine  
TOWN COUNCIL**

**A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Artforms, Inc.**

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

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

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

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

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

Program: CDBG 2016 Economic Development Program Amount: \$100,000

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

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

**Date of Public Hearing:** \_\_\_\_\_

**Adopted by Town Council:** \_\_\_\_\_

**Municipal Seal**

## APPENDIX E

### SAMPLE TOWN MEETING WARRANT ARTICLE

**Not Applicable to this Project**

**Exhibit 1. Artforms, Inc. Management Team Résumés**

**Town of Brunswick  
COUNCIL RESOLUTION**

**Town of Brunswick, Maine  
TOWN COUNCIL**

**A Resolution Authorizing the Acceptance and Expenditure of Community  
Development Block Grant Funds for Projects Undertaken by  
Artforms, Inc.**

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

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

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

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

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

Program: CDBG 2016 Economic Development Program    Amount: \$100,000

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

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

**Date of Public Hearing:** \_\_\_\_\_

**Adopted by Town Council:** \_\_\_\_\_

**Municipal Seal**

ITEM 49

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 (please print) 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?  Yes  No  
If Yes describe sales: \*All \$ goes to ACS Food, crafts, games  
Will you have a tent(s)? Yes

Do you wish to use the Gazebo?  Yes  No  
If Yes describe use: Use as stage for speakers and DJ  
Will you have portable toilets? Yes

Do you wish electricity at Gazebo?  Yes  No  
If Yes describe electric use/load: (e.g., PA system, cooler, etc.) PA System, lights for tent

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

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

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

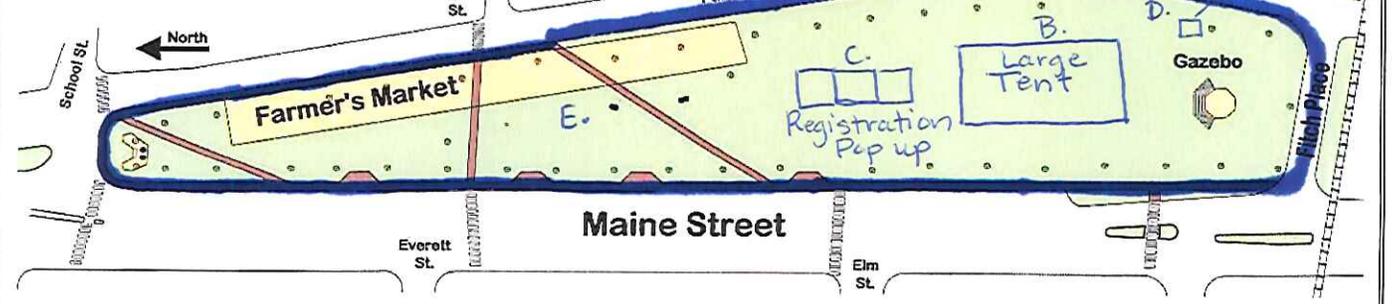
**For Office Use Only (Do Not Write Below)**

Request Denied. The above request has been denied because:  
 Application form was incomplete  
 Another activity has been scheduled for the date/time requested.  
 Other: \_\_\_\_\_

Insurance Certificate:  
 Not Applicable  
 Reviewed and Approved.

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

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



Approved By Town Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

**ITEM 50**

**BACK UP MATERIALS**

**TOWN OF BRUNSWICK**

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

**APPLICATION FOR LICENSE OR PERMIT**

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

**Business Name:** Brunswick Pie LLC / Portland Pie Company E-Mail: jooneilppe@gmail.com

**Business Address:** 92 Maine Street **Business Phone Number:** 207-844-2777

**Name of Contact Person:** Joe O'Neil **Contact's Phone Number:** 207-252-4755

**Mailing Address for Correspondence:** same

**Signature of Applicant:** Joseph O'Neil **Date:** 4/14/16

**Type of Business:**  Sole Proprietor-Owner's Name: \_\_\_\_\_

Partnership-Partners' Names: \_\_\_\_\_

Corporation-Corporation Name: Brunswick Pie LLC  
Portland Pie Company

**Corporations Please Complete:**

**Incorporation Date:** 9/2015 **Incorporation State:** Maine  
**Address of Incorporation:** 92 Maine Street **Phone #:** 207-252-4755

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Joseph O'Neil</u>	<u>Owner</u>	<u>306 West Pownal Rd. North Yarmouth</u>	<u>51%</u>
<u>Mike Jerome</u>	<u>Owner</u>	<u>13 Meredith Dr. Brunswick</u>	<u>49%</u>

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

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

**Town Clerk Use Only:** **Type of License** Seller of prep. food P/W

**All Licenses:** Personal Property Taxes Paid

**Peddler:** Codes  OK per JH. Codes Officer Signature May 2 council mtg.

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

**Victualer/Innkeeper/Tattooing Establishment**  State Health Certificate

**Junkyard:**  Public Hearing Date  Advertising Fee

**Mailed or Issued Date:** \_\_\_\_\_ **Paid Fee:** \$ 25.00 **Cash / Check**  **Date** APR 21 2016

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

**Bazaar or Flea Market-Exp. June 30<sup>th</sup>**

\_\_\_\_\_ 1-3 Days (\$50) Date and Location of Event: \_\_\_\_\_  
\_\_\_\_\_ Annually (\$225)

**Bowling Alleys, Pool Halls and Billiards-Exp. June 30<sup>th</sup>**

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

**Carnival or Circus**

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

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

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

- FSE with Malt, Vinous & Spirituous Liquor (\$250)
- FSE with Malt and Vinous (\$200)
- FSE with Malt or Vinous (\$175)
- FSE with Sit Down, no Alcohol (\$100)
- FSE Mobile Carts, Take Out, Coffee, Popcorn, Catering, B&B's, Bakeries, or Prepared Seafood Vender, ETC (\$75)

**Innkeeper-Exp. May 31<sup>st</sup>**

- 1-15 Rooms (\$100)
- 16+ Rooms (\$175)

*Current State Health Certificate must accompany application*

**Junkyard Automobile Graveyard (\$50 each, both Exp. Oct. 1<sup>st</sup>)**  **Auto Recycling (\$250-5 Yrs)**  
Plus \$25 application fee for each type \_\_\_\_\_

**Pawnbroker (\$75) Exp. June 30<sup>th</sup>**

**Peddler:**

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

**Pinball Mach. - Other Amuse Devices (\$35/each) Exp. June 30<sup>th</sup>** \_\_\_\_\_ Number of Machines/Devices

**Second Hand Dealer (\$75)-Exp. June 30<sup>th</sup>**

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

Location: Sidewalk Adjacent to Restaurant Exp. 1<sup>st</sup> PH in March

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

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

Joseph O'Neil (Signature of owner, officer, partner or agent)

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

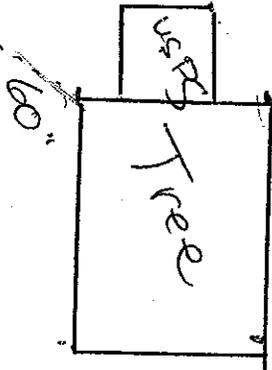
Tel# 207-725-6656

There is no proration on new licenses.

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

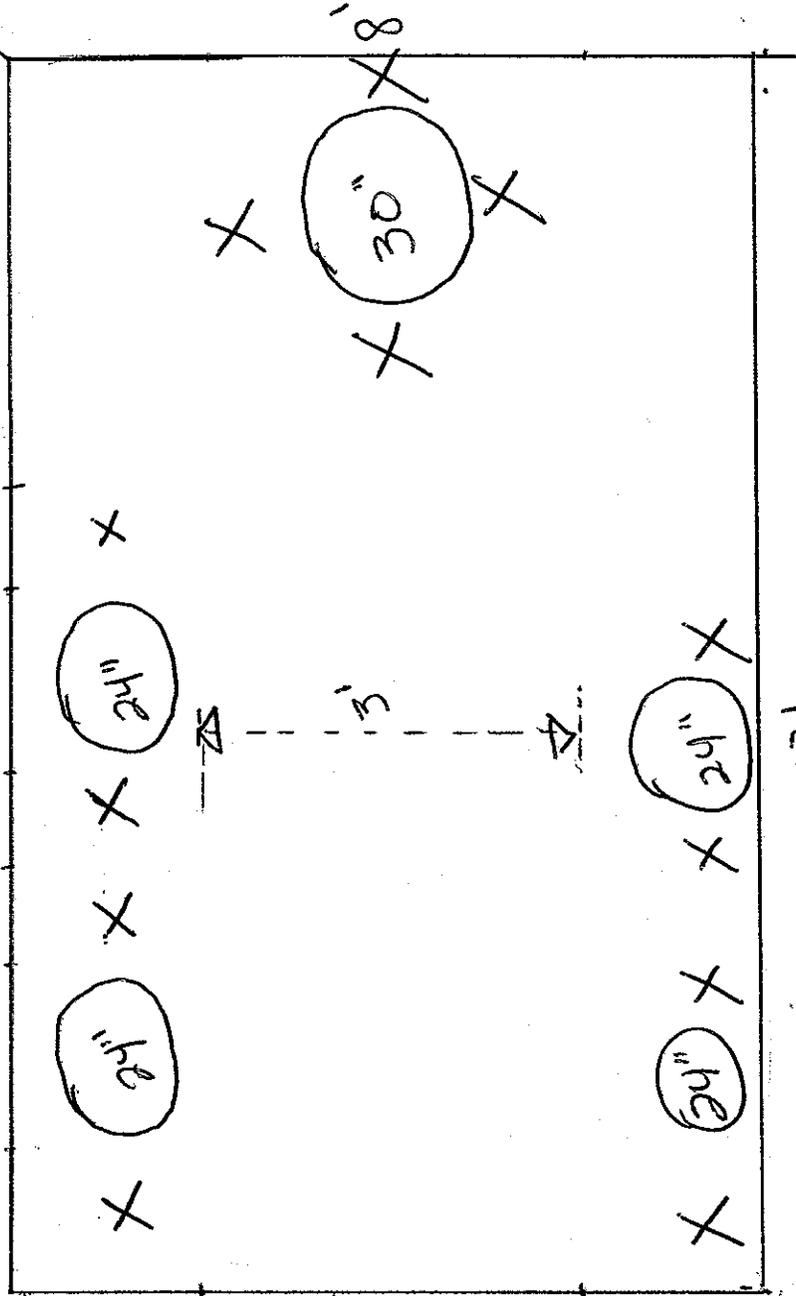
**Theater (\$150 per screen)-Exp. June 30<sup>th</sup>** \_\_\_\_\_ Number of Screens

CURB



\* Black Iron / Metal Chairs & Tables w/  
 similar looking chain & post  
 fencing to demarcate area \*

6'



4/20/16  
 OK  
 [Signature]

~~4/20/16~~

ITEM 51

BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

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## MEMORANDUM

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**TO:** Town Council

**FROM:** John Eldridge  
Town Manager

**DATE:** April 28, 2016

**SUBJECT:** Town Hall Trim Repairs

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At the time the Town acquired the McLellan Building from Bowdoin College, it was clear that the Town would need to address the building's trim, as most of it was, and remains, in poor condition. In 2014, to better assess the potential cost of replacing the trim and repairing the damage, the trim on two first floor windows was replaced. The wood was replaced with a composite material. During installation, water damage and rot were discovered behind the trim, necessitating additional repairs to the sheathing and vapor barrier. Warren Construction Group, LLC (Warren Construction), replaced the window trim and developed a specification for repairing the other windows. At the time Warren Construction also prepared a preliminary estimate to replace other pieces of trim.

Earlier this year, staff met with Peter Warren of Warren Construction to review the potential scope of work and estimate a project cost. Since 2014, when the original estimate was prepared, costs have increased. Further, we believe that some, if not all, of the exterior doors should be replaced as part of the project. Most significantly, however, there is really no way to estimate the cost of repairing the unknown damage that may be discovered once work begins. Therefore, the project budget contains a substantial contingency. Further, while more expensive, the budget anticipates using composite material rather than wood. The composite has a much longer life expectancy and requires less maintenance than wood. Since the largest portion of the repair estimate is labor, composite appears to be the more cost effective long-term solution.

*Recommendation:*

While we considered phasing the project over two years, we believe the condition of the trim requires that it be addressed in its entirety this year. The cost of the repairs can be amortized through the use of debt. Therefore, we recommend that the Town Council set a public hearing to consider the attached bond ordinance authorizing the removal and replacement of exterior trim of Town Hall located at 85 Union St., Brunswick, Maine, with project costs not to exceed \$200,000, plus any additional amounts authorized under the ordinance, to include the cost of bond issuance. Assuming the Town Council approves the ordinance, we would issue a competitive request for proposals with the goal of completing the repairs this year.

Attachments

# Town Hall Trim Replacement Estimate

## 85 Union Street

**Scope of Project:** Replace trim around all windows and doors, including panels on all three floors of building with AZEK™ or equal composite wood.

Estimate by Warren Construction Group  
and John Foster, Town Eng.

Print Date: Apr 28, 2016

Item	Type Window	Size	Quantity	Unit	Total Cost
A	Window A	8' x 8'	17	ea.	\$ 10,730.82
B	Window B	4.34 x 4'	20	ea.	\$ 5,445.35
C	Window C	2 x 6'	2	ea.	\$ 1,507.57
D	Window D	4 x 6'	32	ea.	\$ 11,706.67
E	Window E	4 x 4.34'	8	ea.	\$ 2,078.44
F	Window F	4.34 x 5'	30	ea.	\$ 7,254.47
G	Window G	5 x 9'	2	ea.	\$ 822.12
H	Window H	5 x 9'	2	ea.	\$ 700.92
J	Window J	4 x 4'	2	ea.	\$ 914.83
K	Gable Trim/Rake		292	l.f.	\$ 9,770.32
L	Fascia/No Soffit		260	l.f.	\$ 6,389.76
M	Trim @ Flare		248	l.f.	\$ 8,412.16
N	Horizontal Trim		2360	s.f.	\$ 36,500.08
O	Manlift Rental		4	months	\$ 6,400.00
P	Misc. Fasteners			L.S.	\$ 800.00
Q	Replace Double Entry Doors		2	ea.	\$ 14,000.00
R	Replace Single Leaf Entry Doors		3	ea.	\$ 18,000.00
	Overhead & Profit				\$ 25,458.03
Total Estimated Construction Cost					\$ 166,891.54
Contingency			20%		\$ 33,378.31
Total Estimated Project Cost					\$ 200,269.84
Recommended Project Budget:					\$ 200,000.00

## TOWN OF BRUNSWICK, MAINE

**An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder**

**WHEREAS**, the Town Council (the “Town Council”) of the Town of Brunswick (the “Town”) has adopted a Capital Improvement Program for the fiscal years ending June 30, 2016-2020 (the “CIP”); and

**WHEREAS**, the CIP recommends removal and replacement of exterior trim elements of the Brunswick Town Hall at 85 Union Street ; (the “Town Hall Trim Project” or “Project”) and,

**WHEREAS**, the Town has established a project budget of \$200,000, all of which is expected to be financed with the issue of general obligation bonds; and

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

**NOW THEREFORE THE FOLLOWING ORDINANCE IS ADOPTED.**

### **Section 1. Funding Sources and Appropriations.**

- a. A total of two hundred thousand (\$200,000), plus any additional amounts authorized under this ordinance, are appropriated to finance the cost of removal and replacement of exterior trim elements of the Brunswick Town Hall at 85 Union Street, and any other components and costs deemed necessary by the Town Manager to repair and improve the building envelope (the “Project”).
- b. The issue and sale of the Town’s general obligation bonds or notes (and notes in anticipation thereof) is authorized in an aggregate principal amount not to exceed two hundred thousand dollars (\$200,000), plus the cost of issuance. The proceeds of the bonds and notes are appropriated to finance the costs of the Project. The bonds and notes may also be used to reimburse the Town for any prior expenditures on the Project, or to refinance notes or advances as authorized herein.

**Section 2. Authorization to Remove and Replace Exterior Trim on the Brunswick Town Hall.** The Town Manager is authorized to negotiate, execute, and deliver, in the name of and on behalf of the Town, such contracts, agreements, and other documents and certificates as the Town Manager may determine to be necessary or appropriate in connection with the Project. The aforementioned items shall be in such form and contain such terms and conditions as may be approved by the Town Manager. Such approval shall be conclusively evidenced by the Town Manager’s execution thereof, provided however, that the Town Manager may delegate the authority granted hereunder as the Town Manager deems appropriate.

**Section 3. Project Costs Defined.** The term “cost” or “costs” as used herein and applied to the Project, or any portion thereof, includes:

- a. the cost of planning, and engineering, and other professional services associated with the Project;
- b. the costs related to applying for and obtaining all permits and licenses,
- c. the cost of constructing the Project, and all costs determined by the Town Manager to be necessary to place the Project in service and ready for its intended use;
- d. the cost of insuring the Project while under construction and for a reasonable period upon substantial completion of the project, including builders risk, general liability, product liability, workers compensation and any other insurance costs the Town Manager determines is related to the Project;
- e. the costs of financing the Project including but not limited to financing charges and issuance costs, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to financing the Project;
- f. interest costs prior to and during construction and for a period not to exceed three years from the issue date of the bonds, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to the financing transaction;
- g. any other costs identified in the Project budget provided with the proposal, and the cost of any other items or services deemed to be cost under generally accepted accounting principles ("GAAP") as determined by the Town's Finance Director.

#### **Section 4. Details of the Bonds or Notes.**

- a. Execution and Delivery of Bonds and Notes. The bonds and notes issued hereunder, and any issued as the result of exchanges or transfers, shall be signed by the Treasurer and be countersigned by the Chair of the Town Council. The bonds and notes shall have the seal of the Town affixed thereon, and be attested by the Town Clerk. The Treasurer and Chair of the Town Council, from time to time, shall execute such bonds and notes as may be required to provide for exchanges or transfers of bonds and notes hereinbefore authorized.
- b. Book Entry Certificates In lieu of physical certificates of the bonds and notes, the Treasurer be and hereby is authorized to undertake all acts necessary to provide for the issuance and transfer of such bonds and notes in book-entry form pursuant to the Depository Trust Company Book-Entry Only System. As an alternative to the provisions herein regarding physical transfer of bonds, and the Treasurer is authorized and empowered to enter into a Letter of Representation or any other contract, agreement or understanding necessary or, in the Treasurer's opinion, appropriate in order to qualify the bonds for and participate in the Depository Trust Company Book-Entry Only System.
- c. Tax Exempt Bonds Option. The Treasurer and Chair of the Town Council are individually authorized to determine whether to issue the bonds and notes authorized herein as taxable bonds and notes or tax-exempt bonds and notes. To the extent such bonds and notes are issued as tax-exempt bonds, the Treasurer and Chair of the Town Council are individually authorized to covenant and agree, on behalf of the Town and for the benefit of the holders of such bonds and notes, that the Town will file any required reports and take any other action that may be necessary to ensure that interest on the bonds and notes will remain exempt from federal income taxation and that the Town will

refrain from any action that would cause interest on the bonds and notes to be subject to federal income taxation.

- d. No Arbitrage Certification. The Treasurer and Chair of the Town Council are individually authorized to covenant and certify on behalf of the Town that no part of the proceeds of the bonds and notes shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such bonds or notes to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended.
- e. Qualified Tax Exempt Obligations. The Treasurer is hereby authorized and empowered to take all such action as may be necessary to designate such bonds and/or notes as qualified tax-exempt obligations for purposes of Section 265(b) of the Code; it being the Town’s intention that the Treasurer, with advice of bond counsel, to make the required Section 265(b) election with respect to such bonds and notes, but only to the extent the election may be available and advisable as determined by the Treasurer.
- f. Principal Denominations. The principal amount of the bonds of the same maturity shall be such minimum denomination as the Treasurer, in the Treasurer’s discretion, may approve.
- g. Maturities and Interest Rates. The maturity(ies), interest rate(s) and sale price of the bonds or notes issued hereunder shall be either sent out to bid or negotiated by the Treasurer in such manner as the Treasurer deems appropriate and in the best interest of the Town and the financing of the above-referenced Project. The Treasurer be and hereby is authorized to provide that any of the bonds or notes hereinbefore authorized may be made callable, with or without premium, prior to their stated dates of maturity. The bonds or notes hereby authorized shall be in such form and to otherwise contain such other terms and provisions as the Treasurer may approve, his or her approval to be conclusively evidenced by his/her execution thereof.
- h. Consolidation of Bond or Notes. Any or all of the bonds or notes issued hereunder may be consolidated with and become a part of any other issue of bonds or notes authorized to be issued by any previous or subsequent ordinance of the Town Council of the Town of Brunswick.
- i. Other Authorized Officials. If the Treasurer, Chair of the Town Council or Town Clerk are for any reason unavailable to approve and execute the bonds hereinbefore authorized or any other documents necessary or convenient to the issuance, execution and delivery of the bonds, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had performed such act.
- j. Absence of Officials Prior to Delivery. If any of the officials of the Town who have signed or sealed the bonds or notes shall cease to be such officials before the bonds or notes signed and sealed shall have been actually authenticated or delivered by the Town, such bonds and notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such bonds or notes had not ceased to be such officer or official; and also any such bonds and notes may be signed and sealed on behalf of the Town by those persons who, at the actual date of

the execution of such bonds and notes, shall be the proper officials of the Town, although at the nominal date of such bonds and notes any such person shall not have been such officer or official.

**Section 5. Sale of Bonds or Notes and Registrar, Paying Agent and Transfer Agent**

- a. **Official Statement.** The Treasurer is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of the bonds or notes. The Preliminary Official Statement and Official Statement shall be in such form and contain such information as may be approved by the Treasurer, with the advice of the underwriter for the bonds or notes and bond counsel for the Town. The distribution of the Preliminary Official Statement and the Official Statement in the name of and on behalf of the Town in connection with offering the bonds or notes is approved.
- b. **Counsel.** The Treasurer is authorized to select Issuer Counsel, Bond Counsel and any other counsel the Treasurer deems necessary in connection with the planning, sale and issuance of the notes or bonds, and to execute and deliver such contracts or agreements as may be necessary or appropriate in connection therewith.
- c. **Underwriter.** The Treasurer is authorized to select the underwriter for the bonds and notes, and to execute and deliver such contracts or agreements as may be necessary or appropriate in connection therewith.
- d. **Registrar, Paying Agent and Transfer Agent.** The Treasurer is authorized to select the registrar, paying agent, and transfer agent for the bonds or notes and to execute and deliver such contracts and agreements as may be necessary or appropriate to secure their services. The bonds and notes shall be transferable only on the registration books of the Town kept by the transfer agent. Upon surrender of the bonds or notes with an accompanying written instrument of exchange or transfer, executed by the registered owner or the owner's attorney, duly authorized in writing and satisfactory to the transfer agent, the Town and the transfer agent shall make a charge sufficient to cover any tax, fee or any other governmental charge required to be payable with respect to such exchange or transfer. Subsequent to the first exchange or transfer, the cost of preparing new bonds or notes upon exchanges or transfer thereof shall be paid by the person requesting the same.

**Section 6. Refunding.** The Treasurer and Chair of the Town Council be and hereby are authorized to execute a refunding of general obligation bonds and notes herein authorized when the Treasurer and the Chair of the Town Council determine that such refunding is in the best interest of the Town. All delegated authority provided pursuant to this ordinance shall also apply to a refunding bond and note issue relating to the general obligation bonds and notes herein authorized.

**Section 7. Continuing Disclosure.** The Treasurer and Chair of the Town Council be and hereby are individually authorized to covenant, certify, and agree, on behalf of the Town, for the benefit of the holders of such bonds and notes, that the Town will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure that the disclosure requirements imposed by Rule 15c12-12 of the Securities and Exchange Commission are met.

**Section 8. Investment Earnings and Other Bond Proceeds.** Any investment earnings on the proceeds of the bonds and notes and any other unexpended proceeds thereof are appropriated for the following purposes:

- a. To any costs of the Project in excess of the amounts authorized herein;
- b. In accordance with the applicable terms and conditions of the Town's Arbitrage and Use of Proceeds Certificate delivered in connection with the sale of the bonds or notes including, to the extent permitted thereunder, to interest on the bonds or notes, or to the Town's general fund;
- c. To any other qualified costs approved by the Town Council and not prohibited by the Town Charter or Ordinances, Maine law or the Internal Revenue Code.

**Section 9. Authority to Levy Tax for Debt Service.** In each of the years during which any of the bonds or notes are outstanding, there shall be levied a tax in an amount which, with other revenues, if any, available for that purpose, shall be sufficient to pay the interest on said bonds or notes, payable in such year, and the principal of such bonds maturing in such year.

**Section 10. Advances to Fund Project.** The Town is authorized to make advances, from the Town's general fund to a capital projects fund, in an aggregate amount not to exceed \$200,000 in anticipation of the issuance of bonds or notes, or for the purpose of financing any part of the Project. Advances used in lieu of bonds or notes authorized hereunder, are appropriated to finance the cost, or any part thereof, of the Project. The Treasurer is authorized to establish and amend all details of any advances including, but not limited to the term, interest rates, and payment schedule. The authority to issue the bonds and notes authorized herein shall remain and continue in full force and effect during the entire term of the advance(s). The proceeds of the bonds and notes issued hereunder may be used to repay the advance(s) of any portion thereof.

**Section 11. Declaration of Official Intent.** Advances from the Town's general fund may finance the original expenditures related to the Project. It is expected that those advances will be reimbursed in part or in whole by the issuance of bonds or notes authorized hereunder. It is the intent of the Town Council that this Ordinance shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

**Section 12. Abandonment of Borrowing Authority.** The Treasurer is empowered to declare abandoned, the authority to issue any bonds or notes the Treasurer deems to be in excess of the amount necessary to complete the Project. Such a declaration once made may not be reversed other than by ordinance.

Proposed to Town Council:      May 2, 2016  
Public Hearing:  
Adopted by Town Council:

**TOWN OF BRUNSWICK  
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on Monday, May 16, 2016 at 7:00 p.m. in the Council Chambers of the Brunswick Town Hall, 85 Union Street, to consider the following:

**An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder**

The text of the proposed ordinance is too extensive to be included with this notice. Anyone having questions about the proposed ordinance or wishing to obtain copies of it should contact the Brunswick Town Clerk's or Town Manager's Office during regular office hours Monday through Friday from 8:30 a.m. to 4:30 p.m.

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

Frances M. Smith  
Town Clerk of Brunswick, Maine

\_\_\_\_\_, 2016

Printed in the *Times Record* on \_\_\_\_\_, 2016

# Town Hall Exterior Trim



Before



After

# Town Hall Exterior Trim

- Examples of damage



ITEM 52

BACK UP MATERIALS

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**MEMORANDUM**

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**TO:** Town Council  
**FROM:** Appointments Committee  
**SUBJECT:** Report for May 2nd Appointments  
**DATE:** 04/26/2016

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

**Marine Resources Committee**

Frederick Wignand – non license holder position with a term to expire on 05/01/2019

(There was one additional application from Mark Melendy.)

**Zoning Board of Appeals**

Jessica Braun (formerly Jessica Flaherty) –full member with a balance of a term to expire on 11/20/2016

## Fran Smith

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

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

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

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

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

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

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

No

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

No

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

- [Jessica\\_Flaherty\\_Resume\\_Winter16.docx](#)

# Jessica A. Flaherty

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

## EDUCATION

---

**Certificate in Nonprofit Management**, Northeastern University May 2015

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

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

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

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

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

## WORK EXPERIENCE

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**Curtis Memorial Library**, Brunswick, Maine June 2014 – Present

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

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

**Financial Literacy Grant Manager** (July 2015 – Present)

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

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

**Volunteer Coordinator** (June 2014 – Present)

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

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

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

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

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

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

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

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## ADDITIONAL INFORMATION

### BAR MEMBERSHIP

State of Maine (Inactive)

### APPOINTMENTS

**Personnel Board**, Brunswick Town Council June 2015 – Present

- Alternate

**Board of Directors**, Huber Family Services June 2010 – Present

- Chair of Nominating and Evaluation Committee

### VOLUNTEER EXPERIENCE

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

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

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

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

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

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

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

For Office Use Only
3/7/16 Date App. Received
3/8/16 Date App. Entered
Appointed

Full Name: Marko Melendy Date: March 6, 2016  
Street Address: 27 SparWell Ln. Home Phone #: 774 - 1385  
Cell/mobile Phone #: 712-6176 E-mail Address: mmelendy@bowdoin.edu I live in Council Dist. #: 2

I wish to be considered for appointment to the:  
**Marine Resources Committee**

(NAME OF BOARD/COMMISSION/COMMITTEE)  
Check one or both: X FULL MEMBERSHIP STATUS: \_\_\_\_\_ TERM BEGINS: 05/01/2016  
and/or ASSOC/ALT MEMBERSHIP STATUS: \_\_\_\_\_ TERM EXPIRES: 05/01/2019  
no

Do you or any relative currently serve on any Town Board/Commission/Committee? no If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:

\_\_\_\_\_ # of Years \_\_\_\_\_ Date term exp. \_\_\_\_\_ Relationship \_\_\_\_\_

Your occupation:  
Bowdoin College-Administrator/Supervisor 725-3517  
Employer: \_\_\_\_\_ Work Telephone #: \_\_\_\_\_

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:  
I have a Masters degree in shellfish biology and aquaculture. I help manage the BC Coastal Studies Center and Marine Laboratory.

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

Marko Melendy  
SIGNATURE

**PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.**

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

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

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

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

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW  
Marine resources committee

Board/Commission/Committee Applying For: \_\_\_\_\_  
three years

Term Length: \_\_\_\_\_

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

I have read the information on your website.

I don't have any further questions at this time.

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

I am a Marine biologist by training and for most of my professional career.

I am from Maine and am familiar with its marine environment and commercial history.

I currently administer the IACUC and IBC committees for Bowdoin College.

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

I would welcome the chance to help deal with some of the current changes ongoing

in the shellfish industry and our coastal management needs.

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

I will be able to attend the meetings and have a rough idea of the time commitment.

I would like to know if there are estimates for involvement outside of the meeting times

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

None

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

Thank You

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

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

For Office Use Only  
APR - 7 2016  
4/11/16  
App. Received  
Date App. Entered  
Appointed

Full Name: FREDERICK J. WILAND Date 4/7/16

Street Address: 12 LARRABEE FARM RD Home Phone # 729-0367

Cell/mobile Phone #: \_\_\_\_\_ E-mail Address: FREDWILAND@GMAIL.COM I live in Council Dist. #: \_\_\_\_\_

I wish to be considered for appointment to the:

MARION ROBERTS  
(NAME OF BOARD/COMMISSION/COMMITTEE)

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

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

NEVER + CAPITAL VILLAGE (# of Years 1 1/2 Date term exp. \_\_\_\_\_ Relationship SELF

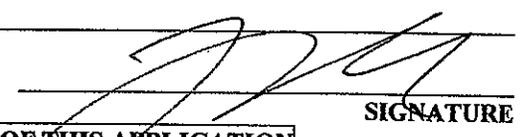
Your occupation: DOCTOR

Employer: SELF Work Telephone #: 729-7911

List any civic organizations to which you belong:  
TIDE & LUMBER VILLAGE COMM. IN T. PHOENIX

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

Have you previously served on a Town board/commission/committee? Yes If so, please list the board/commission/committee and years of service:  
MAR. ROCK OVER 10  
NEVER + CAPITAL 1 1/2

  
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

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

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

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

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

APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: MARINUS RESOURCE

Term Length: \_\_\_\_\_

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

NO

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

PRIOR SERVICE

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

LIVED INTEREST

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

YES

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

NO

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

NO

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