

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Agenda**  
**July 18, 2016**  
**7:00 P.M. – Regular Meeting**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

Roll Call of Members

Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

**CONSENT AGENDA**

- a) Approval of the minutes of June 6, 2016
- b) Approval of the minutes of June 20, 2016
- c) Approval of the minutes of June 23, 2016
- d) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 022 Lot 054 Sub 000 Typ 096
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 446
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 449
- g) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 417
- h) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 027 Lot 016 Sub 00F Typ 000
- i) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 035
- j) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 330
- k) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 022 Lot 054 Sub 000 Typ 050

Public Comments

Correspondence

**COMMITTEE REPORTS**

- Cable TV Committee
- Conservation Commission
- Master Plan Implementation Committee
- Recycling & Sustainability Committee
- Teen Center Advisory Committee

**MANAGER’S REPORT**

- a) Report from Brunswick Sewer District
- b) Financial update
- c) Project Tracking Report
- d) Nomination papers availability
- e) Revaluation update
- f) Frank J. Wood Bridge update
- g) Tax-acquired property sale update
- h) Stop sign installation on Board Road
- i) Miller Point update
- j) Zoning Ordinance Rewrite Update

**PUBLIC HEARING**

- 82. The Town Council will hear public comments on a renewal special amusement license application for Ebenezer’s Brew Pub and will take any appropriate action. (Manager)

Special Amusement

1337 Beer LLC

D/B/A: Ebenezer’s Brew Pub

112 Pleasant Street

Christopher & Jennifer Lively

**HEARING/ACTION**

**NEW BUSINESS**

- 83. The Town Council will consider setting a public hearing on proposed amendments to the Municipal Code of Ordinance that would increase ambulance fees and will take any appropriate action. (Manager)
- 84. 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**  
**July 18, 2016**  
**Council Notes and Suggested Motions**

**CONSENT AGENDA**

Items CA-a through CA-c: Copies of the minutes are included in your packet.

- a) Approval of the minutes of June 6, 2016:
- b) Approval of the minutes of June 20, 2016:
- c) Approval of the minutes of June 23, 2016 :

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

- d) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 022 Lot 054 Sub 000 Typ 096
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 446
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 449
- g) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 417
- h) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 027 Lot 016 Sub 00F Typ 000
- i) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 035
- j) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 330
- k) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 022 Lot 054 Sub 000 Typ 050

*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.

**CORRESPONDENCE**

This is the opportunity for Councilors to share any correspondence they may have.

**COMMITTEE REPORTS**

- Cable TV Committee
- Conservation Commission
- Master Plan Implementation Committee
- Recycling & Sustainability Committee
- Teen Center Advisory Committee

Councilors on the above committees will provide brief updates of recent meetings.  
Councilors may also report on any other committee updates.

### **MANAGER'S REPORT:**

*A copy of a memo from Manager Eldridge providing an overview of the Manager's Report is included in your packet.*

- a) Report from Brunswick Sewer District: Leonard Blanchette, General Manager of Brunswick Sewer District, will provide this update to the Council and the public.
- b) Financial update: Manager Eldridge will update the Council on the Town's financial status for the end of the fiscal year. Copies of financial reports will be included in your packet.
- c) 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.
- d) Nomination papers availability: Nomination papers for Town Council and School Board will be available Friday, July 29th, and need to be returned no later than Friday, September 9th. Districts 1, 2 and 6 seats for both the Town Council and School Board will be up for election in November.
- e) Revaluation update: Manager Eldridge will update the Council on the revaluation process.
- f) Frank J. Wood Bridge update: Manager Eldridge will update the Council on recent activity related to the Frank J. Wood Bridge.
- g) Tax-acquired property sale update: Manager Eldridge will update the Council on 3 (three) tax-acquired properties being offered for sale by the Town. Copies of the notice of sale and bid forms are included in your packet.
- h) Stop sign installation on Board Road: Manager Eldridge will update the Council on this item. A copy of the request, an email from Chief Rizzo, and the work request are included in your packet.
- i) Miller Point Update: Manager Eldridge will update the Council on this item.
- j) Zoning Ordinance Rewrite Update: Manager Eldridge will update the Council on this item.

### **PUBLIC HEARING**

82. This item is the Council required public hearing on a Special Amusement license application from Ebenezer's Brew Pub, located at 112 Pleasant Street. This is a renewal application for open mic and bands. Personal property taxes are paid in full. A copy of the application is included in your packet.

#### *Suggested Motion:*

Motion to approve a Special Amusement license application from Ebenezer's Brew Pub, located at 112 Pleasant Street.

### **NEW BUSINESS**

83. The Town Council is asked to set a public hearing on proposed amendments to the Municipal Code of Ordinances that would increase ambulance fees. Memos from Manager John Eldridge and Finance Director Julie Henze are included in your packet.

84. The Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the Committee's report and the applications are included in your packet.

*Suggested Motion:*

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

*Suggested Motion:*

Motion to adjourn the meeting.

# CONSENT AGENDA - A BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**June 6, 2016**  
**7:00 P.M.**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

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

**Councilors Absent:** None

**Town Staff Present:** John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Derek Scrapchansky, Assistant Town Manager; Linda Smith, Business Development Manager; Anna Breinich, Director of Planning and Development; Julia Henze, Finance Director; Jared Woolston, Town Planner; and TV video crew

Chair Brayman called the meeting to order, led the pledge of allegiance, and asked the Clerk for roll call, and acknowledged the meeting was properly noticed.

**Adjustments to Agenda:** none

**CONSENT AGENDA** *(This item was discussed at 7:01 p.m.)*

- a) **Approval of the Minutes of May 12, 2016**
- b) **Approval of the Minutes of May 16, 2016**
- c) **Approval of the Minutes of May 26, 2016**
- d) **Approval of a tax abatement relative to personal property for B & L Hardwood Floors**

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

*(A copy of CA-d will be attached to the official minutes.)*

**Public Comments** *(This item was discussed at 7:02 p.m.)*

**Richard Fisco**, 2 Lincoln Street, spoke regarding the budget and items he did not want included in the approved budget. He disagreed with the 3.5 percent increase. He is requesting the salary for each of the school employees.

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**Wendy Walsh**, 941 Mere Point Road, and **Heather Osterfeld**, 11 Wild Aster Lane, read a letter regarding the property at 946 Mere Point Road and their group's concerns with it becoming a public access property.

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

Councilor Walker responded to their comments.

**Amanda Bunker**, Conservation Commission Chair, made a brief presentation of their activities over the past year.

Councilor Walker asked Ms. Bunker the status regarding ATV use on the Captain Fitzgerald's property and she responded she was unsure.

**Jane Arbuckle**, 22 Meadowbrook Road, spoke about the property on Mere Point and agreed with some of the neighborhood group's concerns. She did add this was a rare opportunity to have a piece of land on the water that will not bother the neighbors.

**Correspondence** *(This item was discussed at 7:21 p.m.)*

Councilor K. Wilson spoke regarding the calls she received on the school budget, and others on how nice the new Bangor Saving Bank looks.

Councilor A. Harris spoke regarding the upcoming public art reception at the Recreation Department. Brunswick Public Art installed art at the Coffin Pond Bridge, which is off Harpwell Road. Saturday is Shop Downtown Day and AMTRAK will have an antique train at the station this Saturday.

Councilor Perreault spoke regarding a phone call he received about Portland Pie's outdoor seating issues.

Councilor Walker spoke regarding a citizen concerned with political signs in the right-of-way, browntail moths, and a public meeting request for the Miller Point property.

Chair Brayman said there was interest in having a nonprofit sailing school at the Mere Point site. The Town should further study this location.

Manager Eldridge, Councilor S. Wilson, Chair Brayman, Councilor K. Wilson, Councilor D. Harris, Councilor Walker, Councilor Watson and Councilor Perreault spoke regarding the Mere Point property.

**COMMITTEE REPORTS** *(This item was discussed at 7:40 p.m.)*

- **Bicycle and Pedestrian Advisory Committee**
- **Brunswick Development Corporation**
- **Human Rights Task Force**

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- **Recycling & Sustainability Committee**
- **Rivers and Coastal Waters Commission**

Reports were made on the above committees.

**MANAGER'S REPORT**

**a) Bowdoin College - President Clayton Rose** *(This item was discussed at 7:47 p.m.)*

Manager Eldridge introduced **President Clayton Rose**, who spoke regarding the College's activities.

Manager Eldridge thanked Katherine Longley for all her hard work at Bowdoin and the relationship built with the Town.

**b) Project Tracking Report** *(This item was discussed at 7:53 p.m.)*

Manager Eldridge spoke regarding this item.

**c) Election reminder for June 14<sup>th</sup> Primary and School Budget Validation Referendum**  
*(This item was discussed at 7:56 p.m.)*

Manager Eldridge and Fran Smith, Town Clerk, spoke regarding this item.

Councilor S. Wilson and Councilor K. Wilson spoke regarding the second ballot question.

**d) School Project update** *(This item was discussed at 8:03 p.m.)*

**Bill Thompson**, Chair of School Board, spoke regarding this item. He responded to questions from Councilor S. Wilson and Councilor Millett.

Councilor K. Wilson and Councilor Millett spoke regarding this item.

**e) Report on Pleasant Street traffic signals** *(This item was discussed at 8:14 p.m.)*

Manager Eldridge spoke regarding this item and responded to questions from Councilor Millett and Councilor S. Wilson.

Councilor Perreault spoke regarding this item.

**PUBLIC HEARING**

**65. The Town Council will hear public comments on special amusement license applications, and will take any appropriate action. (Manager)** *(This item was discussed at 8:18 p.m.)*

**Special Amusement**

**MCM Corp  
D/B/A: Pancho Villa  
164 Pleasant Street**

**Fernando Saldano**

**Lemongrass  
D/B/A: Lemongrass  
212E Maine Street**

**Hung Alan Hoang**

Chair Brayman opened the public hearing.

Ms. Smith spoke regarding this item and responded to a question from Councilor K. Wilson.

**Councilor Walker moved, Councilor Perreault seconded, to approve special amusement license applications for Pancho Villa, located at 164 Pleasant Street, and Lemongrass, located at 212E Maine Street. The motion carried with nine (9) yeas.**

66. **The Town Council will hear public comments on amendments to the Zoning Ordinance relative to Chapter Four (Development Review), Sections 401 (Applicability) and 402 (Development Review Classifications and Thresholds to Require Review of Filling and Earthmoving Activities within the NRPZ) on an emergency and regular basis, in addition to repealing the Moratorium on New Development in the Natural Resource Protection Zone as part of this public hearing, and will take any appropriate action. (Planning Board) (This item was discussed at 10:18 p.m.)**

*This item was discussed after the tabled item, #57*

Chair Brayman opened the public hearing.

Jared Woolston, Town Planner, made a presentation.

Manager Eldridge and Mr. Woolston responded to a question from Councilor D. Harris.

Councilor Walker asked questions, to which Mr. Woolston responded.

Councilor Perreault had a question, to which Manager Eldridge and Ms. Breinich responded.

**Bruce Myer**, Gurnet Road, spoke regarding this item.

**Without objection, the Council suspended the Council Rules to allow them to vote on this item tonight.**

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

**Councilor Walker moved, Councilor Watson seconded, to adopt amendments to the Zoning Ordinance relative to Chapter Four (Development Review), Sections 401 (Applicability) and 402 (Development Review Classifications and Thresholds to Require Review of Filling and Earthmoving Activities within the NRPZ), on an emergency and regular basis, and to repeal the Moratorium on New Development in the Natural Resource Protection Zone. Both sections of this motion will be effective immediately upon the approval of the Zoning ordinance changes by the Department of Environmental Protection as required by state law. The motion carried with nine (9) yeas.**

*(A copy of the ordinance and the repealed moratorium will be attached to the official minutes.)*

**TABLED ITEM**

57. **The Town Council will consider “A Resolution Expressing the Town Council’s Support for the Maine Department of Transportation’s Proposal to Replace the Frank J. Wood Bridge”, and will take any appropriate action. (Manager) *(This item was discussed at 8:20 p.m.)***

*(This item was completed prior to item 66.)*

Manager Eldridge introduced this item.

Councilor Walker asked questions, to which Manager Eldridge responded.

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

Public comments were made by the following people:

**Scott Hanson**, spokesperson for Friends of Frank J. Wood bridge

**Claudia Knox**, 36 Cumberland Street

**Michael Feldman**, Chairman of BDA, Brunswick resident

**Mary Alice Treworgy**, 37 Sparwell Lane

**Phinney White**, 67 Bridge Street, Topsham, read a letter from his father, Houghton White

**Nancy Randolph**, Topsham resident

**Brooks Stoddard**, 171 Bunganuc Road

**Bruce Van Note**, 15 Elm Street, Topsham

**John Shattuck**, Topsham Director of Economic Development

**Rick Quesada**, Fore River Company, 46 Church Road, Brunswick

**Steve Stern**, 295 Bunganuc Road

**Anne Carroll**, 24 Summer Street, Topsham

**Steve Hinchman**, Attorney, West Bath, working with friends of Frank J. Wood bridge

**Charles Carroll**, 24 Summer Street, Topsham

**Richard Fisco**, 2 Lincoln Street

**Betty Hanks Leonard**, Brunswick

**Paul Hollingsworth**, Brunswick, owner of Henry and Marty’s Restaurant

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Chair Brayman closed public comments.

Councilor Watson and Councilor Perreault spoke regarding this item.

**Councilor Perreault moved, Councilor K. Wilson seconded, to adopt the revised “Resolution Expressing the Town Council’s Support for the Maine Department of Transportation’s Proposal to Replace the Frank J. Wood Bridge.”**

Councilor K. Wilson, Councilor A. Harris, and Councilor Millett spoke regarding the motion.

**Councilor D. Harris moved, Councilor Walker seconded, that the motion on the floor be amended as follows: that the clause “now therefore be it resolved” be deleted, and in the second clause delete “be it further resolved” and replace with “now therefore be it resolved that to ensure the final decision with respect to the bridge best meets the public’s transportation needs”, delete “design for a new” and substitute “decision with respect to the bridge”, and in the last line delete “optimize the final design of a new bridge” and insert “decide the future of the bridge”.**

Chair Brayman and Councilor S. Wilson spoke regarding this item.

Manager Eldridge spoke regarding this item.

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

**Councilor Walker moved, Councilor Millett seconded, to table the motion until such time as adequate information is available.**

Councilor Perreault, Councilor K. Wilson, Councilor D. Harris, Councilor S. Wilson, Councilor Walker, Councilor A. Harris, and Chair Brayman spoke on tabling the motion.

**Councilor Walker moved, Councilor Millett seconded, to table until such time as adequate information is available. The motion carried with five (5) yeas. Councilor S. Wilson, Councilor K. Wilson, Councilor A. Harris, and Councilor Perreault were opposed.**

**NEW BUSINESS**

- 67. The Town Council will consider adopting “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) *(This item was discussed at 10:46 p.m.)***

Councilor Perreault made a motion to table items 67 through 71 that was not seconded.

Manager Eldridge spoke regarding this item.

**Councilor Walker moved, Councilor Watson seconded, to adopt “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 motion carried with eight (8) yeas. Councilor Perreault was opposed.**

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

68. The Town Council will consider setting a public hearing for June 20, 2016, on an amendment to the “First Amendment for the Brunswick Landing II Omnibus Municipal Development and Tax Increment Financing District,” and will take any appropriate action. (Manager) *(This item was discussed at 10:45 p.m.)*

Manager Eldridge spoke regarding items 68 and 69.

**Councilor S. Wilson moved, Councilor Watson seconded, to set a public hearing for June 20, 2016, on amendments to the “First Amendment for the Brunswick Landing II Omnibus Municipal Development and Tax Increment Financing District.” The motion carried with nine (9) yeas.**

69. The Town Council will consider setting a public hearing for June 20, 2016, on an amendment to the “First Amendment for the Brunswick Executive Airport II Omnibus Municipal Development and Tax Increment Financing District,” and will take any appropriate action. (Manager) *(This item was discussed at 10:46 p.m.)*

**Councilor S. Wilson moved, Councilor Watson seconded, to set a public hearing for June 20, 2016, on amendments to the “First Amendment for the Brunswick Executive Airport II Omnibus Municipal Development and Tax Increment Financing District.” The motion carried with nine (9) yeas.**

70. The Town Council will hear information regarding the MRRA Credit Enhancement Agreement (CEA), and may take action at the June 20, 2016 meeting. (Manager) *(This item was discussed at 10:50 p.m.)*

Manager Eldridge spoke about this item.

71. The Town Council will consider appointments to the Town’s Boards and Committees, and will take any appropriate action. (Appointments Committee) *(This item was discussed at 10:51 p.m.)*

Councilor K. Wilson made the following nominations:

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**Conservation Commission**

Thomas Rumpf – reappointment with a term to expire on 05/01/2019

**Davis Fund Committee**

John Donovan - reappointment with a term to expire on 06/30/2019

Don Kniseley– reappointment with a term to expire on 06/30/2019

**Personnel Board**

Marybeth Latti – moved from alternate to full member for the remainder of her term to expire on 01/12/2018

Virginia Van Slyck – as alternate for a balance of a term to expire on 01/12/2017

**Recreation Commission**

Michael Lyne – reappointment with a term to expire on 07/01/2019

Eric Foushee – reappointment with a term to expire on 07/01/2019

**Zoning Board of Appeals**

Arthur Boulay – new associate member with a balance of a term to expire on 07/01/2018

The nominations were supported unanimously by the Council.

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

The meeting adjourned at 10:52 p.m.

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

*Frances M. Smith  
Town Clerk  
June 28, 2016*

July 18, 2016  
*Date of Approval*

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*Council Chair*

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# CONSENT AGENDA - B BACK UP MATERIALS

**Draft**  
**BRUNSWICK TOWN COUNCIL**  
**Minutes**  
**June 20, 2016**  
**Executive Session – 6:15 P.M.**  
**Regular Meeting - 7:00 P.M.**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

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

**Councilors Absent:** None

**Town Staff Present:** John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Linda Smith, Business Development Manager; Julia Henze, Finance Director; Richard Rizzo, Police Chief; Marc Hagan, Police Commander; William Moir, Police Detective; Terry Goan, Police Officer, and TV video crew

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

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

**Chair Brayman moved, Councilor Millett seconded, to go into executive session to discuss both a personnel matter per 1 M.R.S.A. §405(6)(A) and union negotiations per 1 M.R.S.A. §405(6)(D). The motion carried with nine (9) yeas.**

Chair Brayman resumed the meeting and led the pledge of allegiance.

**Adjustments to Agenda:** None

**CONSENT AGENDA** *(This item was discussed at 7:01 p.m.)*

**(a) Approval of Utility Location Permits for Maine Natural Gas for connections on Park Row and College Avenue**

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

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

**Public Comments** *(This item was discussed at 7:02 p.m.)*

**Steve Kercel**, 2 Brian Drive, spoke regarding the ham radio group's annual field day coming up this weekend.

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**Chick Ciccio**tti, American Legion, provided information on the Legion and its history. He spoke of awards received at the regional convention, including Outstanding Post and Outstanding Leader (Joe Donahue).

**Joe Donahue**, American Legion, presented the Times Record newspaper with the State of Maine Small Newspaper Award for outstanding support for veterans' issues. He also reminded the audience of an upcoming public dinner.

### **Correspondence:**

Chair Brayman read an announcement for the 2<sup>nd</sup> Annual Alex Labbe Miniature Golf Classic.

Councilor Watson reminded the public of the upcoming BNAS reunion.

Councilor K. Wilson said she had received several calls regarding the green bridge and all were in favor of a new bridge. She spoke regarding an article about 4<sup>th</sup> graders visiting the Growstown School and also an upcoming dog show at the Cumberland Fairgrounds.

Councilor Millett acknowledged that all councilors received letters from a group of residents in the Mere Point neighborhood.

Councilor A. Harris spoke regarding the First Parish Church Strawberry Festival and Brunswick Downtown Association's Community Barbeque this weekend.

Councilor Walker said a citizen suggested the Town get a chip reader to assist with finding lost dogs.

### **COMMITTEE REPORTS** *(This item was discussed at 7:21 p.m.)*

- **Bicycle and Pedestrian Advisory Committee**
- **Finance Committee**
- **Teen Center Advisory Committee**

Reports were given on the above committees.

### **MANAGER'S REPORT**

- a) **Recognition of Bill Moir for Maine State Police annual award** *(This item was discussed at 7:25 p.m.)*

Manager Eldridge spoke about this item and recognized Officer Moir.

- b) **Financial update** *(This item was discussed at 7:28 p.m.)*

Manager Eldridge spoke regarding this item.

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c) **Revaluation Update** (*This item was discussed at 7:29 p.m.*)

Manager Eldridge spoke regarding this item.

d) **Update on Zoning Ordinance Rewrite** (*This item was discussed at 7:30 p.m.*)

Manager Eldridge spoke regarding this item.

e) **Update on Miller Point** (*This item was discussed at 7:31 p.m.*)

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

f) **Information regarding appointing a Brunswick representative to the MMA Legislative Policy Committee** (*This item was discussed at 7:33 p.m.*)

Manager Eldridge spoke regarding this item.

**PUBLIC HEARING**

72. **The Town Council will hear public comments on special amusement license applications, and will take any appropriate action.** (Manager) *This item was discussed at 7:35 p.m.*

**Raven's Roost**

**D/B/A: Raven's Roost  
103 Pleasant Street**

**Raven Wing/Ronald Wing Sr. & III**

**Maine & Noble LLC**

**D/B/A: Brunswick Hotel and Tavern  
4 Noble Street**

**J. Hilary Rockett**

Chair Brayman opened the public hearing.

Fran Smith, Town Clerk, spoke regarding this item and responded to questions from Councilor Perreault and Councilor Millett.

Chair Brayman closed the public hearing.

**Councilor Perreault moved, Councilor Walker seconded, to approve special amusement license applications for Raven's Roost, located at 103 Pleasant Street, and Brunswick Hotel and Tavern, located at 4 Noble Street. The motion carried with nine (9) yeas.**

73. **The Town Council will hear public comments on an amendment to the "First Amendment for the Brunswick Landing II Omnibus Municipal Development and**

**Tax Increment Financing District,” and will take any appropriate action.**

**(Manager)** *This item was discussed at 7:39 p.m.)*

*(Please note: Items 73, 74, and 75 are detailed due to requirements of state law regarding the TIF process.)*

Chair Brayman opened the public hearing.

**Shana Cook Mueller**, Attorney for Bernstein Shur, and representing the Town in tax increment financing issues, explained the two Tax Increment Financing Districts (TIF) currently existing at Brunswick Landing, which are each being amended. Both districts have been the subject of negotiations with MRRA in the last year, and now amendments to the development programs are being brought forward to the Council that work out the property tax reimbursements to Midcoast Regional Redevelopment Authority (MRRA). There is essentially a maximum reimbursement of property taxes for both districts over the TIF’s term to \$15 million and there is an anticipated reimbursement of no more than 50% of increased assessed value on property taxes. The amendments include all of that language and also address some clean up items on the project list. These TIF amendments undergo the same legal process that is required for instituting and establishing TIF districts, including a public hearing, which is occurring separately tonight for each district, and sending the applications to the Department of Economic and Community Development at the State of Maine. Their review is for statutory compliance only. One unique aspect of this process, under town staff’s advisement, was employing an option at DECD called a preflight program to have these amendments reviewed in a more thorough fashion before coming before the Council. The program gives greater confidence that there will not be any red flags or issues prior to the formal review process, because the two TIF districts will be administered together, which is unique in the State of Maine.

Manager Eldridge explained the beginning of the TIF process and the dispute between the Town and MRRA about taxation of particular properties. The tax dispute has now been settled, and to fulfill part of the settlement agreement, there was an agreement to amend the TIF districts. The essential changes in both of these districts increased the cap available to MRRA from \$12 to \$15 million and capped the total reimbursement at 50% of the property taxes generated. There were other modifications made to the projects called for in the development programs to give those a little more clarity.

Chair Brayman asked if these amendments cleaned up items on the project list and if she could have some examples.

Ms. Cook Mueller responded that they clarified what was originally meant by some of the language, as they now see how TIF revenues are likely to be used by the town. They did add some opportunities for the town to use TIF revenues instead of general fund dollars on economic development projects and expenditures, which will save the town and the taxpayers money. Municipal recreational trails are a new item that can be funded by TIF revenues because of their link to economic development. They also added some road and infrastructure items previously

**Town Council Minutes**

**June 20, 2016**

**Page 5**

addressed, but more specifically allowed TIF revenue to be spent on the Cooks Corner area due to its proximity to the TIF district.

Manager Eldridge confirmed the information about the Cooks Corner infrastructure and clarified that it does not mean the Town has to use the funds for that purpose, but gives the Town the option to do so with the TIF revenues. There will be some flexibility of use of funds for Brunswick Landing roads. He added that the road improvement definition has expanded and now includes more than paving. They also added a Credit Enhancement Agreement (CEA) to assist MRRA in accessing funds.

Councilor Watson said these amendments, in his opinion, strengthen the agreement for the citizens of the town and asked Ms. Cook Mueller if she agreed. She responded she didn't drive much of the amendment changes; the Manager and the Council did. She did add that the development programs in place, and the local partnerships, are good examples of TIF fund use.

**John Peters**, Harpswell resident and Chair of the MRRA Board, expressed the Board's and staffs' appreciation to the Council and the Town Manager. This was the culmination of a three year process, and he believes it will work in the best interest of both the Town and MRRA. He also mentioned that the Wayfair will be opening tomorrow and hiring up to 500 employees, on top of the current 850 jobs from the private sector operating at Brunswick Landing.

Chair Brayman closed the public hearing.

Chair Brayman said she would like to suspend the rules and vote on this item tonight.

Councilor Perreault said he normally objects to voting the same night as the public hearing, but he will not object tonight.

Without objection, the Council suspended the Council Rules to allow them to vote on this item tonight.

**Chair Brayman moved, Councilor K. Wilson seconded, to adopt the "Town Council Resolution Adopting the First Amendment of the Brunswick Landing II Municipal Development and Tax Increment Financing District Omnibus Development Program."**  
**The motion carried with nine (9) yeas.**

Councilor Millett thanked all the parties for resolving this item without litigation.

*(A copy of the Town Council Resolution Adopting the First Amendment of the Brunswick Landing II Municipal Development and Tax Increment Financing District Omnibus Development Program will be attached to the official minutes.)*

**74. The Town Council will hear public comment on an amendment to the "First Amendment for the Brunswick Executive Airport II Omnibus Municipal Development and Tax Increment Financing District," and will take any appropriate action. (Manager) This item was discussed at 7:54 p.m.)**

## Town Council Minutes

June 20, 2016

Page 6

Chair Brayman opened the public hearing.

Manager Eldridge explained that there are two TIF districts in Brunswick Landing set up for geographical purposes to fit the statute. Other than this being the second of two districts, he would say the same as he did for the first TIF district.

Councilor Watson asked how this TIF district benefitted the community.

Manager Eldridge responded that this particular district was set up to be around the airport, and the way it is structured it allows for some development and reuse of that facility. It provides some benefits to MRRA that they can pass along to tenants at the Landing. It is a huge asset to the hangars and the fields, and in the redevelopment of the entire complex.

Ms. Cook Mueller added there is public benefit by avoiding the lawsuit in the dispute between the Town and MRRA. As a result of the resolution, they are able to turn this dispute into a partnership to try to drive development in those sites and create not only jobs, but property tax value that will be divided between the two entities.

**Steve Levesque**, Executive Director of MRRA, said Brunswick Landing and the airport have become tremendous assets for the area and community, and if they needed to build an airport today, the cost would be around \$4 billion dollars. The airport is adding jobs, and they have a number of aviation companies on the property. MRRA had been at a competitive disadvantage due to the way they were taxed, but through this agreement they have leveled the playing field and can market the aviation properties on a competitive basis, and he appreciates the willingness of the town to amend the TIF.

Mr. Levesque noted that \$2 million in tax revenue is important to the community, but the spending power of having new companies and employees at the Landing is invaluable, and there will be close to 1,800 employees there by the end of the year. That equates to about another 2000-4000 jobs in the region, which will help replace the impact of the base closing.

Councilor Millett added that another advantage of the TIF is that it reduces the town's valuation, so the town receives more funding from the state for schools and municipal government.

Councilor K. Wilson said she had noticed more planes in the last few months, as the airport is getting busier.

Mr. Levesque added there has been a 10% increase in air traffic each year since the airport opened five years ago.

Chair Brayman closed the public hearing.

Without objection, the Council suspended the Council Rules to allow them to vote on this item tonight.

**Chair Brayman moved, Councilor Watson seconded, to adopt the “Town Council Resolution Adopting the First Amendment of the Brunswick Executive Airport II Municipal Development and Tax Increment Financing District Omnibus Development Program.” The motion carried with nine (9) yeas.**

*(A copy of the Town Council Resolution adopting the First Amendment for the Brunswick Executive Airport II Omnibus Municipal Development and Tax Increment Financing District will be attached to the official minutes.)*

**NEW BUSINESS**

- 75. The Town Council will consider approving the MRRA Credit Enhancement Agreement (CEA), and will take any appropriate action. (Manager) (This item was discussed at 8:03 p.m.)**

Manager Eldridge said as part of the settlement agreement with MRRA, and as part of the development programs for each of the districts, the Town is providing a credit enhancement agreement, which will allow the Town to provide property taxes directly to MRRA. The CEA specifies how those monies are to be used, and has to dovetail in with the municipal development program. This agreement has been reviewed extensively, and he is pleased to recommend its approval to the Council.

**Mr. Levesque**, MRRA Executive Director, added that this agreement memorializes all the discussions and how the funds will work. All revenues received from the TIF will go right into infrastructure improvements at Brunswick Landing, such as water and sewer lines or road work, rather than marketing or salaries.

Councilor Watson mentioned that the improvements that Mr. Levesque described are a benefit to the community as well as to Brunswick Landing, with one example being reducing storm water runoff.

Mr. Levesque replied that MRRA inherited 60 year old water and sewer lines, and upgrading those will also reduce inflow and infiltration into those sewer lines, which will allow the sewer plant to function more effectively. MRRA has also put \$500,000 into upgrading their electric system. Infrastructure is an ongoing issue, due to deferred maintenance by the Navy, and they have been lucky to get grants from the FAA to help with the airport improvements and wildlife maintenance, but they have had to match that money or put in a percentage, and the TIF money will assist with getting more of these grants.

Manager Eldridge said that in addition to what Mr. Levesque just described, the CEA was the vehicle by which MRRA would be able to provide tax incentives to some of the businesses that are there. This was part of the resolution of the lawsuit which essentially says that the buildings that are used for aeronautical purposes are eligible for 100% reimbursement. The non-aeronautical facilities are a 50%-50% situation between MRRA and the town. This formula was put in the resolution to settle the lawsuit.

**Town Council Minutes**

**June 20, 2016**

**Page 8**

Councilor Perreault asked how the 50%-50% split was achieved when the aeronautical facilities are eligible for a 100% reimbursement, and Mr. Eldridge replied that the split was realized with both districts together, and in total it would not be more than a 50%-50% split.

Mr. Levesque added that most of the growth currently is away from the airport, and those would only generate 25% for MRRA, in order to make the 50%-50% split.

There were no public comments.

**Councilor Perreault moved, Councilor Watson seconded, to adopt “An Order Authorizing the Town Manager to Execute a Credit Enhancement Agreement with the Midcoast Regional Redevelopment Authority.” The motion carried with nine (9) yeas.**

*(A copy of the Town Council Order Authorizing the Town Manager to Execute a Credit Enhancement Agreement with the Midcoast Regional Redevelopment Authority will be attached to the official minutes.)*

**76. The Town Council will consider approving outdoor seating for Lemongrass and Union Street Bakery, and will take any appropriate action. (Manager) (This item was discussed at 8:17 p.m.)**

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

Councilor K. Wilson and Manager Eldridge spoke regarding this item.

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

**Chair Brayman moved, Councilor K. Wilson seconded, to approve requests for Sellers of Prepared Food on Public Ways licenses for outdoor seating for Union Street Bakery, located at 40 Union Street, and Lemongrass, located at 212E Maine Street. The motion carried with nine (9) yeas.**

**77. The Town Council will consider recommendations from the Finance Committee regarding 946 Mere Point Road, a tax acquired property, and will take any appropriate action. (Manager) (This item was discussed at 8:25 p.m.)**

Manager Eldridge spoke to this item.

Councilor Walker spoke regarding this item.

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

Councilor K. Wilson asked a question, to which Manager Eldridge responded.

Councilor Watson spoke regarding this item.

**Councilor Walker moved, Councilor K. Wilson seconded, to retain 946 Mere Point Road temporarily for 60 days to allow for town committee and departmental review, and the previous owner may not redeem the property in that time period by paying the back taxes.**

Public Comments were made by the following citizens:

**Arabella and Carl Strovink**, 4 Wild Aster Lane

**Joan Sutcliffe**, 942 Mere Point Road

**John McGoldrick**, 942 Mere Point Road

**Prentiss Weiss**, 895 Mere Point Road

**Leslie Weiss**, 895 Mere Point Road

**Peter Didisheim**, 39 Hemlock Road,

**Richard Knox**, 81 Simpsons Point Road

**Heather Osterfeld**, 11 Wild Aster Lane

**Dave Osterfeld**, 11 Wild Aster Lane

**John Bauman**, 85 Minot Shore Road

**Jane Arbuckle**, 22 Meadowbrook Road, read a letter from Sylvia Stocker, 2 Braemar Road

**Judy Bauman**, 85 Minot Shore Road

**Steve Kercel**, 2 Brian Drive

**Jackie Sartoris**, 14 Bowdoin Street

Councilor Walker and Councilor Millett spoke regarding the public comments.

Councilor Walker, Councilor S. Wilson, and Councilor Perreault spoke regarding the motion.

**VOTE ON MOTION:**

**Councilor Walker moved, Councilor K. Wilson seconded, to retain 946 Mere Point Road temporarily for 60 days to allow for town committee and departmental review, and the previous owner may not redeem the property in that time period by paying the back taxes. The motion carried with nine (9) yeas.**

*(Committees included are the Rivers and Coastal Waters Commission, Marine Resources Committee, Conservation Commission, Recreation Commission, and Planning Board.)*

- 78. The Town Council Chair will appoint Council members to the Finance Committee, and will take any appropriate action. (Chair Brayman) This item was discussed at 9:237 p.m.)**

Chair Brayman appointed Councilor Walker, Councilor A. Harris, and Councilor D. Harris.

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

The meeting adjourned at 9:24 p.m.

**Town Council Minutes**

**June 20, 2016**

**Page 10**

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT [WWW.BRUNSWICKME.ORG](http://WWW.BRUNSWICKME.ORG).**

*Items 73, 74, and 75 are detailed due to requirements of state law regarding the TIF process.*

*Frances M. Smith*

*Town Clerk*

*June 28, 2016*

July 18, 2016

*Date of Approval*

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*Council Chair*

# CONSENT AGENDA - C BACK UP MATERIALS

**Draft**  
**Brunswick Town Council**  
**Special Meeting Minutes**  
**June 23, 2016**  
**6:00 P.M.**  
**Workshop to immediately follow meeting**  
**Council Chambers**  
**Town Hall**  
**85 Union Street**

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

**Councilors Absent:** Councilor Suzan Wilson

**Town Staff Present:** John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Julie Henze, Finance Director; Derek Scrapchansky, Assistant Town Manager; Linda Smith, Business Development Manager; and TV video crew

Chair Brayman called the meeting to order, led the pledge of allegiance, asked the Clerk for roll call, and acknowledged the meeting was properly noticed.

**Adjustments to Agenda:** None

**CONSENT AGENDA**

**(a) Abatement of certain uncollectable outstanding real and personal property taxes**

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

Councilor Millett spoke regarding this item.

**Councilor K. Wilson moved, Councilor Millett seconded, to approve the Consent Agenda. The motion carried with eight (8) yeas.**

*(A copy of a memo from Julie Henze will be attached to the official minutes.)*

**ACTION ITEMS:**

**79. The Town Council will consider adopting “A Resolution Authorizing the Transfer of Funds Between Municipal Departments, Offices, and Agencies,” and will take any appropriate action. (Manager)**

Manager Eldridge and Julie Henze, Finance Director, explained this item and responded to questions from Councilor Watson, Councilor Perreault, Councilor K. Wilson, Councilor Walker, and Chair Brayman.

Town Council Minutes

June 23, 2016

Page 2

**Chair Brayman moved, Councilor Walker seconded, to adopt “A Resolution Authorizing the Transfer of Funds Between Municipal Departments, Offices, and Agencies.” The motion carried with eight (8) yeas.**

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

**80. The Town Council will consider adopting “A Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2016,” and will take any appropriate action. (Manager)**

Manager Eldridge explained this item and responded to questions from Councilor K. Wilson.

**Councilor Millett moved, Councilor Watson seconded, to adopt “A Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2016.” The motion carried with eight (8) yeas.**

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

**81. The Town Council will consider any other action necessary to close the 2015-16 fiscal year, and will take any appropriate action. (Manager)**

There were none.

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

The meeting adjourned at 6:28 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT [WWW.BRUNSWICKME.ORG](http://WWW.BRUNSWICKME.ORG).**

*Frances M. Smith  
Town Clerk  
June 24, 2016*

July 18, 2016  
*Date of Approval*

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*Council Chair*

# CONSENT AGENDA - D BACK UP MATERIALS

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to **Scott & Nadine Bailey**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
24264	228	August 15, 2006	2005
25404	328	August 22, 2007	2006
26291	11	August 22, 2008	2007

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

A certain Mobile Home on land depicted as Map 022 Lot 054 Sub 000 Typ 096 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2005, April 1, 2006 and April 1, 2007.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 18<sup>th</sup> day of **July 2016**.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



\*12RETTD\*

RETTD

00

MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

3. GRANTEE/  
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

BAILEY, SCOTT & NADINE

3b) SSN or Federal ID

3c) Name. LAST or BUSINESS, FIRST, MI

3d) SSN or Federal ID

3e) Mailing Address

21 LYNCH ST

3f) City

BRUNSWICK

3g) State

ME

3h) Zip Code

04011

BOOK/PAGE—REGISTRY USE ONLY

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRUNSWICK

4b) SSN or Federal ID

4c) Name. LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

85 UNION STREET

4f) City

BRUNSWICK

4g) State

ME

4h) Zip Code

04011

5. PROPERTY

5a) Map

022

Block

054

Lot

000

Sub-Lot

096

5b) Type of property—Enter the code number that **best** describes the property being **sold**. (See instructions)→

206

5c) Physical Location

21 LYNCH ST

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim -  Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

Consideration for the property is less than \$50,000

Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer

TOWN OF BRUNSWICK

Phone Number 207-725-6657

Mailing Address

85 UNION STREET

E-Mail Address

BRUNSWICK, ME 04011

Fax Number

207-725-4107

# CONSENT AGENDA - E BACK UP MATERIALS

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to **Jennifer Creamer**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
28904	154	August 22, 2011	2010
29866	168	August 24, 2012	2011

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 446 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2010 and April 1, 2011.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 18<sup>th</sup> day of **July 2016**.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



\*12RETTD\*

RETTD

00

MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

3. GRANTEE/  
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

CREAMER, JENNIFER

3b) SSN or Federal ID

3c) Name, LAST or BUSINESS, FIRST, MI

3d) SSN or Federal ID

3e) Mailing Address

53 THEODORE DR

3f) City

BRUNSWICK

3g) State

ME

3h) Zip Code

04011

BOOK/PAGE—REGISTRY USE ONLY

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRUNSWICK

4b) SSN or Federal ID

4c) Name, LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

85 UNION STREET

4f) City

BRUNSWICK

4g) State

ME

4h) Zip Code

04011

5. PROPERTY

5a) Map

051

Block

001

Lot

000

Sub-Lot

446

5b) Type of property—Enter the code number that **best** describes the property being **sold**. (See instructions)—>

206

5c) Physical Location

53 THEODORE DR

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim -  Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

Consideration for the property is less than \$50,000

Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_  
Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer TOWN OF BRUNSWICK Phone Number 207-725-6657

Mailing Address 85 UNION STREET E-Mail Address \_\_\_\_\_

BRUNSWICK, ME 04011 Fax Number 207-725-4107

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# CONSENT AGENDA -F BACK UP MATERIALS

## MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to **Daniel G. Haskell**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
28010	162	August 23, 2010	2009
28904	249	August 22, 2011	2010
29866	142	August 24, 2012	2011

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 449 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2009, April 1, 2010 and April 1, 2011.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 18<sup>th</sup> day of **July 2016**.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

3. GRANTEE/  
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

HASKELL, DANIEL G

3b) SSN or Federal ID

3d) SSN or Federal ID

3c) Name. LAST or BUSINESS, FIRST, MI

3e) Mailing Address

58 THEODORE DR

3g) State

3h) Zip Code

3f) City

BRUNSWICK

ME

04011

BOOK/PAGE—REGISTRY USE ONLY

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRUNSWICK

4b) SSN or Federal ID

4c) Name, LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

85 UNION STREET

4f) City

BRUNSWICK

4g) State

4h) Zip Code

ME

04011

5. PROPERTY

5a) Map

051

Block

001

Lot

000

Sub-Lot

449

5b) Type of property—Enter the code number that **best** describes the property being **sold**. (See instructions)—>

206

5c) Physical Location

58 THEODORE DR

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim -  Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

- Seller has qualified as a Maine resident
- A waiver has been received from the State Tax Assessor
- Consideration for the property is less than \$50,000
- Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_  
 Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer TOWN OF BRUNSWICK Phone Number 207-725-6657  
 Mailing Address 85 UNION STREET E-Mail Address \_\_\_\_\_  
 BRUNSWICK, ME 04011 Fax Number 207-725-4107

# CONSENT AGENDA - G BACK UP MATERIALS

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to **Debora L. Irish**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
27187	254	August 18, 2009	2008
28010	172	August 23, 2010	2009
28904	261	August 22, 2011	2010

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 417 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2008, April 1, 2009 and April 1, 2010.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this **18<sup>th</sup>** day of **July 2016**.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



MAINE REVENUE SERVICES
REAL ESTATE TRANSFER TAX
DECLARATION
TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

BOOK/PAGE—REGISTRY USE ONLY

3. GRANTEE/ PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

IRISH, DEBORA L

3b) SSN or Federal ID

[Empty box]

3c) Name, LAST or BUSINESS, FIRST, MI

[Empty box]

3d) SSN or Federal ID

[Empty box]

3e) Mailing Address

70 FRANKLIN PARKWAY

3f) City

BRUNSWICK

3g) State

ME

3h) Zip Code

04011

4. GRANTOR/ SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRUNSWICK

4b) SSN or Federal ID

[Empty box]

4c) Name, LAST or BUSINESS, FIRST, MI

[Empty box]

4d) SSN or Federal ID

[Empty box]

4e) Mailing Address

85 UNION STREET

4f) City

BRUNSWICK

4g) State

ME

4h) Zip Code

04011

5. PROPERTY

5a) Map

051

Block

001

Lot

000

Sub-Lot

417

5b) Type of property—Enter the code number that best describes the property being sold. (See instructions) ->

206

5c) Physical Location

70 FRANKLIN PKWY

Check any that apply:

No tax maps exist

Multiple parcels

Portion of parcel

5d) Acreage

[Empty box]

[Empty box]

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value only if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim - [checked] Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

[ ] CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

[Empty box for explanation]

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

- Seller has qualified as a Maine resident
A waiver has been received from the State Tax Assessor
Consideration for the property is less than \$50,000
Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_
Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer TOWN OF BRUNSWICK Phone Number 207-725-6657
Mailing Address 85 UNION STREET E-Mail Address \_\_\_\_\_
BRUNSWICK, ME 04011 Fax Number 207-725-4107

# CONSENT AGENDA - H BACK UP MATERIALS

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to **Michael D. Messier**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
27187	191	August 18, 2009	2008
28010	81	August 23, 2010	2009
28904	294	August 22, 2011	2010

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

A certain Mobile Home on land depicted as Map 027 Lot 016 Sub 00F Typ 000 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2008, April 1, 2009 and April 1, 2010.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 18<sup>th</sup> day of July 2016.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



00

\*12RETTD\*

RETTD

MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

3. GRANTEE/  
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

MESSIER, MICHAEL D

3b) SSN or Federal ID

3c) Name. LAST or BUSINESS, FIRST, MI

3d) SSN or Federal ID

3e) Mailing Address

PO BOX 863

3f) City

BRUNSWICK

3g) State

ME

3h) Zip Code

04011

BOOK/PAGE—REGISTRY USE ONLY

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRUNSWICK

4b) SSN or Federal ID

4c) Name. LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

85 UNION STREET

4f) City

BRUNSWICK

4g) State

ME

4h) Zip Code

04011

5. PROPERTY

5a) Map

027

Block

016

Lot

00F

Sub-Lot

00

5b) Type of property—Enter the code number that **best** describes the property being **sold**. (See instructions)—»

206

5c) Physical Location

195 CASCO ROAD

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim -  Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

Consideration for the property is less than \$50,000

Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer TOWN OF BRUNSWICK

Phone Number 207-725-6657

Mailing Address 85 UNION STREET

E-Mail Address \_\_\_\_\_

BRUNSWICK, ME 04011

Fax Number 207-725-4107

<http://www.maine.gov/revenue/propertytax/transfertax/transfertax.htm>

# CONSENT AGENDA - I BACK UP MATERIALS

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to **Traci Moeller**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
24920	241	March 14, 2007	2004
24920	242	March 14, 2007	2005
25405	96	August 22, 2007	2006
26291	81	August 22, 2008	2007
27187	194	August 18, 2009	2008

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 035 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2004, April 1, 2005, April 1, 2006, April 1, 2007 and April 1, 2008.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 18<sup>th</sup> day of **July 2016**.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



\*12RETTD\*

RETTD

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MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

BOOK/PAGE—REGISTRY USE ONLY

3. GRANTEE/  
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI  
MOELLER, TRACI

3b) SSN or Federal ID

3c) Name, LAST or BUSINESS, FIRST, MI

3d) SSN or Federal ID

3e) Mailing Address  
38 TUFTON ST

3f) City  
BRUNSWICK

3g) State  
ME

3h) Zip Code  
04011

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI  
TOWN OF BRUNSWICK

4b) SSN or Federal ID

4c) Name, LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address  
85 UNION STREET

4f) City  
BRUNSWICK

4g) State  
ME

4h) Zip Code  
04011

5. PROPERTY

5a) Map Block Lot Sub-Lot  
051 001 000 35

5b) Type of property—Enter the code number that best describes the property being sold. (See instructions)→

206

5c) Physical Location  
38 TUFTON ST

Check any that apply:

- No tax maps exist
- Multiple parcels
- Portion of parcel

5d) Acreage

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a .00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b .00

6c) Exemption claim -  Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

- Seller has qualified as a Maine resident
- A waiver has been received from the State Tax Assessor
- Consideration for the property is less than \$50,000
- Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_  
Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer TOWN OF BRUNSWICK

Phone Number 207-725-6657

Mailing Address 85 UNION STREET

E-Mail Address \_\_\_\_\_

BRUNSWICK, ME 04011

Fax Number 207-725-4107

# CONSENT AGENDA - J BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to Paul G Sr. & Christine L Sawyer, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
30957	118	August 23, 2013	2012
31725	115	August 22, 2014	2013
32536	239	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 330 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2012, April 1, 2013 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 18<sup>th</sup> day of July 2016.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



\*12RETTD\*  
**RETTD**

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**MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION**

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

3. GRANTEE/  
PURCHASER

BOOK/PAGE—REGISTRY USE ONLY

3a) Name LAST or BUSINESS, FIRST, MI

SAWYER, PAUL G SR & CHRISTINE

3b) SSN or Federal ID

3c) Name, LAST or BUSINESS, FIRST, MI

3d) SSN or Federal ID

3e) Mailing Address

11 TUFTON ST

3f) City

BRUNSWICK

3g) State

ME

3h) Zip Code

04011

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRUNSWICK

4b) SSN or Federal ID

4c) Name, LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

85 UNION STREET

4f) City

BRUNSWICK

4g) State

ME

4h) Zip Code

04011

5. PROPERTY

5a) Map

051

Block

001

Lot

000

Sub-Lot

330

5b) Type of property—Enter the code number that **best** describes the property being **sold**. (See instructions)→

206

5c) Physical Location

11 TUFTON ST

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim -  Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

Consideration for the property is less than \$50,000

Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer TOWN OF BRUNSWICK Phone Number 207-725-6657

Mailing Address 85 UNION STREET E-Mail Address \_\_\_\_\_

BRUNSWICK, ME 04011 Fax Number 207-725-4107

<http://www.maine.gov/revenue/propertytax/transfertax/transfertax.htm>

# CONSENT AGENDA - K BACK UP MATERIALS

**MUNICIPAL QUITCLAIM DEED**

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on July 18, 2016 for consideration paid, release to **Eric Spahn**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

<b>Book</b>	<b>Page</b>	<b>Date Recorded</b>	<b>For Tax Year</b>
27186	332	August 18, 2009	2008
28010	27	August 23, 2010	2009
28904	208	August 22, 2011	2010
32536	256	August 24, 2015	2014

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

A certain Mobile Home on land depicted as Map 022 Lot 054 Sub 000 Typ 050 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2008, April 1, 2009, April 1, 2010 and April 1, 2014.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 18<sup>th</sup> day of **July 2016**.

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

TOWN OF BRUNSWICK

\_\_\_\_\_  
Witness

\_\_\_\_\_  
John S. Eldridge, III  
Town Manager

STATE OF MAINE  
Cumberland, ss.

July 18, 2016

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

Before me,

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



\*12RETTD\*

RETTD

00

MAINE REVENUE SERVICES  
REAL ESTATE TRANSFER TAX  
DECLARATION

TITLE 36, M.R.S.A. SECTIONS §§4641-4641N

1. County

CUMBERLAND

2. Municipality/Township

TOWN OF BRUNSWICK

3. GRANTEE/  
PURCHASER

3a) Name LAST or BUSINESS, FIRST, MI

SPAHN, ERIC

3b) SSN or Federal ID

3c) Name, LAST or BUSINESS, FIRST, MI

3d) SSN or Federal ID

3e) Mailing Address

64 LINNELL CIRCLE

3f) City

BRUNSWICK

3g) State

ME

3h) Zip Code

04011

BOOK/PAGE—REGISTRY USE ONLY

4. GRANTOR/  
SELLER

4a) Name, LAST or BUSINESS, FIRST, MI

TOWN OF BRUNSWICK

4b) SSN or Federal ID

4c) Name, LAST or BUSINESS, FIRST, MI

4d) SSN or Federal ID

4e) Mailing Address

85 UNION STREET

4f) City

BRUNSWICK

4g) State

ME

4h) Zip Code

04011

5. PROPERTY

5a) Map

022

Block

054

Lot

000

Sub-Lot

050

5b) Type of property—Enter the code number that **best** describes the property being **sold**. (See instructions)→

206

5c) Physical Location

64 LINNELL CIRCLE

Check any that apply:

No tax maps exist

5d) Acreage

Multiple parcels

Portion of parcel

6. TRANSFER TAX

6a) Purchase Price (If the transfer is a gift, enter "0")

6a

.00

6b) Fair Market Value (enter a value **only** if you entered "0" in 6a) or if 6a) was of nominal value)

6b

.00

6c) Exemption claim -  Check the box if either grantor or grantee is claiming exemption from transfer tax and explain.

MUNICIPAL QUITCLAIM DEED REVERTING BACK TO ORIGINAL OWNER

7. DATE OF TRANSFER (MM-DD-YYYY)

07-18-2016

MONTH DAY YEAR

8. WARNING TO BUYER—If the property is classified as Farmland, Open Space, Tree Growth, or Working Water-front a substantial financial penalty could be triggered by development, subdivision, partition or change in use.

CLASSIFIED

9. SPECIAL CIRCUMSTANCES—Were there any special circumstances in the transfer which suggest that the price paid was either more or less than its fair market value? If yes, check the box and explain:

10. INCOME TAX WITHHELD—Buyer(s) not required to withhold Maine income tax because:

Seller has qualified as a Maine resident

A waiver has been received from the State Tax Assessor

Consideration for the property is less than \$50,000

Foreclosure Sale

11. OATH

Aware of penalties as set forth by Title 36 §4641-K, we hereby swear or affirm that we have each examined this return and to the best of our knowledge and belief, it is true, correct, and complete. Grantee(s) and Grantor(s) or their authorized agent(s) are required to sign below:

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

Grantee \_\_\_\_\_ Date \_\_\_\_\_ Grantor \_\_\_\_\_ Date \_\_\_\_\_

12. PREPARER

Name of Preparer TOWN OF BRUNSWICK Phone Number 207-725-6657

Mailing Address 85 UNION STREET E-Mail Address \_\_\_\_\_

BRUNSWICK, ME 04011 Fax Number 207-725-4107

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# Manager's Report Overview Memo

# 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:** July 12, 2016

**SUBJECT:** Town Manager's Report (a) – (j)  
for the July 18<sup>th</sup> Town Council Meeting

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Below is a brief summary of items included in the July 18, 2016 Manager's Report.

### **Report from Brunswick Sewer District (a)**

Leonard Blanchette, General Manager of the Brunswick Sewer District, will address the Council on the District's recent activities and future plans.

### **Financial Update (b)**

The budget-to-actual reports for revenues and expenditures through June 30, 2016 are included in your packets. Recall that the June 30<sup>th</sup> numbers will continue to be updated as revenues and expenditures related to the 2016 fiscal year will continue to be processed through the end of August. Julie Henze and I will make a brief presentation and respond to questions.

### **Project Tracking Report (c)**

The report, tracking the projects deemed of interest to the Town Council, is included in the packet. The "current update" field identifies the last activity on the project. Based on input we received at the June 23<sup>rd</sup> workshop, the report has been modified, and it is now sorted by department, priority and due date. We will continue to tweak the report to make it a more useful tool. This report includes open projects that the Council has expressed an interest in following. There are over 100 projects being tracked. These are in addition to each department's daily responsibilities.

### **Nomination Papers Availability (d)**

Nomination papers are available beginning Friday, July 29<sup>th</sup> and must be returned by 4:30 p.m. Friday, September 9<sup>th</sup>. Town Council and School Board seats for Districts 1, 2, and 6 will be on the November ballot. Please see the Town's website for more information.

### **Revaluation Update (e)**

The revaluation is progressing with field inspections. The Assessing Department has mailed notices to property owners reminding them that KRT Appraisal is conducting the field inspections. KRT has recently visited Mere Point Road & surrounding waterfront areas.

**Frank J. Wood Bridge Update (f)**

Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires federal agencies to take into account the effects of their undertakings on historic properties, and afford the Advisory Council on Historic Preservation (ACHP) a reasonable opportunity to comment. The historic preservation review process mandated by Section 106 is outlined in regulations issued by ACHP. Because the Maine Department of Transportation (MDOT) intends to use federal funds for the bridge project, the Federal Highway Administration (FHWA) is required to conduct a Section 106 review. On June 11<sup>th</sup>, Casandra Chase of the FHWA conducted a meeting for "consulting parties" to outline the Section 106 review.

MDOT's issuance of its preliminary design report (PDR) is not expected to be available until late July or early August. The PDR is expected to address many of the questions that have been raised regarding MDOT's evaluation of options it considered for rehabilitation and replacement of the bridge. We do not expect to have a response to the questions raised at your June 23<sup>rd</sup> workshop until the PDR is released. Consideration of the proposed resolution related to the project is postponed until the PDR is released. The Friends of the Frank Wood Bridge (Friends) say they are prepared to respond to the questions posed to them.

**Tax Acquired Property Sale Update (g)**

Three tax-acquired properties are being offered for sale by sealed bid. Bids are due on August 1<sup>st</sup>. The properties are located at: 403 Bath Road, 16 Jordan Avenue, and Coombs Road. Copies of the notice of sale and bid forms are included in your packet.

**Stop Sign Installation on Board Road (h)**

The Police Department reviewed the request for a stop sign on Board Road at the intersection of Board, Meadow and Woodward Point roads and concluded that a sign was warranted. It was installed on July 6<sup>th</sup>.

**Miller Point Update (i)**

On June 27<sup>th</sup>, staff held a public meeting at which the revised plans for the Miller Point Shoreland Stabilization project were presented and reviewed. Abutters and others interested in the project were provided notice of the meeting and several were in attendance. Following the presentation, the applicant's representatives, the applicant, as well as Town staff and its consultant responded to questions. The applicant has filed the amended plan with the Maine Department of Environmental Protection (MDEP). We understand the Department has initiated its review.

**Zoning Ordinance Re-write Committee (ZORC) Update (j)**

The Planning Board continues to review the draft zoning ordinance provided by the Zoning Ordinance Re-write Committee. Copies of the proposed ordinance, zoning maps, and a summary of the proposed changes and other documents, may be obtained from the Planning Department's webpage on the Town's website.

# MANAGER'S REPORT - A NO BACK UP MATERIALS

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# MANAGER'S REPORT - B BACK UP MATERIALS

FOR 2016 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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00 Fill							
19000 General Fund Transfers Out	1,368,236	1,559,217	1,559,217.00	.00	.00	.00	100.0%
TOTAL Fill	1,368,236	1,559,217	1,559,217.00	.00	.00	.00	100.0%
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10 General Government							
11000 Administration	583,769	593,769	538,782.82	55,354.69	.00	54,986.18	90.7%
11100 Finance Department	710,161	710,161	689,627.48	71,986.35	.00	20,533.52	97.1%
11150 Technology Services Dept	363,164	363,164	315,493.83	21,376.36	31,531.60	16,138.57	95.6%
11200 Municipal Officers	85,665	85,665	80,691.07	17,384.21	.00	4,973.93	94.2%
11210 Munic Bldg - 85 Union	214,863	225,063	210,722.73	18,564.29	5,635.96	8,704.22	96.1%
11230 Risk Management	479,057	494,057	484,576.51	114.08	.00	9,480.49	98.1%
11240 Employee benefits	0	0	-151,713.51	-6,096.68	.00	151,713.51	100.0%
11250 Cable TV	61,298	61,298	54,686.94	5,356.86	2,279.11	4,331.95	92.9%
11300 Assessing	295,863	295,863	280,958.64	29,691.51	2,015.00	12,889.36	95.6%
11600 Town Clerk & Elections	363,719	364,119	311,600.82	41,169.76	537.90	51,980.28	85.7%
11900 Planning Department	480,995	483,088	452,027.33	50,569.21	6,493.02	24,567.68	94.9%
11950 Economic Development Dept	115,106	116,726	109,650.08	12,024.16	.00	7,075.92	93.9%
TOTAL General Government	3,753,660	3,792,973	3,377,104.74	317,494.80	48,492.59	367,375.61	90.3%
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20 Public Safety							
12100 Fire Department	3,154,491	3,167,016	3,122,542.52	334,847.04	9,336.00	35,137.48	98.9%
12150 Central Fire Station	59,158	59,158	39,919.48	3,010.38	8,414.60	10,823.92	81.7%
12160 Emerson Fire Station	49,328	64,328	53,540.02	2,861.84	970.00	9,817.98	84.7%
12200 Police Department	3,836,175	3,776,175	3,609,674.69	372,511.63	9,947.00	156,553.31	95.9%
12210 Police Special Detail	0	0	37,450.34	3,867.51	.00	-37,450.34	100.0%
12220 Emergency Services Dispatch	812,214	812,214	762,208.56	82,905.71	699.58	49,305.86	93.9%
12250 Police Station Building	101,431	101,431	81,218.94	9,116.16	353.88	19,858.18	80.4%
12280 Marine Resources	0	0	4,759.85	4,759.85	.00	-4,759.85	100.0%
12310 Streetlights	211,000	221,000	210,025.76	16,116.02	.00	10,974.24	95.0%
12320 Traffic Signals	31,600	31,600	15,955.12	538.16	.00	15,644.88	50.5%
12330 Hydrants	465,000	465,000	446,918.87	106,548.00	.00	18,081.13	96.1%
12340 Civil Emergency Preparedness	2,000	2,000	1,280.00	.00	.00	720.00	64.0%
TOTAL Public Safety	8,722,397	8,699,922	8,385,494.15	937,082.30	29,721.06	284,706.79	96.7%

FOR 2016 12

30	Public Works	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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30	Public Works							
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13100	Public Works Administration	446,577	446,577	427,380.00	44,919.51	2,483.60	16,713.40	96.3%
13110	PW General Maintenance	1,713,865	1,702,351	1,437,066.55	113,463.05	80,510.57	184,773.80	89.1%
13130	Refuse Collection	611,556	681,556	607,027.33	52,194.83	35,446.47	39,082.20	94.3%
13140	Recycling	298,631	298,631	271,634.68	23,418.19	24,761.77	2,234.55	99.3%
13150	PW Central Garage	724,112	774,112	680,717.17	5,358.86	46,839.77	46,555.06	94.0%
	TOTAL Public Works	3,794,741	3,903,227	3,423,825.73	239,354.44	190,042.18	289,359.01	92.6%
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40	Human Services							
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14100	General Assistance	169,994	169,994	145,686.56	12,450.76	305.00	24,002.44	85.9%
14120	Health & Social Services	12,766	32,766	30,492.14	.00	.00	2,273.86	93.1%
	TOTAL Human Services	182,760	202,760	176,178.70	12,450.76	305.00	26,276.30	87.0%
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45	Education							
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14500	School Department	36,525,855	36,525,855	33,524,126.19	5,318,245.76	.00	3,001,728.81	91.8%
	TOTAL Education	36,525,855	36,525,855	33,524,126.19	5,318,245.76	.00	3,001,728.81	91.8%
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50	Recreation and Culture							
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15000	Recreation Administration	439,700	450,780	435,507.98	48,742.91	2,630.87	12,641.15	97.2%
15050	Rec Buildings and Grounds	699,391	707,371	634,016.17	62,224.22	14,919.00	58,435.83	91.7%
15250	Rec Building 211	173,982	173,982	96,196.09	30,435.25	44,340.96	33,444.95	80.8%
15300	Teen Center	15,000	15,000	15,000.00	.00	.00	.00	100.0%
15310	People Plus	118,300	124,300	119,300.00	.00	.00	5,000.00	96.0%
15400	Curtis Memorial Library	1,325,000	1,325,000	1,316,149.50	115,316.17	.00	8,850.50	99.3%
	TOTAL Recreation and Culture	2,771,373	2,796,433	2,616,169.74	256,718.55	61,890.83	118,372.43	95.8%
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60	Intergovernmental							
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FOR 2016 12

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,360,042	1,360,042	1,360,042.00	.00	.00	.00	100.0%
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70	Unclassified							
17000	Promotion and Development	161,917	167,417	162,545.09	16.30	.00	4,871.91	97.1%
17010	Additional School Assistance	10,000	10,000	10,000.00	.00	.00	.00	100.0%
17020	Cemetery Care	3,000	13,000	8,250.00	2,000.00	.00	4,750.00	63.5%
17030	Wage Adjustment Account	43,000	-27,000	.00	.00	.00	-27,000.00	.0%
	TOTAL Unclassified	217,917	163,417	180,795.09	2,016.30	.00	-17,378.09	110.6%
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80	Debt Service							
18020	2006 CIP G/O Bonds	244,000	244,000	244,000.00	.00	.00	.00	100.0%
18030	2011 GO CIP Bonds	255,380	255,380	255,380.00	.00	.00	.00	100.0%
18040	Police Station Bond	400,125	400,125	400,125.02	.00	.00	-.02	100.0%
18050	2010 Elementary School Bond	0	0	-1,144.48	.00	.00	1,144.48	100.0%
	TOTAL Debt Service	899,505	899,505	898,360.54	.00	.00	1,144.46	99.9%
	GRAND TOTAL	59,596,486	59,903,351	55,501,313.88	7,083,362.91	330,451.66	4,071,585.32	93.2%

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

FOR 2016 12

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes								
111190	41101	Property Taxes	38,824,828	37,878,170	38,048,728.59	41,417.19	-170,558.59	100.5%*
111190	41103	Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190	41104	Tax Abatements	-75,000	-75,000	-59,917.82	-10,858.10	-15,082.18	79.9%
111190	41105	Interest on Taxes	65,000	65,000	75,624.79	16,291.50	-10,624.79	116.3%*
111190	41106	Tax Lien Costs Revenu	13,000	13,000	17,203.92	.00	-4,203.92	132.3%*
111190	41107	Tax Lien Interest Rev	13,000	13,000	19,091.21	.00	-6,091.21	146.9%*
111190	41109	Payment in Lieu of Ta	175,000	175,000	213,886.42	105,100.00	-38,886.42	122.2%*
111190	41197	BETE reimbursement	0	504,808	565,974.00	.00	-61,166.00	112.1%*
111190	41198	Homestead exemption r	0	441,850	332,248.00	.00	109,602.00	75.2%*
111190	41199	Miscellaneous tax adj	4	4	.00	.00	4.00	.0%*
111191	41110	Excise Tax - Auto	2,865,000	2,865,000	3,141,600.39	315,257.78	-276,600.39	109.7%*
111191	41111	Excise Tax Boat/ATV/S	25,000	25,000	26,614.70	7,869.90	-1,614.70	106.5%*
111191	41112	Excise Tax - Airplane	3,500	3,500	2,835.04	.00	664.96	81.0%*
		TOTAL Taxes	41,709,332	41,709,332	42,383,889.24	475,078.27	-674,557.24	101.6%
		TOTAL REVENUES	41,709,332	41,709,332	42,383,889.24	475,078.27	-674,557.24	
20 Licenses & Fees								
121111	42207	Passport Fees	9,500	9,500	13,775.00	1,425.00	-4,275.00	145.0%*
121111	42208	Postage Fees	0	0	131.78	.00	-131.78	100.0%*
121111	42209	Passport Picture Reve	3,000	3,000	5,415.00	435.00	-2,415.00	180.5%*
121411	42100	Building Permits	145,000	145,000	159,366.84	23,110.55	-14,366.84	109.9%*
121411	42101	Electrical Permits	34,000	34,000	47,776.88	7,502.42	-13,776.88	140.5%*
121411	42102	Plumbing Permits	22,000	22,000	29,617.50	4,245.00	-7,617.50	134.6%*
121411	42103	Zoning Board Fees	0	0	300.00	75.00	-300.00	100.0%*
121611	42200	Hunting & Fishing Lic	1,100	1,100	1,046.25	110.00	53.75	95.1%*
121611	42201	Dog License Fee	2,500	2,500	2,765.00	37.00	-265.00	110.6%*
121611	42202	Vital Statistics	50,000	50,000	51,564.00	5,505.60	-1,564.00	103.1%*
121611	42203	General Licenses	21,270	21,270	25,916.00	3,080.00	-4,646.00	121.8%*
121611	42204	Victulars/Innkeepers	18,250	18,250	16,143.75	2,250.00	2,106.25	88.5%*
121611	42205	Shellfish Licenses	17,400	17,400	18,400.00	225.00	-1,000.00	105.7%*
121611	42206	Neutered/Spayed Dog L	4,730	4,730	4,940.00	52.00	-210.00	104.4%*
121611	42208	Postage Fees	0	0	119.94	.00	-119.94	100.0%*
121611	42210	Mooring fees	0	0	17,400.00	150.00	-17,400.00	100.0%*
121911	42300	Planning Board Appl F	22,500	22,500	22,268.00	2,244.60	232.00	99.0%*
122121	42400	Fire Permits	500	500	1,125.00	455.00	-625.00	225.0%*
122221	42500	Conc Weapons Permits	600	600	470.00	35.00	130.00	78.3%*

FOR 2016 12

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
122221	42501	Parking Permit fee	0	0	250.00	.00	-250.00	100.0%*
123131	42600	Public Works Opening	8,000	8,000	20,018.00	8,059.00	-12,018.00	250.2%*
TOTAL Licenses & Fees			360,350	360,350	438,808.94	58,996.17	-78,458.94	121.8%
TOTAL REVENUES			360,350	360,350	438,808.94	58,996.17	-78,458.94	

30 Intergovernmental

131122	43505	FD EMPG grant	15,000	15,000	9,854.19	.00	5,145.81	65.7%*
131132	43103	Highway Grant Fund	195,000	195,000	199,148.00	.00	-4,148.00	102.1%*
131142	43104	State General Assista	24,000	24,000	31,640.27	6,435.53	-7,640.27	131.8%*
131190	43102	State Tax Exemption R	40,000	40,000	11,346.86	.00	28,653.14	28.4%*
131192	43101	State Revenue Sharing	1,088,154	1,088,154	1,163,162.22	146,392.61	-75,008.22	106.9%*
131192	43106	Snowmobile Receipts	1,400	1,400	1,542.46	.00	-142.46	110.2%*
134546	43120	State Education Subsi	9,826,081	9,826,081	10,162,560.72	1,432,595.63	-336,479.72	103.4%*
TOTAL Intergovernmental			11,189,635	11,189,635	11,579,254.72	1,585,423.77	-389,619.72	103.5%
TOTAL REVENUES			11,189,635	11,189,635	11,579,254.72	1,585,423.77	-389,619.72	

40 Charges for services

141111	44110	Agent Fee Auto Reg	47,000	47,000	51,464.00	5,518.00	-4,464.00	109.5%*
141111	44111	Agent Fee Boat/ATV/Sn	1,500	1,500	1,676.00	336.00	-176.00	111.7%*
141211	44121	Rental of Property	1,200	1,200	1,200.00	100.00	.00	100.0%*
141611	44131	Advertising Fees	0	0	1,237.97	130.72	-1,237.97	100.0%*
142121	44155	Ambulance Service Fee	845,000	845,000	972,671.36	167,512.90	-127,671.36	115.1%*
142121	44166	Special Detail - Fire	1,000	1,000	3,827.12	269.28	-2,827.12	382.7%*
142221	44161	Witness Fees	3,000	3,000	3,183.92	.00	-183.92	106.1%*
142221	44162	Police Reports	4,500	4,500	4,094.50	439.00	405.50	91.0%*
142221	44163	School Resource Offic	86,000	86,000	86,000.00	.00	.00	100.0%*
142221	44165	Special Detail - Poli	3,000	3,000	28,839.50	4,408.00	-25,839.50	961.3%*
142221	44167	Dispatch Services fee	143,760	143,760	143,760.21	11,170.18	-.21	100.0%*
143131	44174	PW Labor & Materials	0	0	-86.66	-86.66	86.66	100.0%
143431	44175	Recycling Revenue	25,000	25,000	15,743.80	3,862.70	9,256.20	63.0%*
144545	44100	School Tuition, etc	102,000	102,000	173,073.78	87,592.53	-71,073.78	169.7%*
145051	44121	Rental of Property	0	0	1,390.00	.00	-1,390.00	100.0%*
TOTAL Charges for services			1,262,960	1,262,960	1,488,075.50	281,252.65	-225,115.50	117.8%
TOTAL REVENUES			1,262,960	1,262,960	1,488,075.50	281,252.65	-225,115.50	

50 Fines & Penalties

151611	45108	Gen License Late Pena	0	0	35.00	.00	-35.00	100.0%*
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FOR 2016 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
151611 45109 Mooring Fee Late Pena	0	0	350.00	150.00	-350.00	100.0%*
151611 45110 Victualers Lic Late P	0	0	250.00	250.00	-250.00	100.0%*
151621 45103 Unlicensed Dog Fines	10,000	10,000	6,700.00	125.00	3,300.00	67.0%*
152121 45104 False Alarm Fire	1,000	1,000	5.00	.00	995.00	.5%*
152121 45107 Fire Code Violation F	0	0	400.00	.00	-400.00	100.0%*
152221 45100 Ordinance Fines	600	600	1,204.00	.00	-604.00	200.7%*
152221 45101 Parking Tickets	30,000	30,000	33,639.00	1,790.00	-3,639.00	112.1%*
152221 45102 Leash Law Fines	100	100	200.00	.00	-100.00	200.0%*
152221 45105 False Alarm Police	100	100	15.00	.00	85.00	15.0%*
152221 45106 Restitution	0	0	336.57	21.31	-336.57	100.0%*
TOTAL Fines & Penalties	41,800	41,800	43,134.57	2,336.31	-1,334.57	103.2%
TOTAL REVENUES	41,800	41,800	43,134.57	2,336.31	-1,334.57	
60 Interest earned						
161193 46100 Interest Earned	20,000	20,000	33,589.64	17,647.56	-13,589.64	167.9%*
TOTAL Interest earned	20,000	20,000	33,589.64	17,647.56	-13,589.64	167.9%
TOTAL REVENUES	20,000	20,000	33,589.64	17,647.56	-13,589.64	
70 Donations						
171952 47000 BDC Contrib to Econ D	94,000	94,000	94,000.00	.00	.00	100.0%*
171952 47002 MRRA - MCOG DUES	15,000	15,000	15,208.50	.00	-208.50	101.4%*
TOTAL Donations	109,000	109,000	109,208.50	.00	-208.50	100.2%
TOTAL REVENUES	109,000	109,000	109,208.50	.00	-208.50	
80 Use of fund balance						
181100 48000 Unapprop General Fund	825,000	1,011,481	.00	.00	1,011,481.00	.0%*
181100 48001 Bal of State Revenue	50,000	50,000	.00	.00	50,000.00	.0%*
184500 48004 School Balance Forwar	3,067,309	3,067,309	.00	.00	3,067,309.00	.0%*
184500 48005 Restricted-Sch Bond P	119,800	119,800	.00	.00	119,800.00	.0%*
TOTAL Use of fund balance	4,062,109	4,248,590	.00	.00	4,248,590.00	.0%
TOTAL REVENUES	4,062,109	4,248,590	.00	.00	4,248,590.00	
90 Other						

FOR 2016 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191011 49000 Administration Miscel	0	0	790.42	.00	-790.42	100.0%*
191111 49000 Finance Miscellaneous	4,000	4,000	23,433.87	2,499.98	-19,433.87	585.8%*
191111 49104 Property & Casualty D	0	0	10,052.00	.00	-10,052.00	100.0%*
191111 49105 Postage & Handling	0	0	53.00	.00	-53.00	100.0%*
191111 49106 W/C Proceeds	0	0	6,073.69	510.68	-6,073.69	100.0%*
191192 49100 Cable Television	225,000	225,000	197,136.28	.00	27,863.72	87.6%*
191611 49000 Town Clerk Miscellane	1,300	1,300	1,879.50	182.00	-579.50	144.6%*
191911 49000 Planning Miscellaneou	200	200	1,445.79	4.50	-1,245.79	722.9%*
192121 49000 Fire Miscellaneous	5,800	5,800	11,039.07	40.00	-5,239.07	190.3%*
192194 49151 Fire Vehicle Sales	0	0	5,700.00	.00	-5,700.00	100.0%*
192221 49000 Police Miscellaneous	10,000	10,000	15,588.88	1,038.52	-5,588.88	155.9%*
193131 49000 Public Works Miscella	2,000	2,000	12.28	.00	1,987.72	.6%*
194141 49103 General Assistance Re	0	0	4,672.78	.00	-4,672.78	100.0%*
194545 49000 School Miscellaneous	93,000	93,000	83,464.62	8,604.84	9,535.38	89.7%*
195051 49000 Recreation Miscellane	0	0	22.82	.00	-22.82	100.0%*
199980 48100 General Fund Transfer	500,000	500,000	620,941.86	.00	-120,941.86	124.2%*
TOTAL Other	841,300	841,300	982,306.86	12,880.52	-141,006.86	116.8%
TOTAL REVENUES	841,300	841,300	982,306.86	12,880.52	-141,006.86	
GRAND TOTAL	59,596,486	59,782,967	57,058,267.97	2,433,615.25	2,724,699.03	95.4%

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

# MANAGER'S REPORT - C BACK UP MATERIALS



# Town of Brunswick - Open Projects (Council)

Task Title	Priority	Status	Description
<b>Administration</b>			
<b>140</b> Miller Point Project	1 - Now!	In Progress	Review of Shoreline Stabilization Project
Comments:	Due/Days/%: 8/1/2016	18 90%	Current Update: 6/24/2016 Completed Staff/Public Review Meeting on 6/27 Applicant filed updated plan with MDEP Need to complete vegetation agreement
<b>130</b> Mere Point Property 946	1 - Now!	In Progress	Review Public Uses for Property
Comments:	Due/Days/%: 8/18/2016	35 33%	Current Update: 7/13/2016 Site walks held on July 9th and July 13th. Committees will be deliberating.
Distribute to Committees for Review: Planning Board Conservation Commission Rivers and Coastal Waters Marine Resources Parks and Recreation  Prepare economic analysis			
<b>108</b> Freeport Dispatch Contract	1 - Now!	In Progress	Negotiate Contract Extension.
Comments:	Due/Days/%: 8/31/2016	48 90%	Current Update: 7/13/2016 Completed contract negotiations for five year extension. Proposed agreement to be submitted at August 1 Town Council meeting. Granted extension while in negotiations.
Negotiate extension of agreement. Contract expired on June 30, 2016.			

Task Title	Priority	Status	Description
<b>127</b> Wood Pond Village	1 - Now!	In Progress	Improvements required by Consent Agreement
Comments: Due/Days/%: 10/1/2016 79 50% Need to complete the improvements specified in the 2010 Consent Agreement.			Current Update: 7/13/2016 LOC renewed by Camden National Bank \$100,000 through June 1, 2017 Developer reports negotiations with contractors. Advised that improvements must be completed this year.
<b>145</b> Tax-Acquired Property	1 - Now!	In Progress	Disposition of tax-acquired property
Comments: Due/Days/%: 10/1/2016 79 75% Review and determination of disposition of properties acquired through nonpayment of taxes. TM presented list of 11 properties to Town Council 4/16/16.			Current Update: 7/11/2016 On 4/19/16, Council set final re-acquisition date for original owners as 6/30/16, sale date as 8/1/16. As of 6/30/16, three properties remain on the list. Notice of Sale and bid documents drafted.
<b>15</b> Town Hall Trim Work	2 - High	In Progress	Develop Specifications and Bid Project Bond Ordinance for Funding
Comments: Due/Days/%: 8/1/2016 18 25% 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. Estimate provided by Town Engineer for complete R&R of Trim. PowerPoint and bond ordinance developed for council approval. (5/5/16 packet)			Current Update: 6/7/2016 Est. \$200K Presented to Town Council 5/5/16; Public Hearing 5/16/16; Bond Ordinance approval 6/6/16

Task Title	Priority	Status	Description
<b>35</b> Committee Coordination	2 - High	In Developm	Meeting with Committee Chairs to Discuss Priorities, Coordination, and Resources
Comments: Need to coordinate committees on projects and use of resources and staffing.	Due/Days/%: 9/1/2016	49	10% Current Update: Need to schedule meeting with committees to discuss collaboration.
<b>29</b> Cable TV Franchise Negotiations	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).	Due/Days/%: 10/1/2016	79	50% Current Update: Model franchise agreement to replace Brunswick agreement.  6/1 Discussion with Jay Somers on dark fiber request.

Task Title	Priority	Status	Description
<b>70</b> Riverside Cemetery	2 - High	In Progress	Re-establish Riverside Cemetery Corporation
Comments: Due/Days/%: 12/31/2016 170 25% Review the legal options with Town Attorney. Time consuming and potentially expensive process.			Current Update: 5/4/2016 Working with Town Attorney on legal transfer of assets from Riverside Cemetery Association to Town of Brunswick. Also requested Town Attorney to determine how to legally transfer responsibility and ownership to another association/entity. This includes a detailed process of transfer and the steps necessary for an organization to assume custody and commence operations.
<b>97</b> Council Rules Committee	2 - High	In Progress	Rules Committee to Review and Update Council Rules
Comments: Due/Days/%: 12/31/2016 170 25% Draft a committee charge Charge written; committee appointed. Guidance is to review rules to determine how to make the language more clear and understandable while reducing redundancy from within the document.			Current Update: 4/15/2016
<b>64</b> Human Rights Task Force	3 - Normal	In Progress	Assign task force to look into issues of race and gender.
Comments: Due/Days/%: 6/30/2016 -14 50% Task force established. Meeting regularly since January.			Current Update: 6/1/2016 Task force continues to meet Meeting with churches scheduled for 6/3
<b>123</b> PILOT	3 - Normal	Requested	Investigate PILOTs throughout Maine and other states
Comments: Due/Days/%: 10/1/2016 79 10% Review the use of PILOTs			Current Update: 5/26/2016

Task Title	Priority	Status	Description
<b>26</b> Streetlight Policy and Reduction Plan Comments: Due/Days/%: 10/1/2016 Develop street light policy based on traffic and pedestrian safety. Preliminary to street light reduction plan.  Summary of cost/benefits Policy on placement of streetlights Trial sections of town.	3 - Normal	In Progress	Develop Streetlight reduction plan 79 50% Current Update: 7/1/2016 Draft of street lighting policy in development. In June met with Larry Bartlett, Bartlett Design to review street lighting analysis and policy he developed for Freeport. Discussed policy options for Brunswick, Larry agreed to review draft policy and provide comments to the town.
<b>129</b> Plastic Bag Reduction Ordinance Comments: Due/Days/%: 12/31/2016 Proposed by Bring Your Own Bag (BYOB) Reviewed by Recycling and Sustainability Committee	3 - Normal	Requested	Ordinance to Reduce Use of Plastic Bags in Retail 170 10% Current Update: 7/13/2016 Awaiting a draft from RSC. Considering November referendum. Would require a complete and vetted draft by late July for August public hearing.
<b>128</b> Brown Tail Moth Comments: Due/Days/%: 12/31/2016	3 - Normal	Requested	Investigate and Implement Mitigation Strategies 170 0% Current Update: 6/17/2016 Request consideration of spraying and other alternatives.
<b>31</b> Downeaster Idling Comments: Due/Days/%: 12/31/2016 Meet with NNEPRA and Amtrak. Explore Options.  Need to discuss cold weather options. Anti-idling bill in legislature. Meet with NNEPRA and Amtrak.	5 - Defer	Deferred	Reduce Idle Time for Downeaster 170 90% Current Update: 1/20/2016 No recent activity. NNEPRA believes the layover facility will resolve this issue.

Task Title	Priority	Status	Description
<b>32</b> Solar Installation at Rec Center	5 - Defer	Deferred	Explore Solar Installation at Recreation Center
Comments: Due/Days/%: 12/31/2016 170 85% 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>3</b> Cook's Corner Road Improvements and TIF	5 - Defer	Deferred	Cook's Corner Road Improvements; connection of Gurnet Rd to Wal-Mart; Connections to Brunswick Landing; Traffic Signals
Comments: Due/Days/%: 12/31/2016 170 50% Prepare engineering analysis and cost estimates Coordinate extinguishment of cross easements Develop TIF funding model Develop bond ordinance  Deferred due to pending sale of DDR properties			Current Update: 7/13/2016 Held June 22nd meeting with stakeholders and district councilors. Stakeholder have expressed desire to resume conversations about private development and public improvements.
<b>57</b> Ocean Access	5 - Defer	Requested	Explore Additional Opportunities for Ocean Access
Comments: Due/Days/%: 12/31/2016 170 0%			Current Update: 1/20/2016
<b>99</b> New Meadows Restoration	5 - Defer	Requested	Remove the "dam" on Bath road. Remove the lake and restore.
Comments: Due/Days/%: 12/31/2018 900 10% AOCE has Brunswick on the list for potential funding.			Current Update: 5/9/2016 Recent call from ACOE asking if Brunswick wished to stay on list for potential funding.  Set up meeting with West Bath Administrator

Task Title	Priority	Status	Description
<b>Finance Department</b>			
<b>1</b> MRRRA TIF Requests (CEA)	2 - High	In Progress	Amend development programs, establish credit enhancement agreement with MRRRA
<p>Comments:</p> <p>Amendment of development programs and credit enhancement agreement with MRRRA based on MOA signed 10/7/15.</p> <p>Town Council approved development program amendments, authorized TM to sign CEA. DECD approval of development program amendments required.</p>	Due/Days/%: 6/30/2016	<b>-14</b> 80%	<p>Current Update:</p> <p>Public Hearing 6/20/2016. Council approved amendments, authorized CEA. Documents being assembled by Bernstein Shur for submission to DECD for approval</p>
<b>2</b> MRRRA Tax Appeal / TIF amendments	2 - High	In Progress	MRRRA Tax Appeal Case - see also task #1
<p>Comments:</p> <p>Settlement Reached. Implement via amendments to the Development Programs</p> <p>TM authorized to sign the credit enhancement agreement 6/20/16.</p> <p>Need DECD approval of Development Program amendments.</p>	Due/Days/%: 6/30/2016	<b>-14</b> 90%	<p>Current Update:</p> <p>TIF Development Program amendments and CEA approved by Town Council 6/20/16. Documents being assembled by Bernstein Shur for submission to DECD for approval.</p>
<b>117</b> State Revolving Loan Fund	2 - High	In Progress	Fund Improvements at Junior High and Coffin Schools
<p>Comments:</p> <p>DOE has approved Brunswick for funding.</p> <p>Brunswick has notified MMBB and needs to file an application</p> <p>School Board approved projects and borrowing</p> <p>Borrowing Ordinance Must Be Adopted by Town Council - schedule for 3/7/16.</p>	Due/Days/%: 7/31/2016	17 75%	<p>Current Update:</p> <p>Ordinance adopted 3/21/16.</p> <p>MMBB application approved.</p> <p>Town working with MMBB for loan closing in July, 2016</p>

Task Title	Priority	Status	Description
<b>89</b> Revenues and Fees	2 - High	In Progress	Review of All Fees and Charges
Comments:	Due/Days/%: 12/31/2016	170	35% Current Update: 7/11/2016
Review and update all fees, fines and charges in Town Ordinance:			Fee schedule format approved by Town Council Nov 2015 Ambulance fees to Finance Committee 6/16/16, to Council 7/18/16 to set public hearing for 8/1/16 Clerks' fees currently under review
1. Fire Dept - updated fees approved by Council 2/1/16			
2. Ambulance fees - July 2016			
3. Town Clerk - August 2016			
4. Public Works - possible storm drain connection fee			
5. Codes Enforcement - schedule review			
6. Police Dept - schedule review			

## Economic Development

<b>60</b> Solarize Brunswick	2 - High	In Progress	Develop and implement Solarize Brunswick Program
Comments:	Due/Days/%: 12/31/2016	170	90% Current Update: 7/12/2016
Project exceeded target of Tier 5 200 kw discount; actual sign up to date = 450 kW. Program extended to end of May 2016. Recycling & Sustainability Committee Chair, Mike Wilson, representing Brunswick at Maine Association of Planners 5-20-2016 workshop. See attachment.			Staff working with R&S Committee on project close-out report to Town Council - probably in August 2016.
<b>37</b> Frank Wood Bridge	2 - High	In Progress	MDOT Project Replacement or Rehabilitation
Comments:	Due/Days/%: 12/31/2018	900	25% Current Update: 7/12/2016
Possible connection to Riverwalk and Maine Street projects.			MDOT presented recommendation in presentation to Brunswick Town Council on 4/19, to Stakeholders on 4/25 and to general public on 4/27. On Town Council agenda for 6/6/2016. Agreement to develop questions for MDOT & Friend of the FJW Bridge at 6/24/2016 workshop. Questions out to both parties. Attended Section 106 meeting on 7/11/2016. Bring back to Council in August.

Task Title	Priority	Status	Description
<b>38</b> Riverwalk	5 - Defer	Deferred	Implementation of Riverwalk Plan.
Comments: Implementation of Riverwalk Plan. Check with MDOT on Funding.	Due/Days/%: 12/31/2018	900	10% Current Update: 1/20/2016 No recent activity. Attempting to coordinate with replacement/rehab of Frank Wood Bridge.

## Public Works

<b>4</b> Graham Road Landfill	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	Due/Days/%: 8/15/2016	32	50% Current Update: 7/12/2016 Conversations on-going with MDEP. Completion of solid waste alternatives report from Woodard and Curran pending conversation with MDEP.

<b>71</b> Mere Point Wastewater District	2 - High	In Progress	Address Several Issues Relating to the MP Wastewater District
Comments: Review annual operating costs; audit the billing units; identify capital replacement costs; identify solution for holding tank; and propose new rates. Evaluate existing fields and pumps.  2. Field Replacement  3. Fee Charge	Due/Days/%: 10/1/2016	79	33% Current Update: 6/30/2016 Stoddard Smith held a meeting with all waste water community members invited and presented them with the draft budget and proposed new fees for all 33 users. Stoddard Smith submitted a letter to the town summarizing the meeting and outlining issues they would like the town to work on. The 33 users are looking to form a group/association and have approximately 3 members represent them in future discussions with the town. At this time the Finance Department is preparing a rate structure recommendation for submittal to the Town Council to hold a public hearing and adopt revised rates in time for the third quarter billing cycle (end of September). The town will continue to work with all the users and provide them information on the proposed changes.

Task Title	Priority	Status	Description
<b>65</b> Complete Streets Policy	3 - Normal	In Progress	Develop Complete Streets Policy
Comments: Due/Days/%: 6/30/2016	-14	50%	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.
<b>9</b> Extended RR Quiet Zones	5 - Defer	Deferred	Study alternatives for Quite Zones
Comments: Due/Days/%: 6/30/2016	-14	50%	Current Update: 1/20/2016
Consultants to make recommendations			Project on hold pending new train schedules.

## IT/Cable

<b>12</b> TV3 Website, VOD, & Programming	2 - High	In Progress	TV3 Website Improvements
Comments: Due/Days/%: 12/31/2016	170	50%	Current Update: 1/20/2016
TV3 Website Improvements Improve reliability of streaming			Improvements made. Continue to evaluate.
Streaming reliability and VOD improved			
<b>94</b> Website Upgrades	3 - Normal	Requested	Study and Make Recommended Improvements
Comments: Due/Days/%: 12/31/2016	170	0%	Current Update: 2/1/2016
Study Recommended Improvements. Social Media Texts			Requested not yet authorized

## Town Clerk

Task Title	Priority	Status	Description
<b>30</b> Meeting Minutes & Indexing	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.	Due/Days/%: 9/1/2016	49 50%	Current Update: 7/12/2016 Have several proposals. Narrowed to 3. Have had second conversations and now requested Byran to discuss the technical video streaming. Fran and Bryan will meet and Fran then call references Expect to have recommendation by end of August

## Planning and Development

<b>7</b> Zoning Ordinance Re-write	2 - High	In Progress	Re-write of Zoning Ordinance
Comments: See project timeline.	Due/Days/%: 12/31/2016	170 85%	Current Update: 7/13/2016 ZORC Draft under review by Planning Board. Expected to complete first review by August 2nd. ZORC continues to meet. Next meeting July 20th. Solar facilities to be discussed. Update on shoreland.

<b>126</b> Shoreland Stabilization	2 - High	In Progress	Develop Shoreland Stabilization Regulations
Comments: Develop Regulations for Shoreland Stabilization Project.  Kathleen Layden Maine Coastal Program. Grant possibility discussed.	Due/Days/%: 4/1/2017	261 10%	Current Update: 7/13/2016 Waiting on shoreland mapping from Peter Slovinsky (MGS). Developing scope of work and staffing.

Task Title	Priority	Status	Description
<b>111</b> Mare Brook Watershed Project	3 - Normal	In Progress	Investigate health of impaired stream
Comments: Due/Days/%: 12/31/2016 170 50% Stressor analysis/Gap analysis complete Sampling Inspection Plan (SIP) drafted. Stantec input required prior to finalizing SIP for TAC review. 6/1/2016 Public meeting to be scheduled after SIP finalized. DEP to perform field assessment in conjunction with FB/Stantec. DEP will construct bug enclosures and town staff may assist with Bowdoin fellow in constructing enclosures, and monitoring enclosures in-stream for 7-10 days.	Current Update: 5/28/2016	Consultant selected: FB Environmental w/ Stantec. Six month report to MPAP (Ruta Denis) 12/31/2015 (attached) Technical Advisory Committee meeting (1 of 3) 1/22/2016 Project webpage created: <a href="http://www.brunswickme.org/departments/planning-development/mbwsa/">http://www.brunswickme.org/departments/planning-development/mbwsa/</a> Technical Advisory Committee meeting (2 of 3) 4/27/2016 DEP/FB Environmental/Town Planner conference call 5/13/2016	
<b>61</b> Bus Transportation	3 - Normal	In Progress	Review options for bus transportation to Portland
Comments: Due/Days/%: 12/31/2016 170 25% Explore Metro expansion and funding.	Current Update: 7/13/2016	Meeting with METRO Exec Director 7/13. Discussed potential funding models. Reviewing possible models in August.  Considering grant opportunities for next year. Will require expenditure to prepare application and supporting materials.	
<b>39</b> Master Plan Implementation Committee	3 - Normal	In Progress	Implement Downtown and Pleasant Street Master Plan
Comments: Due/Days/%: 12/31/2020 1631 25% See Master Plan Timeline Review Funding Opportunities Phase as appropriate	Current Update: 7/13/2016	Downtown parking audit scheduled for last week in July.  See MPIC meeting minutes for additional details.	

Task Title	Priority	Status	Description
<b>147</b> Cook's Corner Design Standards	5 - Defer	Requested	Review and update Cook's Corner design standards.
Comments: Project is funding dependent.	Due/Days/%: 7/1/2017	352 0%	Current Update: 7/13/2016 Project requested.

<b>141</b> Climate Change and Sustainability	5 - Defer	Requested	Police Dept short patrol officers
Comments:	Due/Days/%: 7/15/2017	366 0%	Current Update: 6/24/2016

## Fire Department

<b>83</b> Emerson Station Repairs	2 - High	In Progress	Make Improvements to HVAC System
Comments: 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&J is currently in the process of putting together their proposal.	Due/Days/%: 6/30/2016	<b>-14</b> 75%	Current Update: 7/13/2016 Work started 5/23. Progressing nicely. Project nearing completion.

Task Title	Priority	Status	Description
<b>95</b> Central Fire Station	2 - High	Requested	Review Options for New Station
Comments: Due/Days/%: 12/31/2018 900 0% Need to find a location for new station.  Parapet needs repair Floor needs repair (Lincoln Haney Report) Building envelope is leaking			Current Update: 5/9/2016 Need to review options to site new station per CIP
<b>112</b> Ambulance Fees Update	3 - Normal	Requested	Update the Ambulance Fees
Comments: Due/Days/%: 6/30/2016 -14 75% Comparable Fees for Service			Current Update: 7/11/2016 Fire Department and Finance Department have reviewed fees and No-Transports. Recommendations to be presented to Council 7/18/16
<b>58</b> Multi-unit apartment inspections	3 - Normal	Deferred	Explore fee based apartment inspections. Draft ordinance.
Comments: Due/Days/%: 7/1/2016 -13 75% In the queue since 2011. Request by the Council to explore multi unit apartment building inspections.			Current Update: 6/1/2016 Contacted Biddeford Codes Department. They have a new position that is funded through the budget. Nothing new here in Town.

## Assessing

Task Title	Priority	Status	Description
<b>18</b> Revaluation	2 - High	In Progress	Revaluation of all Real Estate
Comments: Notice of Revaluation Poster should go up around the first week of June. Data Collector's working in the River Road area 5/27/2016 Field works begins with Map 1 (River Road) area 4/24/2016 Video shot field work released 4/28/2016 Revaluation database created on 3/24/2016 Start Up Meeting Scheduled for 3/14/2016 Contract Signed (3/9/2016) Contract Awarded to KRT (3/1/2016) Responses to RFP being reviewed. RFP Issued Included in 2015-2016 CIP Prepare RFP Prepare Bond Ordinance	Due/Days/:%: 8/11/2017	393	15% Current Update: 5/27/2016
			Data Collectors doing waterfront properties 7/2016 Revaluation mailing went out to rural properties 6/2016 Revaluation mailing going out to urban properties this fall as it gets closer to listing those properties.

## Parks and Recreation

<b>63</b> BHS Track	3 - Normal	In Progress	Assist in development of specifications for BHS track
Comments: Project is in the School Department's CIP	Due/Days/:%: 9/1/2016	49	90% Current Update: 6/1/2016
			Huntress Sports Landscape Architects and Planners has developed plans for the 400 meter track and field renovations at BHS. Project specifications were reviewed with School Department representatives and town representatives on 5/17/16.

Task Title	Priority	Status	Description
<b>104</b> Recreation Center Improvements	3 - Normal	In Progress	Design Recreation Center Improvements
Comments: Requires architect to design code compliant corridors and other building uses.	Due/Days/%: 12/31/2016	170	10% Current Update: Capital budget includes funding for planning.
			6/1/2016

<b>21</b> Bike Path Extension	5 - Defer	Deferred	Extension to Bath (planning funds)
Comments: Planning Funds sought for extension of Bike Path.	Due/Days/%: 12/31/2017	535	10% Current Update: Potential for grant funding to be explored.
			4/28/2016

## Marine Resources

<b>96</b> Simpson's Point	2 - High	On Hold	Open Access to Propeller Driven Boats
Comments: Request made to IFW	Due/Days/%: 12/31/2016	170	50% Current Update: Waiting on decision from IFW
			3/1/2016

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Total 50

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

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

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

# MANAGER'S REPORT - G BACK UP MATERIALS



## TOWN OF BRUNSWICK NOTICE OF SALE OF TAX-ACQUIRED PROPERTY

The Town of Brunswick is accepting bids for the purchase of the municipality's interest in three tax-acquired properties.

The properties for sale are described on the Town Tax Maps as:

<b>Parcel</b>	<b>Street address</b>	<b>Minimum bid</b>
046-012-000-000	403 Bath Rd.	\$15,000
U08-063-000-000	16 Jordan Ave.	\$30,000
038-004-00B-000	Coombs Rd.	\$2,000

All bids must be received in the Town Manager's Office in the Brunswick Town Hall at 85 Union Street no later than **One o'clock (1:00) PM, on Monday, August 1, 2016**. Late bids will not be opened or considered.

Each bid must be received in writing on the attached form, and in a **sealed envelope marked "Tax-Acquired Property Bid"** on the outside. Each envelope may contain a bid for one property only; any person wishing to bid on several properties must submit a separate bid in a separate envelope for each property.

Each bid must be accompanied by a deposit in the form of a certified check or money order made payable to the Town of Brunswick, in an amount equal to or greater than 100% of the minimum bid price. Each successful bidder's deposit will be credited to the total purchase price for that parcel. Deposits will be returned to the unsuccessful bidders. Any bid which does not contain the proper deposit will be rejected.

The Town Manager shall review all bids and make recommendations to the Town Council. The Town Council shall determine which bids, if any, will be accepted. The Town Council does not require bidders to specify an intended use for the property.

All bid deposits shall be held until the Town Council makes its determination. No interest will be paid on the held bid deposits unless the deposits are held for more than seven (7) calendar days from the bid opening. If deposits are held beyond seven (7) calendar days, interest will be paid on all held bid deposits at the rate of 5% per annum. No interest will be paid on the accepted bid deposits.

Each successful bidder shall have 30 (thirty) days from the date the bids are opened in which to complete the purchase. In the event that a successful bidder fails, for any reason, to complete the purchase in the time stated, the bid acceptance is void and the bidder's deposit shall be forfeited to the Town of Brunswick. The Town Council may thereafter negotiate a sale of the property with any or all unsuccessful bidders.

The Town of Brunswick reserves the right to reject any and all bids, except other than the highest bid, and waive any of the requirements of its policy on tax acquired property should the Town Council, in its sole determination, judge such actions to be in the best interest of the Town of Brunswick.

Title to tax-acquired property shall be transferred only by means of a quitclaim deed. Unless otherwise advised by the Town Attorney, neither the Town of Brunswick nor any of its employees shall make any representations regarding title to the property.

The Town of Brunswick makes no warranties or representations of any kind whatsoever concerning the nature, extent, validity, value or utility of any rights to be conveyed. Properties will be conveyed "as is, where is," with no warranties, express or implied, including but not limited to, warranties of title, habitability, merchantability, or fitness for any particular purpose or use. The successful bidder shall be responsible for the removal of all occupants and contents. Bidders are strongly advised to consult an attorney prior to filing a bid.

The tax maps and other public information concerning the properties may be reviewed at the Brunswick Town Hall during its normal business hours, which are 8:30 AM to 4:30 PM, Monday through Friday.



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# MANAGER'S REPORT - H BACK UP MATERIALS

Chief Richard J. Rizzo  
Brunswick Police Department  
85 Pleasant Street  
Brunswick, ME 04011

5/25/16

RE: Traffic control at the intersection of Board, Woodward and Meadow roads.

Dear Chief Rizzo:

I am writing to see if a stop sign could be put at the end of Board Road where it intersects with Meadow and Woodward.

This past weekend I witnessed an incident between two pick up trucks and a blue Volvo station wagon that all thought they had the right of way entering the intersection.

One pick up truck was taking a left from Board Road on to Meadow Road, while the pick up truck on Meadow Road was heading straight through the intersection on to Woodward Road while the blue Volvo who was on Woodward Road was taking a left onto Board Road.

The two pick up trucks almost collided and the Volvo just swerved around them. All of them were going faster than they should of. The two pick up truck drivers did stop and exchanged hello's with each other before taking off.

Without some kind of traffic control sign in the intersection everyone thinks they have the right of way and that the other driver(s) will yield.

With the amount of traffic increasing in the area due to new homes, employment at the old naval station and summer vacationers it is only a matter of time before there is a bad traffic accident at this intersection.

I appreciate you taking the time to look into this matter.

Thank you  
David Favreau

David Favreau  
2 Pearl Drive  
Brunswick, Maine.

6-2-16  
TO Tom G  
TO Cook INTO

## Richard J. Rizzo

---

**From:** Tom Garrepy  
**Sent:** Friday, June 10, 2016 6:29 AM  
**To:** Richard J. Rizzo; Marc Hagan  
**Subject:** Board Road intersection

Chief,

Per our conversation on Wednesday, I have reviewed the letter submitted by Mr. Favreau regarding the dangerous intersection at Board, Meadow, and Woodward Point Roads. I first reviewed collision data for the previous five years and found no reportable incidents. There were collisions reported in the area, but none were directly related to intersection movement. I visited the area suggested by Mr. Favreau and would tend to agree that there could potentially be confusion who has the right of way, if multiple vehicles entered at the same time. It would make sense that the first vehicle into the intersection would have the right of way, but that would likely be speculative based on the involved parties. I also spoke to MRO Plummer, as to his observations in the area, he frequents the area more than our patrol units. MRO Plummer has never witnessed any crashes, or near misses at the intersection, but agrees there is the potential for an incident.

With that said, I feel the best course of action to prevent any potential future crashes, would be to place a stop sign where the Board Road intersects with the other two streets. This would likely be an easy cost effective remedy to Mr. Favreau's concerns. Please let me know what else I can do to assist with the traffic complaint.

Thanks,

Tom

Lieutenant Thomas Garrepy  
Accredited Collision Reconstruction Specialist  
A.C.T.A.R #1853  
Brunswick Police Department  
85 Pleasant Street  
Brunswick, Maine 04011  
207.721.4301 (Communications)  
207.721.4326 (Office direct)  
207.725.6627 (Fax)

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Sec. 15-48. - Yield streets.

Stop signs shall be placed near the intersection on the right-hand side of each street which intersects a through street, except yield signs shall be placed instead of stop signs near the intersection on the right-hand side of the following streets which intersect through streets:

*College Street/Maine Street, access road to south on Maine Street.*

*College Street/Upper Park Row access road, to College Street east bound.*

*College Street/Sills Drive access road, to Sills Drive northbound off College Street.*

*Coombs Road, as it intersects with second Coombs Rd. entrance, northeast corner.*

*Maine Street, for northbound traffic at its junction with Bath Road.*

*Sills Drive/Bath Road access road, from Sills Drive to Bath Road eastbound.*

*Simpson's Point Road, at Mere Point Road.*

(Ord. of 5-2-88, § 13; Ord. of 10-16-95; Emergency/Regular Ord. of 6-16-97; Ord. of 6-7-04(1); Ord. of 9-14-05)

TOWN OF BRUNSWICK **SIGN WORK REQUEST**

2005- \_\_\_\_\_

Public Works Department

Complaint NO. (if applicable): \_\_\_\_\_

DATE: 06/14/2016 By: CHIEF R. J. RIZZO Dept: POLICE

SIGN WORDING / LEGEND: STOP SIGN

MUTCD No. / SIZE (in.): STANDARD SIZE

Ordinance No. / Mandate: (NONE)

STREET ADDRESS OF SIGN: BOARD RD. AT INTERSECTION OF MEADOW/WOODWARD POINT ROADS

SPECIFIC LOCATION: right hand side of road at intersection (standard stop sign location)

**DETAILED DESCRIPTION & LOCATION**

Replace existing sign	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	If yes, Barcode No:
New pole required	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Size new pole: 8 ft <input type="checkbox"/> 10 ft <input type="checkbox"/> 12 ft <input type="checkbox"/>
Minimum height to bottom sign:	4 ft <input type="checkbox"/>	5 ft <input type="checkbox"/>	7 ft <input type="checkbox"/>

**DAVID FEVEREAU, 2 PEARL DR., HAS REQUESTED A STOP SIGN AT THE ABOVE LOCATION. LIEUTENANT GARREPY HAS ASSESSED THE REQUEST. LT. GARREPY THAT IN THE INTEREST OF SAFETY, A STOP SIGN SHOULD BE ERECTED. PER SEC. 15-48, OF OUR CODE OF ORDINANCES, (INCLUDED WITH THIS REQUEST), STOP SIGNS ARE REQUIRED WHERE A STREET INTERSECTS WITH A THROUGH STREET.**

**SEE INCLUDED REQUEST LETTER AND ASSESSMENT EMAIL FROM LT. GARREPY.**

*Sketch:*

(This section to be completed by General Foreman)

RECORD OF ACTION TO BE TAKEN:

Assigned To: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Action Taken: \_\_\_\_\_

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

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

ITEM 82

BACK UP MATERIALS

**TOWN OF BRUNSWICK**

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

**APPLICATION FOR SPECIAL AMUSEMENT LICENSE**

**Please complete:**

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

Partnership-Partner's Names: \_\_\_\_\_

Corporation-Corporation Name: 1337 Beer LLC

Incorporation Date: 2/3/09 Incorporation State: Maine

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

Business Name: Ebenezers Brewpub E-Mail: ebenezersbrewpub@gmail.com

Business Address: 112 Pleasant St. Brunswick, ME Business Phone Number: 373-1840

Name of Contact Person: Jennifer Lively / Mandy Owens Contact's Phone Number: 207-699-9166

Mailing Address for Correspondence: 112 Pleasant St. Brunswick, ME 04011 207-837-7825

Signature of Owner, Officer, Partner or Agent: [Signature]  
Date: 6/1/10

**Corporations Please Complete:**

Address of Incorporation: 112 Pleasant St. Brunswick Phone #: 373-1840

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
<u>Jennifer Lively</u>	<u>Vice President</u>	<u>44 Allen Rd Lovell, ME</u>	<u>50%</u>
<u>Christopher Lively</u>	<u>President</u>	<u>44 Allen Rd Lovell, ME</u>	<u>50%</u>

**Town Clerk Use Only**

License Fee \$100.00  Paid Advertising Fee \$ \_\_\_\_\_ 0 Paid

Required Approvals: 0 Finance 0 Codes/Fire 0 Council PH Date: \_\_\_\_\_

Mailed or Issued Date: \_\_\_\_\_

Clerk Notes:

**OVER**

Describe in detail the kind and nature of entertainment:

Open Mic , BAND

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

Dining Area

During what hours will your live entertainment occur?

7pm - 11pm

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

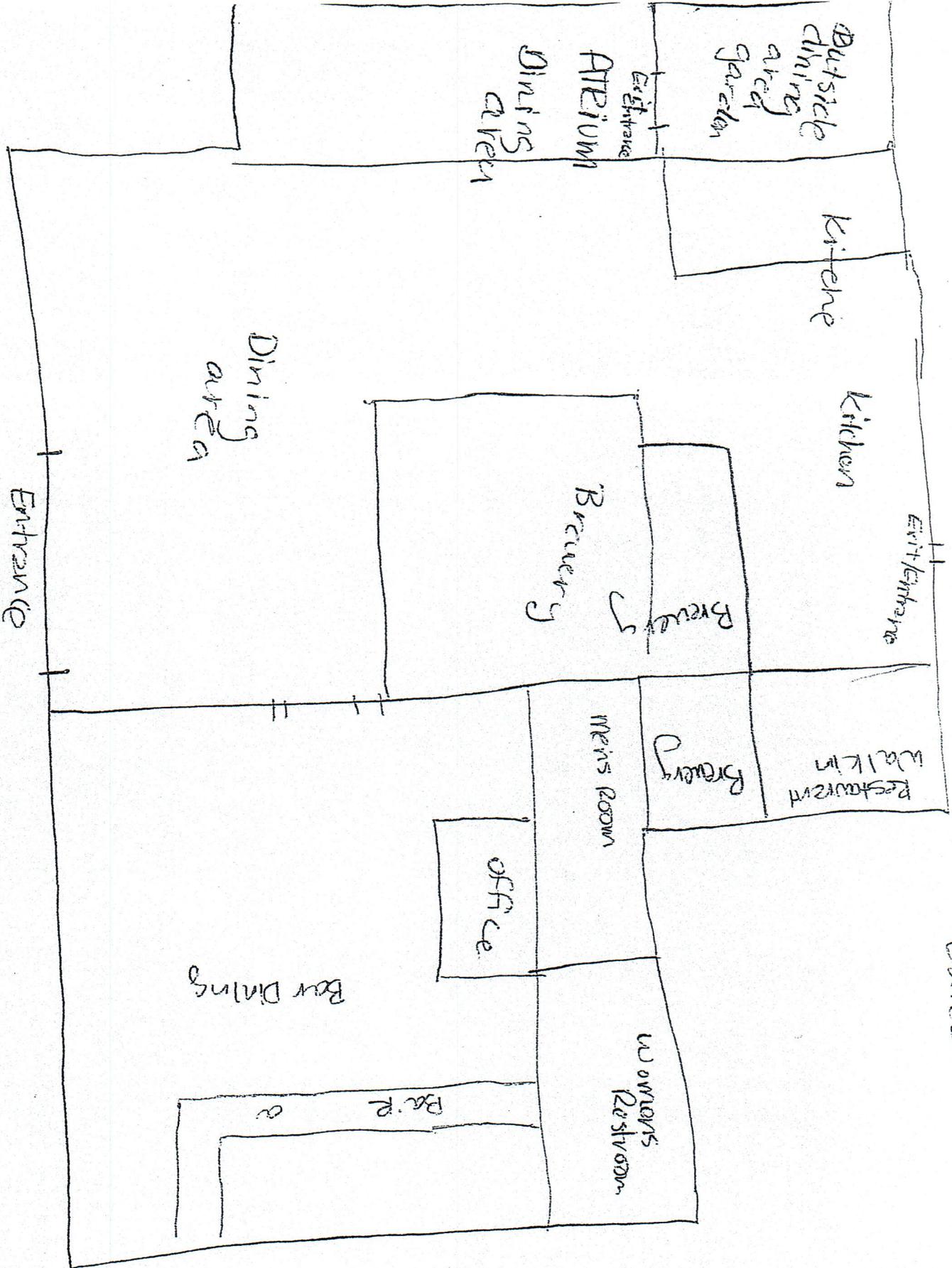
NO

### DIAGRAM

(ATTACH SEPARATE SHEET, IF NECESSARY)

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Eberzessers Beer Pub



ITEM 83

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:** July 12, 2016

**SUBJECT:** Emergency Medical Services (Ambulance) Fees.

---

We are recommending that the Town Council set a public hearing for August 1, 2016 to consider increases in EMS (Ambulance) Fees. A public hearing is required to amend the municipal Code of Ordinances and the referenced table of revenues, charges, fees, and fines. The fees were reviewed and recommended for approval by the Finance Committee at its June 6<sup>th</sup> meeting.

Attached please find a copy of a memorandum from Julie Henze, Finance Director, outlining the process that she and Ken Brilliant, Fire Chief, followed in developing the recommended fee increases. EMS fees were last increased in 2009.

Ultimately, the amount of revenue the Town earns from these fees is determined by the reimbursement rates established by Medicare, MaineCare and other insurance providers. Although the proposed increase may not result in much additional revenue, we still believe it is important to increase the rates so that they are closer to the prevailing rates charged for similar services.

We will be happy to address any questions.

Attachment

Cc: Julie Henze  
Ken Brilliant

---

## MEMORANDUM

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TO: John Eldridge, Town Manager

FROM: Julie Henze, Finance Director  
Ken Brilliant, Fire Chief

DATE: July 8, 2016

SUBJECT: Update of Emergency Medical Services (Ambulance) Fees

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As part of the ongoing review and update of fees and revenues, we have undertaken an analysis of the Town of Brunswick's ambulance fees. On June 6, 2016, we presented information to the Finance Committee, and based on questions and input received at that meeting, we offer our analysis and recommendation for presentation to the Town Council.

The Town's ambulance fees were last updated in 2009, and we are now recommending that the rates be increased as follows:

BLS:	from \$380 to \$480, an increase of \$100
ALS1:	from \$530 to \$620, an increase of \$90
ALS2:	from \$690 to \$860, an increase of \$170
Mileage:	from \$11 to \$12, an increase of \$1
Non-transport:	currently \$160, no change
ALS Assist:	from \$265 to \$300, an increase of \$35

Attached, for your information in the discussion, is a copy of Article III – Emergency Medical Services of the Municipal Code of Ordinances, along with the relevant section of the Master Schedule of Revenues, Charges, Fee and Fines, Appendix B. Section 9-40 of Article III provides definitions of the billing categories of emergency medical services.

Also attached is a comparison of Brunswick's ambulance billing rates with those of other surrounding/comparable communities. We have presented the average of these rates, comparing them to Brunswick's current rates as well as our recommendation for updated rates.

The third attachment represents an analysis of the Town's ambulance revenues and Medicare rates. The top section details Brunswick's total annual ambulance billings, and the total annual amount which must be 'written off' – primarily due to Medicare reimbursement rates. The bottom of the page is information on how Medicare allowed rates compare to Brunswick's current rates by type of call.

As part of the analysis, we also spent some time considering the costs associated with providing ambulance service. Because the Brunswick Fire Department is a full-time department and provides 24/7 emergency service including rescue, there was no good way to allocate costs to just the ambulance runs. Based on feedback from the Finance Committee, I have not made further attempts to quantify the cost of providing ambulance service.

This update represents an amendment of the Municipal Code of Ordinances Appendix B – Master Schedule of Revenues, Charges, Fees and Fines, which requires a public hearing. We would request that the Council set a public hearing for August 1, 2016.

TOWN OF BRUNSWICK MUNICIPAL CODE OF ORDINANCES

ARTICLE III. - EMERGENCY MEDICAL SERVICES<sup>[3]</sup>

Sec. 9-38. - Purpose.

The purpose of this chapter is to establish guidelines and fees relating to emergency medical services provided by the town.

(Ord. of 6-18-07)

Sec. 9-39. - General.

The town shall provide emergency medical services within the municipal boundaries of the town and beyond those boundaries by agreement authorized by the town council. However, nothing in this article shall prohibit, on a case-by-case basis, the chief of the emergency medical services unit from providing service beyond the boundaries of the town when the chief determines that a response is appropriate.

(Ord. of 6-18-07)

Sec. 9-40. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

*Accepting assignment* is a process in which an emergency medical services provider, in exchange for receiving payment directly from an insurer, agrees to accept a fee other than the provider's stated fee.

*Advanced life support intervention* is a procedure beyond the scope of an EMT-Basic as defined in the National EMS Education and Practice Blueprint.

*Advanced life support level 1 (ALS1)* is, when medically necessary, the provision of an assessment and/or the provision of one (1) or more ALS interventions.

*Advanced life support level 2 (ALS2)* is, when medically necessary, the administration of at least three (3) different medications and/or the provision of one (1) or more of the following ALS procedures:

- Manual defibrillation/cardioversion.
- Endotracheal intubations.
- Central venous line.
- Cardiac pacing.
- Chest decompression.
- Surgical airway.
- Intraosseous line.

*ALS assist* is the provision of ALS services to another emergency medical services provider for which the town does not transport patients.

*Basic life support (BLS)* is, when medically necessary, the provision of basic life support services as defined in the National EMS Education and Practice Blueprint for the EMT-Basic including the establishment of a peripheral intravenous (IV) line.

*Billing unit* shall be the town department or division designated by the town manager to prepare patient invoices, statements, collection notices, insurance claims and any other required information in order to pursue collection of the fees levied under this chapter.

*Chief of emergency medical services* is the person designated by the town manager to oversee emergency medical services operations.

*Emergency medical services division* is the division of the fire department that provides emergency medical services.

*Emergency medical service unit* is a town-owned vehicle, or other craft, that is designed, equipped, and operated for the transportation of sick or injured persons, requiring or likely to require medical attention during transport.

*Intraosseous line* or *infusion* is the process of injection directly into the marrow of the bone.

*Loaded mile* is the mileage, rounded to the nearest mile, from the location where the person is first attended by the emergency medical service unit to an emergency medical care facility or to a rendezvous point with another emergency service provider.

*Non-Transport (billable)* occurs when a patient, or person representing a patient calls for, or otherwise requests, an emergency medical service response and for which an emergency medical services unit responds and it is determined on-scene or subsequently that a response was not medically necessary.

*Non-Transport (non-billable)* occurs when a person unrelated, or otherwise not connected to a patient, calls for, or otherwise requests, an emergency medical service response and for which an emergency medical services unit responds and it is determined on-scene that a response was not medically necessary.

*Patient* is a person for whom an emergency medical services unit is requested, regardless of the origin of request.

*Run sheet* is a form, completed by the emergency services personnel, that describes a patient's condition and the medical services provided.

(Ord. of 6-18-07)

#### Sec. 9-41. - Fees.

Fees shall be charged for emergency medical services provided by the town in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances.

With the exception of ALS assists, all invoices for services rendered by the town's emergency medical services unit shall be billed to the patient or the patient's insurer. ALS assists shall be billed to the emergency medical services provider requesting the assistance.

(Ord. of 6-18-07; Ord. of 6-1-09; Ord. of 11-16-15(3))

#### Sec. 9-42. - Billing.

The emergency services division shall prepare a run sheet for each patient. The chief of the emergency services division, or the chief's designee, shall review the run sheet for accuracy and completeness. The completed run sheet, along with any supplemental information, shall be provided to the billing unit.

The billing unit shall invoice the patient in accordance with the fees specified in this article. As a matter of law, the billing unit may be required to accept payments from, and at rates determined by a government insurer, in which case an insurance claim will be submitted directly to the government insurer. The billing unit may also make arrangements (known generally as "accepting assignment") with other insurers to accept payments directly from those insurers at fees other than those provided for in this article. Nothing in this article shall require the billing unit to accept assignment from all insurers.

The billing unit shall examine the list of unpaid accounts periodically and may abate, or otherwise deem uncollectible, any amounts the billing unit determines, in its judgment, to be uncollectible.

(Ord. of 6-18-07)

Sec. 9-43. - Collection agencies.

The billing unit is authorized to negotiate arrangements with collection agencies to pursue delinquent accounts. Collection agency fees may be negotiated on terms satisfactory to the billing unit.

(Ord. of 6-18-07)

TOWN OF BRUNSWICK MUNICIPAL CODE OF ORDINANCES

APPENDIX B MASTER SCHEDULE OF REVENUES, CHARGES, FEES AND FINES

Reference	Date	Description	Amount
<b>Chapter 9—Human Services</b>			
Sec. 9-41	6/1/2009	Fees for emergency medical services provided by the town	
		Non-transport (billable)	\$160.00 per response
		ALS assist	<del>\$265.00 per response</del> <u>\$300.00 per response</u>
		Basic life support	<del>\$380.00 per response</del> <u>\$480.00 per response</u>
		Advance life support	<del>\$530.00 per response</del> <u>\$630.00 per response</u>
		Advance life support 2	<del>\$690.00 per response</del> <u>\$880.00 per response</u>
		Loaded mile	<del>\$11.00 per mile</del> <u>\$12.00 per mile</u>

# Medical Billing Rates

Procedure:	<u>BLS</u>	<u>ALS 1</u>	<u>ALS 2</u>	<u>Mileage</u>	<u>Non-Transport</u>	<u>ALS Assist</u>	<u>Resp to MV accident</u>
Old Orchard Beach	468.00	556.00	805.00	10.00	N/C	300.00	N/C
Saco	420.00	429.00	765.00	12.50	100.00	300.00	N/C
Scarborough	523.44	807.53	1,145.75	8.86	125.00	300.00	N/C
Cape Elizabeth	400.00	500.00	700.00	10.00	N/C	N/C	N/C
South Portland	400.00	500.00	700.00	10.00	100.00	300.00	N/C
Portland	748.00	888.00	1,266.00	18.06	N/C	451.00	400.00
Westbrook	420.00	500.00	700.00	12.00	125.00	300.00	125.00
Gorham	420.00	500.00	700.00	12.00	125.00	300.00	125.00
Windham	600.00	800.00	1,100.00	14.00	100.00	300.00	N/C
Falmouth	600.00	900.00	1,200.00	16.00	150.00	300.00	N/C
Cumberland	370.00	495.00	690.00	12.50	100.00	300.00	N/C
Yarmouth	450.00	650.00	775.00	12.00	100.00	300.00	N/C
Freeport	400.00	500.00	700.00	12.00	150.00	300.00	N/C
Topsham**	375.00	500.00	625.00	10.50	100.00	225.00	
Bath	600.00	800.00	1,100.00	12.00	100.00	375.00	N/C
<b>Average</b>	479.63	621.70	864.78	12.16	114.58	310.79	
<b>Brunswick</b>	380.00	530.00	690.00	11.00	160.00	265.00	
<b>Over/(Under Average)</b>	(99.63)	(91.70)	(174.78)	(1.16)	45.42	(45.79)	
<b>Recommended</b>	<b>480.00</b>	<b>620.00</b>	<b>860.00</b>	<b>12.00</b>	<b>160.00</b>	<b>300.00</b>	
<b>Increase/(Decrease)</b>	100.00	90.00	170.00	1.00	-	35.00	

\*\* Topsham rates as currently proposed for update/increase

previous rates:	334.99	390.70	575.76	10.00	-	-
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**Town of Brunswick  
Annual Ambulance Revenues**

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16 YTD</u>
Billed	1,032,520.53	1,142,937.73	1,203,435.31	1,208,796.12	1,229,194.10	1,132,524.57
Write-offs	(244,007.20)	(289,648.01)	(293,333.40)	(291,546.14)	(318,616.75)	(324,443.51)
Collection fees	(1,620.31)	(1,531.67)	(1,661.66)	(1,269.07)	(2,503.50)	(2,922.60)
Deferred	17,770.46	(27,608.60)	(19,103.35)	(87,774.85)	(43,651.01)	
Net Revenue	804,663.48	824,149.45	889,336.90	828,206.06	864,422.84	805,158.46
<b>% write offs</b>	<b>23.63%</b>	<b>25.34%</b>	<b>24.37%</b>	<b>24.12%</b>	<b>25.92%</b>	<b>28.65%</b>

**Medicare Reimbursement Rates per call**

	<u>Brunswick Billing Rate</u>	<u>Medicare Allowed</u>	<u>Medicare Reimb (80%)</u>	<u>Sequestration reduction</u>	<u>Net Medicare Reimb</u>	<u>Not covered by Medicare</u>	<u>Write-off Amount</u>
<b>BLS</b>	380.00	365.56	292.45	(5.85)	286.60	93.40	20.29
<b>ALS-1</b>	530.00	434.10	347.28	(6.95)	340.33	189.67	102.85
<b>ALS-2</b>	690.00	628.31	502.65	(10.05)	492.60	197.40	71.74
<b>mileage</b>	11.00	10.97	8.78	(0.18)	8.60	2.40	0.21
<b>Non-transport</b>	160.00	-	-	-	-	160.00	160.00
<b>Non-transport (deceased)</b>	160.00	128.00	102.40	(2.05)	100.35	59.65	34.05

**TOWN OF BRUNSWICK  
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on Monday, August 1st at 7:00 p.m. in the Council Chambers of the Brunswick Town Hall, 85 Union Street, **to consider amendments to the Emergency Medical Services fees in the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to the Town of Brunswick Municipal Code of Ordinances.** The amendments to the Master Schedule must be accomplished in accordance with the Code and Charter requirements for ordinance amendments.

The text of the proposed amendments is too extensive to be included with this notice. Anyone having questions about the proposed amendments 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

ITEM 84

BACK UP MATERIALS

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**MEMORANDUM**

---

**TO:** Town Council  
**FROM:** Appointments Committee  
**SUBJECT:** Report for July 18th Appointments  
**DATE:** 06/30/2016

---

The Appointments Committee is making the following recommendations:

**Bicycle and Pedestrian Advisory Committee**

Blaine Moore –appointment for a balance of a term to expire on 06/01/2018

**Recycling and Sustainability Committee**

Marian Haughwout - appointment for a balance of a term to expire on 01/01/2019  
(She had been interviewed in February but was not appointed at that time as there were more candidates than vacancies.)

As a point of information, both of these terms were created by recent resignations.

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

For Office Use Only
2/11/2016 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Marian Leah Haughwout Date 2/1/16

Street Address: 18 Douglas Street Home Phone # 729-4085

Cell/mobile Phone #: 415-774-6484 E-mail Address: mrnhaughwt@gmail.com I live in Council Dist. #: 7

I wish to be considered for appointment to the:

Recycling and Sustainability Committee  
(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: \_\_\_\_\_ TERM BEGINS: 2016

and/or

ASSOC/ALT MEMBERSHIP STATUS: \_\_\_\_\_ TERM EXPIRES: 2019

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

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

Your occupation:

School librarian-teacher (retired)

Employer: MSAD #75 Work Telephone #: N/A

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 am a librarian/teacher by training. Both positions require research skills and preparation which are important to any town committee.

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

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: Recycling and Sustainability Committee

Term Length: 3 yrs

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

What are their goals for <sup>the</sup> future? Are there any immediate projects being discussed? Does committee's work on climate change initiatives overlap with arborists

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

- As librarian/teacher I began a 4th grade project at Bowdoin Central School nine years ago that studies water quality and pollution.  
- I chaired an environmental committee for the League of Women Voters that focused on nuclear power and renewable energy technologies.

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

I believe climate change is a priority because it affects every aspect of our lives. I would like to help continue the committee's movement in this direction. Improving the air we breathe, the water we drink and the land we depend on is important and something that I want to participate in.

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?

Not at this time

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	
6/6/16	Date App. Received
6/6/16	Date App. Entered
_____	Appointed

Full Name: Blaine Moore Date 6/1/2016  
Street Address: 14 Dionne Cir, Brunswick Home Phone # 615-4819  
Cell/mobile Phone #: 209-3805 E-mail Address: blaine@runtowin.com I live in Council Dist. #: 3

I wish to be considered for appointment to the:  
Bicycle and Pedestrian Advisory Committee

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:  
FULL MEMBERSHIP STATUS:  TERM BEGINS: 2016  
and/or  
ASSOC/ALT MEMBERSHIP STATUS:  TERM EXPIRES: \_\_\_\_\_

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

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

Your occupation:  
Publisher

Employer: Run to Win, LLC Work Telephone #: 207- 615-4819

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:

State Representative for the Road Runners Club of America

Race Director: Cape Elizabeth Mid-Winter 10 Mile Classic, Weekly Back Cove 5k

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

\_\_\_\_\_  
\_\_\_\_\_

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

SIGNATURE

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

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

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

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

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

**APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW**

Board/Commission/Committee Applying For: Bicycle and Pedestrian Advisory Committee

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

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

Not at this time, I have been sitting in on meetings for about a year and a half now.

I have also read the Improvement Plan to familiarize myself with the committee's mission.

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

As the State Representative for the Road Runners Club of America in Maine, and as the race director for 15 road and trail races here in Maine annually, pedestrian safety is something that is frequently top of mind for me and one of my primary concerns in regards to the running community.

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

I recently moved to Brunswick, and was excited to learn that the town even had a bicycle and pedestrian plan in place. I applaud the goal of being safely and comfortably accessible by foot or bike anywhere in town and aiding in that endeavor would be a great way for me to be involved in my new community.

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

Yes, I have spoken with current committee members, and have been attending meetings since the month before I moved to Brunswick.

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

At this time, no. I do hope to create new road and/or trail races in the next few years once I have gotten settled into the community and have something worthwhile to offer, but that would not be 2017 at the earliest.

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

Not at this time, thanks.

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