

BRUNSWICK TOWN COUNCIL
Agenda
December 5, 2016
Regular Meeting – 7:00 P.M.
Council Chamber
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 November 21, 2016
- b) Approval of an abatement for personal property taxes paid in error for the year 2015 for Providence Maine of 14 Maine Street.

Public Comments

Correspondence

COMMITTEE REPORTS

- Finance Committee
- Master Plan Implementation Committee

Chair Brayman will make an appointment to the Brunswick Explorer Committee

MANAGER'S REPORT

- a) People Plus/Teen Center update
- b) Customer service training session
- c) 946 Mere Point Road
- d) Zoning Ordinance Rewrite Update

NEW BUSINESS

- 132. The Town Council will hear a presentation from Portland Metro about the possibility of extending service to Brunswick, and will take any appropriate action. (Chair Brayman)

ACTION

133. The Town Council will receive a report from the School Board regarding the proposed new elementary school at the Jordan Acres site and renovations to the Brunswick Junior High School, and will take any appropriate action. (Manager)

DISCUSSION/ACTION

134. The Town Council will consider setting a public hearing for December 19, 2016, regarding a proposed Tree City USA Ordinance, and will take any appropriate action. (Chair Brayman)

ACTION

135. The Town Council will consider setting a public hearing for December 19, 2016, regarding the proposed ordinance amendments to the Master Fee Schedule regarding fee increases for use of public sidewalks and vendors on the mall, and for taxi driver and company licenses, and will take any appropriate action. (Finance Committee)

ACTION

136. 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
December 5, 2016
Council Notes and Suggested Motions**

CONSENT AGENDA

- a) Approval of the Minutes of November 21 2016: A copy of the minutes is included in your packet.
- b) Approval of an abatement of personal property tax paid in error for the year 2015 for Providence Maine of 14 Maine Street: This business was not operating as of the April 1, 2015 assessment date and the assessor is requesting the Town Council grant an abatement for the tax year 2015.

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

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

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) People Plus/Teen Center update: Stacy Frizzle will update the Council and public on a proposal for an addition at People Plus, along with grant possibilities they will be pursuing.
- b) Customer service training session: The Manager's office facilitated a customer service training session led by Margaret Noel, Deputy Director of the Augusta Civic Center, on November 29, 2016 at Town Hall.
- c) 946 Mere Point Road: Manager Eldridge will update the Council and the public on this property.
- d) Zoning Ordinance Rewrite Update: Manager Eldridge will update the Council and the public on the proposed update and further steps in this process.

NEW BUSINESS

132. This item is for the Council to hear a presentation from Greg Jordan, Executive Director of the Portland Metro, on the potential for extending the Metro BREEZ service to Brunswick, including cost implications, ridership analysis and possible funding sources. A memo from Manager Eldridge and information on the Metro BREEZ are included in your packet.

Suggested motion:

Move to include funding of \$50,000 and \$60,000 in the next two annual budgets in order to fund the year one and year two matches of the Congestion and Air Quality grant required to fund the expansion of the Metro BREEZ to Brunswick.

OR

Suggested motion 2:

Move to set a public hearing to amend the 2016-2017 municipal budget in order to appropriate \$50,000 from Unassigned Fund Balance as a match to the Congestion Mitigation and Air Quality grant required to fund the expansion of the Metro BREEZ to Brunswick.

133. The School Board will present to the Council the proposed plans and project budget for a new school on the site of the former Jordan Acres and renovations to the Brunswick Junior High School, and will answer any questions. A memo from Manager Eldridge, a referendum timeline, project budgets and a PowerPoint presentation by Finance Director Julie Henze on Debt Service and Tax Impact are included in your packet.

Suggested motion:

There is no suggested motion.

134. This item asks the Council to set a public hearing for December 19, 2016, on a proposed Tree Care Ordinance, as preparation for applying for the designation of Tree City USA. The ordinance establishes tree care standards for public trees and establishes a Tree Committee and specifies its responsibilities, one of which is to develop an annual Arbor Day proclamation. Copies of a memo from Manager Eldridge and the proposed ordinance are included in your packet.

Suggested motion:

Motion to set a public hearing for December 19, 2016, for a proposed Tree Care Ordinance, to be included in Chapter 14 of the Municipal Code of Ordinances.

135. This item, sponsored by the Finance Committee, asked the Council to set a public hearing for December 19, 2016, regarding the proposed ordinance amendments to the Master Fee Schedule regarding fee increases for use of public sidewalks and vendors on the mall, and for taxi driver and company licenses. These fees have not been increased since 2006 and, in order to have the new fees in effect for 2017, the Council will need to set the public

hearing for December 19th, with adoption either after that hearing or in January. Copies of a memo from the Finance Director and the proposed fees are included in your packet.

Suggested motion:

Motion to set a public hearing for December 19, 2016, on proposed ordinance amendments to the Master Fee Schedule regarding fee increases for use of public sidewalks and vendors on the mall, and for taxi driver and company licenses.

136. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the Appointments Committee's report and 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
November 21, 2016
7:00 P.M. – Regular Meeting
Council Chambers
Town Hall
85 Union Street

Councilors Present: W. David Watson, Stephen S. Walker, Suzan Wilson, John M. Perreault, 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; John Foster, Public Works Director; Tom Farrell, Director of Parks and Recreation; Anna Breinich, Director of Planning and Development; Julie Henze, Finance Director; Jay Astle, Parks and Recreation Facilities Manager; and TV video crew

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

Adjustments to Agenda

The Council recognized the achievements of the Brunswick High School Football team, who recently won the state champion for the first time in 63 years.

CONSENT AGENDA

- a) **Approval of the minutes of November 7, 2016**
- b) **Appoint Fran Smith as Registrar of Voters**
- c) **Approval of games of chance license for Brunswick Lodge of Elks #2043**

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

Public Comments

Debora King, BDA Executive Director, spoke regarding the upcoming events on the mall including the tree lighting and Santa's visit.

Sockna Dice, 3 Breckan Road, provided an update on the effort and petition to have 946 Mere Point Road become a park. She urged the Council to hold off on selling the property until there could be a ballot question at the June election.

Richard Fisco, 2 Lincoln Street, spoke regarding the Finance Committee meeting that discussed upcoming tax increases. He spoke about the School Department and their request for new school construction. The Brunswick school is not on the construction list at the Department of

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Education. Brunswick should see if they could get on that list. He spoke on the school budget and his concerns with the new school.

Will Wilkoff, 15 Colonial Drive, spoke regarding the artwork on the walls upstairs in Town Hall that was created by kindergarteners and first graders.

Josh Katz, 49 Bunganuc Road and Bicycle & Pedestrian Advisory Committee member, said the Town had been awarded the bronze level - Bicycle Friendly Community from the League of American Bicyclists.

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

Councilor Alison Harris spoke regarding the Midcoast Hunger Prevention program's opening of a new addition and how the Downeaster train has launched its third daily trip.

Councilor Kathy Wilson spoke regarding a community spay and neuter clinic to be held in Topsham and the clinic's grant to sterilize up to 500 cats in the area.

Councilor Stephen Walker was asked by a student about having a menorah for Jewish citizens on the town mall.

Debora King, from BDA, said they can look into it, but the decorated tree is referred to as a Holiday tree as a way to recognize all.

COMMITTEE REPORTS *(This item was discussed at 7:30 p.m.)*

- **Bicycle and Pedestrian Advisory Committee**
- **Finance Committee**
- **Humans Rights Task Force**
- **Mare Brook Technical Advisory Committee**
- **Master Plan Implementation Committee**
- **Rivers and Coastal Waters Commission**

Reports were given on the above Committees.

MANAGER'S REPORT

a) Financial update *(This item was discussed at 7:45 p.m.)*

Manager Eldridge provided this update and responded to questions from Councilor Jane Millett.

Councilor Daniel Harris spoke regarding this item.

b) Council Project Tracking Report *(This item was discussed at 7:48 p.m.)*

Manager Eldridge provided this report, and responded to questions from Councilor John Perreault, Councilor Jane Millett, and Councilor David Watson.

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Councilor Kathy Wilson spoke regarding the Riverside Cemetery and the steps being taken to organize it.

Councilor Alison Harris spoke regarding this item.

c) Thanksgiving week trash pick-up and landfill schedule *(This item was discussed at 7:54 p.m.)*

Manager Eldridge provided the schedule.

d) Graham Road Landfill Update *(This item was discussed at 7:55 p.m.)*

Manager Eldridge provided this update.

Randy Tome, Woodard & Curran, spoke regarding this item.

Mr. Tome and Manager Eldridge responded to questions from Councilor Daniel Harris, Councilor Kathy Wilson, and Councilor Suzan Wilson.

(A copy of a memo from Woodard and Curran, as well as a preliminary closure schedule, will be attached to the official minutes.)

e) (ADDED) Update on clearing the title for 946 Mere Point

Manager Eldridge provided an update on this property's status.

PUBLIC HEARING

126. The Town Council will hear public comments on a renewal special amusement license, and will take any appropriate action. (Manager) *(This item was discussed at 8:06 p.m.)*

**Special Amusement
NKMDK
D/B/A: Yankee Lanes
276 Bath Road**

Mr. Nelson Moody

Chair Sarah Brayman opened the public hearing.

Fran Smith, Town Clerk, spoke regarding this item.

Chair Sarah Brayman closed the public hearing.

Councilor David Watson moved, Councilor Jane Millett seconded, to approve the renewal special amusement license for Yankee Lanes, 276 Bath Road. The motion carried with nine (9) yeas.

127. The Town Council will hear public comments on increases to the shellfish license fees contained in the Municipal Code of Ordinances, Appendix B - the Master Schedule of Revenues, Charges, Fees and Fines, and will take any appropriate action. (Manager) *(This item was discussed at 8:07 p.m.)*

Chair Sarah Brayman opened the public hearing.

Manager Eldridge introduced this item.

Councilor Jane Millett asked a question, to which Councilor Suzan Wilson responded.

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

Chair Sarah Brayman closed the public hearing.

Councilor Kathy Wilson moved, Councilor Jane Millett seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting. The motion carried with nine (9) yeas.

Councilor Stephen Walker moved, Councilor Suzan Wilson seconded, to adopt increases to the shellfish license fees contained in the Municipal Code of Ordinances, Appendix B - the Master Schedule of Revenues, Charges, Fees and Fines. The motion carried with nine (9) yeas.

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

NEW BUSINESS

128. The Town Council will consider amendments to Code of Ordinances, Chapter 13 “Solid Waste” to, by contract, allow the Graham Road landfill to accept solid waste generated beyond the corporate limits of Brunswick, and will take any appropriate action. (Manager) *(This item was discussed at 8:16 p.m.)*

Manager Eldridge introduced this item.

Councilor Stephen Walker moved, Councilor Dave Watson seconded, to approve amendments to Code of Ordinances, Chapter 13 “Solid Waste” to, by contract, allow the Graham Road landfill to accept solid waste generated beyond the corporate limits of Brunswick.

Councilor John Perreault spoke to the motion.

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Councilor Suzan Wilson asked questions, to which Manager Eldridge responded.

Councilor Kathy Wilson and Councilor Suzan Wilson spoke regarding this item.

Councilor Stephen Walker moved, Councilor Dave Watson seconded, to approve amendments to Code of Ordinances, Chapter 13 “Solid Waste” to, by contract, allow the Graham Road landfill to accept solid waste generated beyond the corporate limits of Brunswick. The motion carried with nine (9) yeas.

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

129. The Town Council will consider a recommendation from the Recreation Commission regarding Brunswick becoming a Tree City USA community, and will take any appropriate action. (Chair Sarah Brayman) *(This item was discussed at 8:31 p.m.)*

Chair Sarah Brayman introduced this item.

Tom Farrell, Parks and Recreation Director, and Jay Astle, Parks and Recreation Facilities Manager, spoke regarding this item.

Mr. Astle responded to questions from Chair Sarah Brayman.

Councilor Jane Millett spoke regarding this item.

Chair Sarah Brayman moved, Councilor Kathy Wilson seconded, to create a tree committee and to take additional steps needed for the Town to become a Tree City USA community. The motion carried with nine (9) yeas.

The Council took a 10 minute recess.

130. The Town Council will consider proposed ordinances regarding a disposable bag ordinance, and will take any appropriate action. (Councilor Stephen Walker and Councilor Kathy Wilson) *(This item was discussed at 8:44 p.m.)*

Councilor Stephen Walker and Councilor Kathy Wilson introduced this item.

The following Councilors spoke regarding this item: Chair Sarah Brayman, Councilor Jane Millett, Councilor Alison Harris, Councilor Daniel Harris, Councilor Suzan Wilson, Councilor John Perreault, and Councilor David Watson.

MAIN MOTION:

Councilor Jane Millett moved, Councilor Stephen Walker seconded, to create an ordinance that bans plastic bags and imposes a five cent fee per paper bag.

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The following Councilors spoke regarding this motion: Councilor Suzan Wilson, Chair Sarah Brayman, Councilor Stephen Walker, Councilor Jane Millett, Councilor Daniel Harris, and Councilor John Perreault.

Councilor Daniel Harris moved, Councilor John Perreault seconded, to amend the motion to create an ordinance to ban plastic bags, removing the reference to paper bags.

Councilor John Perreault and Chair Sarah Brayman spoke to the amendment.

Chair Sarah Brayman opened the meeting to public comments.

Marcia Harrington, Bring Your Own Bag group

Richard Fisco, 2 Lincoln Street

Joe Ciarrocca, 532 Harpswell Road

VOTE ON AMENDMENT

Councilor Daniel Harris moved, Councilor John Perreault seconded, to amend the motion to create an ordinance to ban plastic bags, removing the reference to paper bags. The motion passed with six (6) yeas. Chair Sarah Brayman, Councilor Kathy Wilson, and Councilor Alison Harris were opposed.

Councilor Alison Harris, Councilor Kathy Wilson and Councilor Jane Millett spoke prior to the vote on the final motion.

VOTE ON FINAL MOTION AS AMENDED:

To create an ordinance to ban plastic bags. The motion carried with nine (9) yeas. (Original motion made by Councilor Jane Millett and Councilor Stephen Walker, with the amendment made by Councilor Daniel Harris and Councilor John Perreault.)

SECOND MOTION:

Councilor Jane Millett moved, Councilor Kathy Wilson seconded, to craft an ordinance that would impose a five cent fee per paper bag.

Councilor John Perreault, Councilor Daniel Harris, and Councilor David Watson spoke to the motion.

Chair Sarah Brayman opened the meeting to public comments.

Barbara Clark, 17 Birch Meadow Road

Averil Fessenden, 30 Miller Creek Road

Graydon Foye, Oak Street

The following Councilors spoke regarding this motion: Councilor Alison Harris, Chair Sarah Brayman, Councilor Suzan Wilson, Councilor Kathy Wilson, Councilor Stephen Walker, Councilor John Perreault, and Councilor David Watson.

Councilor John Perreault asked questions, to which Manager Eldridge responded.

VOTE ON SECOND MOTION:

Councilor Jane Millett moved, Councilor Kathy Wilson seconded, to craft an ordinance that would impose a five cent fee per paper bag. The motion failed with four (4) yeas. Councilor David Watson, Councilor Stephen Walker, Councilor Suzan Wilson, Councilor John Perreault, and Councilor Daniel Harris were opposed.

THIRD MOTION:

Councilor Stephen Walker moved, Councilor Dave Watson seconded, to craft an ordinance to apply the plastic bag ban to all retailers. The motion carried with nine (9) yeas.

131. The Town Council will consider an Emergency Moratorium Ordinance on Retail Marijuana Stores, Facilities, and Social Clubs, and will take any appropriate action. (Councilor Jane Millett) *(This item was discussed at 10:03 p.m.)*

Councilor Jane Millett introduced this item.

Councilor David Watson spoke regarding this item.

Manager Eldridge spoke regarding this item, and responded to questions from Councilor Suzan Wilson, Councilor Stephen Walker, and Councilor John Perreault.

Councilor Kathy Wilson, Councilor Suzan Wilson, Councilor John Perreault, and Councilor Alison Harris spoke regarding this item.

Anna Breinich spoke regarding this item.

Chair Sarah Brayman moved, Councilor Jane Millett seconded, to adopt an Emergency Moratorium Ordinance on Retail Marijuana Stores, Facilities, and Social Clubs, and to set a public hearing for December 19, 2016, to extend the moratorium. The motion carried with nine (9) yeas.

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

The meeting adjourned at 10:24 p.m.

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

*Frances M. Smith
Town Clerk
November 29, 2016*

December 5, 2016
Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

85 Union Street
Brunswick, Maine 04011



Telephone 207 725-6650
FAX 207 725-6663

Town of Brunswick, Maine

Incorporated 1739

Assessing Department

www.brunswickme.org

MEMO

TO: John Eldridge, Town Manager
Town Council Members

FROM: Cathleen M. Jamison, Assessor *cyj*

DATE: November 21, 2016

SUBJECT: Abatement

It has come to my attention that Providence of Maine was assessed for personal property for the 2015 tax year in error. The business at 14 Maine Street was not operating as of the April 1, 2015 assessment date and should not have been assessed for personal property taxes. Therefore, I am requesting the Town Council to grant an abatement under Title 36 M.R.S.A § 841(1) for the following tax years:

<u>Year</u>	<u>Assessment</u>	<u>Tax</u>
2015	57,100	\$1,619.36

If approved, please complete and forward to the Tax Collector to process the abatement:

Presented to Town Council (date): _____

Approved by Town Council (date): _____

Town Clerk attestation: _____

MANAGER'S REPORT MEMO

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: December 1, 2016

SUBJECT: Town Manager's Report (a) – (d)
for the December 5th Town Council Meeting

Below is a brief summary of items included in the December 5, 2016 Manager's Report.

People Plus/Teen Center update (a)

Earlier this year, Stacy Frizzle advised me that People Plus would like to consider a possible addition to the People Plus Center, due to the high volume of youth that use the Teen Center space regularly. I told Stacey that People Plus could explore an expansion but that it would also have to explore funding opportunities. Of course, as a Town building, any expansion would require approval of the Town Council. The contemplated expansion would:

- Increase the second floor by building out over the section of the building that is a single story.
- Add bathrooms on second floor (currently there are none).
- Add a kitchenette with hot and cold running water and a sanitizing dishwasher.

People Plus has preliminary estimates in the \$500,000 to \$600,000 range that would add approximately 4,000 square feet. The project contemplates funding from grants, foundations, and a capital campaign. CDBG funds have been identified as a potential source of funding. As with most CDBG requests, a letter of intent is required in order to be eligible to apply.

Stacy would like the Town to consider sending a Letter of Intent to the CDBG program by mid January.

Customer Service Training Session (b)

The Manager's office facilitated a customer service training session led by Margaret Noel, Deputy Director of the Augusta Civic Center, on November 29, 2016 at Town Hall. Twenty three employees attended one of the two sessions, which focused on understanding the cycle of service, verbal and non-verbal communication cues, and key strategies for conflict resolution.

946 Mere Point Road property update (c)

As reported at your previous meeting, the Town has cleared title to the property. We have explored the options of selling the property: brokered sale, auction and sealed bid. We believe that we are more likely to get a higher net return if we were to list the property with a broker. To move

Memo to Town Council
Manager's Report
December 1, 2016

forward we need to select the method of sale and determine what, if any, conditions will be attached to the property.

Zoning Ordinance Re-write Committee (ZORC) Update (d)

On November 29th, the Planning Board conducted a second public hearing on the proposed zoning ordinance. Following the hearing, the Board voted to recommend the ordinance for consideration by the Town Council. A formal representation of the proposed ordinance will be made to the Council at its December 19th meeting.

Copies of the Planning Board's draft of the proposed zoning ordinance, along with an executive summary of the proposal and other documents related to the proposal are available on the Town's website at <http://www.brunswickme.org/departments/planning-development/zoning-ordinance-rewrite-committee/>

ITEM 132

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: November 30, 2016

SUBJECT: Metro Breez Bus Service

Greg Jordan, Executive Director of the METRO, will be present at your December 5th meeting to make a presentation about the METRO BREEZ bus service, now in operation between Portland and Freeport, and to discuss the potential for extending service to Brunswick. As you may recall, in 2014, the Town had discussions with Mr. Jordan, following METRO's announced three-year pilot project that would expand service to Freeport. In 2014, due to the lack of additional grant funding, the cost of extending the service from Freeport to Brunswick was considered cost prohibitive. However, Mr. Jordan indicated that he would continue to look for grant funding to lower that cost.

Since that time, staff has discussed potential funding sources with Mr. Jordan and it now appears that there may be sufficient grant funding to extend service to Brunswick. This would be a two-year pilot and piggy-back on the existing METRO BREEZ service. The first and second year cost to Brunswick is estimated at \$50,000 and \$60,000 respectively, and dependent on the Maine Department of Transportation's (MDOT) approval of a Congestion Mitigation and Air Quality (CMAQ) grant funding request. After the completion of the pilot, the cost would rise, as the grant funding is not expected to be as favorable once the pilot is complete.

The attached information relating to the METRO BREEZ and possible expansion to Brunswick was initially included in the September 19, 2016 Town Council meeting packet and is provided for your reference. Should the Council wish to proceed with the pilot, the Town would need to appropriate the \$50,000 funding match required for year one and MDOT would need to approve Metro's CMAQ funding request.

Attachments

Expanding Metro BREEZ to the Town of Brunswick

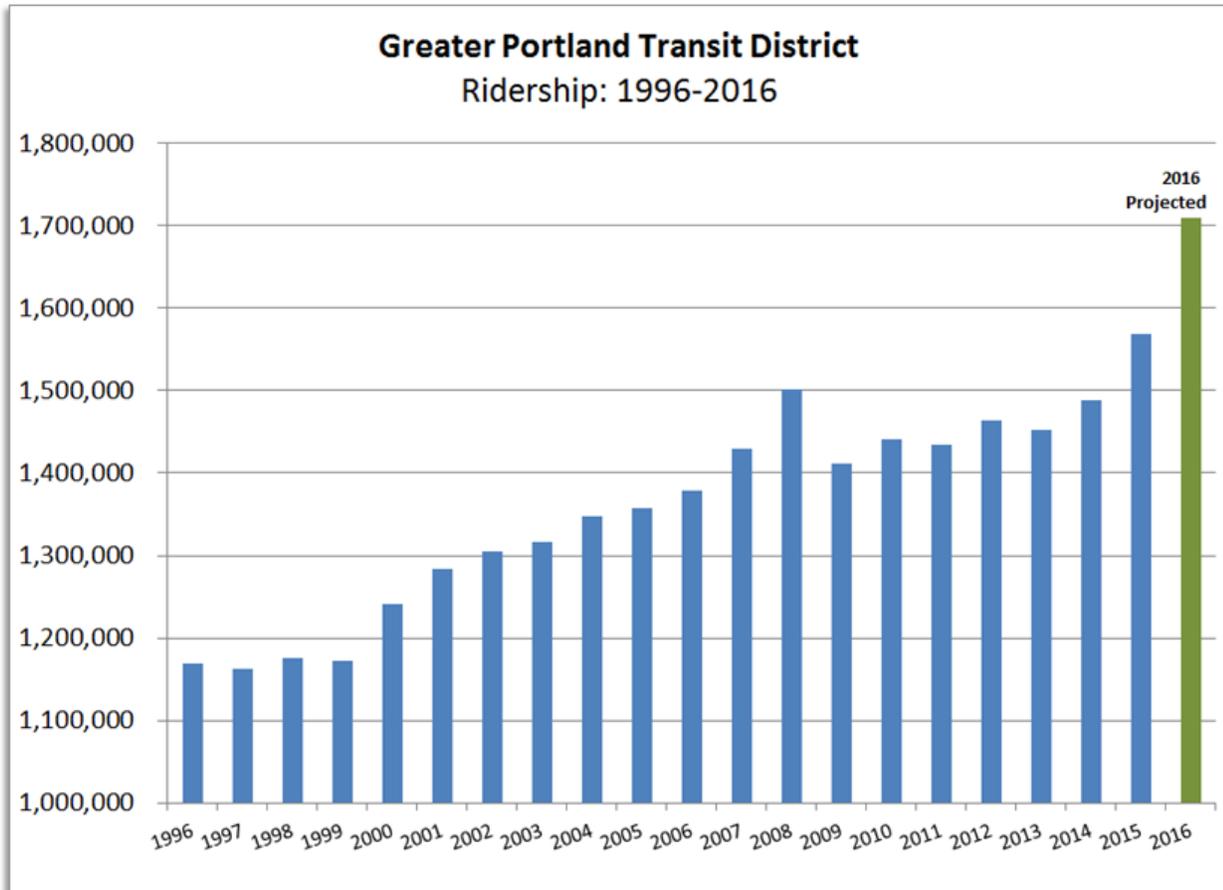
INTRODUCTION

The Metro BREEZ project launched on June 16, 2016 and now provides ten (10) express bus roundtrips connecting the communities of Freeport, Yarmouth, Falmouth and Portland. Based on ridership trends during the first 2 months of service, the base project is expected to achieve its year 1 ridership projection of 30,000 boardings. With an expansion to Brunswick and connections to the Brunswick Explorer, the Metro BREEZ service can approach the success of similar service provided from Biddeford-Saco to Portland which achieves boardings in excess of 60,000 per year.



As a result of the Metro Breez project along with other new programs, reliability improvements and service improvements, Metro projected 2016 ridership is on track to be the highest since the early 1980s.

Figure 1: Metro System Level Ridership



Metro (including Metro Breez) is a partner in the **Southern Maine Transit Tracker (SMTT)** which is a transit information system provides real-time and predicted arrival information to riders. There are a variety of tools, as described below, available for both desktop and mobile devices:

- Watch buses and ferries travel in Real-time (RT) and map your routes and stops on a Google base map.
- Find the ETA for your favorite stops using any web-enabled device. Or, text to SMTT (stop ID) 41411 for ETA and alerts sent by Short Message Service (SMS) on any text-enabled phone.
- 3rd party developers, such as TransitApp, Moovit and Nokia have created mobile apps for the region.



- The SMTT open data is shared with Google Transit to provide trip planning assistance, schedules and links to agency information.

METRO BREEZ – BRUNSWICK EXPANSION PROJECT OVERVIEW

The Metro Breez project functions as a hybrid service in that it offers the features of long-distance express as well as bi-directional inter-city service. Table 1 below provides an overview of the base project along with the Brunswick expansion.

Table 1: Project Overview

Area	Base Project	With Brunswick Extension
Service Model	All Day Express	All Day Express
Days	Mon-Sat	Mon-Sat
Hours	6 a.m. to 7 p.m.	6 a.m. to 7 p.m.
Frequency	30-120 minutes	30-75 minutes
# Trips	Weekday: 10 SB / 10 NB Saturday: 5 SB / 5 NB	Weekday: 11 SB / 11 NB Saturday: 7 SB / 7 NB
Fares	Flat Fare System: \$3.00 (twice the local fare of \$1.50).	Zone Fare System: \$3.00/\$4.00-\$5.00
Buses	3 low floor mid-size buses Seating capacity – 18 plus 2 wheelchair positions Amenities: Bike racks, Wi-Fi, USB Ports, overhead storage, high back seats, real-time arrival info.	4 low floor mid-size buses Seating capacity – 18 plus 2 wheelchair positions. Amenities: Bike racks, Wi-Fi, USB Ports, overhead storage, high back seats, real-time arrival info.
Route	I-295 and Route 1	I-295 and Route 1
Destinations	Downtown Freeport Downtown Yarmouth Downtown Falmouth Downtown Portland	Downtown Brunswick Downtown Freeport Downtown Yarmouth Downtown Falmouth Downtown Portland
Park and Ride Locations	Freeport – 2 locations Yarmouth – 2 locations Falmouth – 1 location Portland – 1 location	Brunswick – 1 location Freeport – 2 locations Yarmouth – 2 locations Falmouth – 1 location Portland – 1 location
Inter-modal Connections	<ul style="list-style-type: none"> • Amtrak Downeaster (Freeport Station, Portland Station) • Concord Coach (Portland) • Metro Transit Center (Portland) 	<ul style="list-style-type: none"> • Amtrak Downeaster (Brunswick, Freeport Station and Portland Stations) • Concord Coach (Portland) • Metro Transit Center (Portland)
Ridership Estimate	<ul style="list-style-type: none"> • 2016-17: 30,000 boardings • 2017-18: 35,000 boardings • 2018-19: 40,000 boardings 	<ul style="list-style-type: none"> • 2016-17: 30,000 boardings • 2017-18: 45,000 boardings • 2018-19: 50,000 boardings

METRO BREEZ PROJECT BUDGET - PROPOSED BRUNSWICK EXPANSION

	PILOT PROJECT PHASE			Permanent 2019-20	Notes
	2016-17	2017-18	2018-19		
OPERATING COSTS					
Operating Cost	\$ 196,532	\$ 298,953	\$ 307,921	\$ 317,159	
Fuel	\$ 33,030	\$ 77,623	\$ 79,952	\$ 82,351	
Vehicle Maintenance	\$ 34,165	\$ 80,292	\$ 82,701	\$ 85,182	
Contingency (8%)	\$ 13,186	\$ 36,549	\$ 37,646	\$ 38,775	
Indirect	\$ 42,196	\$ 73,099	\$ 75,292	\$ 77,551	
Public Information	\$ 22,297	\$ 20,000	\$ 15,000	\$ 10,000	
Total Costs	\$ 341,406	\$ 586,517	\$ 598,512	\$ 611,018	Does not include capital acquisition or debt service.
SOURCES OF FUNDING					
Fare Revenue	\$ 50,156	\$ 87,978	\$ 95,762	\$ 109,983	Preliminary fare revenue estimate.
<i>Fare Recovery Ratio</i>	15%	15%	16%	18%	
FEDERAL CMAQ TOTAL	\$ 233,000	\$ 373,905	\$ 351,925	\$ -	
Federal CMAQ - Base Project	\$ 233,000	\$ 220,000	\$ 218,000	\$ -	Existing CMAQ allocation.
Federal CMAQ - Expanded	\$ -	\$ 153,905	\$ 133,925	\$ -	Proposed additional CMAQ allocation for Brunswick extension.
<i>Federal CMAQ % (Net of Fares)</i>	80%	75%	70%	0%	
FEDERAL 5307 TOTAL	\$ -	\$ -	\$ -	\$ 213,856	
Federal 5307 - Base Project	\$ -	\$ -	\$ -	\$ 96,849	2019-20 Federal 5307 previously approved by PACTS.
Federal 5307 - Expanded	\$ -	\$ -	\$ -	\$ 117,008	Proposed additional FTA 5307 funding - subject to availability/PACTS approval.
<i>Federal 5307 % (Net of Fares)</i>	0%	0%	0%	43%	
LOCAL TOTAL	\$ 58,250	\$ 124,635	\$ 150,825	\$ 287,178	
Local: Other Partners	\$ -	\$ -	\$ -	\$ -	To be determined.
Local: Metro-Indirect	\$ 42,196	\$ 73,099	\$ 75,292	\$ -	Initial Metro absorption of indirect costs transitions to members in 2019-2020.
Local: Member Communities	\$ 16,054	\$ 51,536	\$ 75,533	\$ 287,178	Cost allocation among members in 2019-2020 subject to review and approvals.
<i>Local % (Net of Fares)</i>	20%	25%	30%	57%	
Total Revenue	\$ 341,406	\$ 586,517	\$ 598,512	\$ 611,018	
Surplus/(Deficit)	\$0	\$0	\$0	\$0	

SERVICE PROFILE

Member Communities:	Brunswick, Freeport, Yarmouth, Falmouth and Portland
Service Levels:	
Weekday	11 roundtrips between 6:00 a.m. and 7:00 p.m.
Saturday	7-8 roundtrips between 8:00 a.m. and 7:00 p.m.
Sunday	No service
Annual Ridership Estimates:	
2016-17	30,000
2017-18	40,000
2018-19	45,000
2019-20	50,000

BRUNSWICK LOCAL CONTRIBUTIONS

	2016-17	2017-18	2018-19	2019-20	Notes
Operating	\$ -	\$ 28,402	\$ 45,831	TBD	Range \$60,000 - \$75,000 depending on service level and cost allocation.
Capital (Fleet)	\$ -	\$ 13,500	\$ 13,500	\$ 13,500	Three (3) year debt service on bond for local match.
Capital (Bus Stops/Shelters)	\$ -	\$ 8,000	\$ -	\$ -	Local match for 2-3 bus shelters and/or minor stops.
Total		\$ 49,902	\$ 59,331	TBD	

ITEM 133

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: November 30, 2016

SUBJECT: Elementary School and Junior High School Projects

At your December 5th meeting, the School Board will be presenting its recommendations for a new elementary school at the Jordan Acres School site as well as the renovations to the Brunswick Junior High School. As you know, because both of these projects will require bond funding, a bond ordinance adopted by the Town Council or referendum will be required. As with any ordinance, a public hearing will be required prior to the adoption of the bond ordinance.

The scenario we have heard discussed most often anticipates a referendum, on at least the elementary school project. Attached is a schedule illustrating a timeline with a referendum held on the second Tuesday in June (June 13th). This is typically the day on which the annual school budget validation referendum is held. However, the Town Council may schedule an election on any date it chooses. The schedule illustrates the latest dates events must occur, but I am told the School Board would prefer to have the election called as early as possible for the June date.

Estimated project budgets, prepared by PDT Architects, are also attached. Additional information will be provided ahead of the meeting, and we will provide it to you as soon as we receive it.

Finally, attached is a PowerPoint presentation prepared by Finance Director Julie Henze. The presentation includes illustrations of how the project debt might be structured. One option shows payments structured to be relatively level over the first fifteen years and then declining in years fifteen through twenty-five. This lowers the annual cost in the early years, but does increase the total cost of borrowing over the life of the bonds. If this were a state-funded project, following the state funding rules, the payments would be higher in year one and decline in each subsequent year. Ms. Henze has calculated the tax impact of the estimated schedules. However, the estimated cost uses current interest rates and would be higher should long-term interest rates rise.

Attachments:

Referendum timeline
Project Budgets (PDT Architects)
PowerPoint Debt Service and Tax Impact

MEMORANDUM

DATE: November 15, 2016
TO: John Eldridge, Town Manager
FROM: Fran Smith, Town Clerk
RE: Timeline for possible school bond referendum at the June 13, 2017 Election

Per your request, I have prepared a recommended timeline if the Council wishes to place a question on the June 13, 2017 ballot regarding school construction. I will be referencing sections of the Town Charter and State Election law, and have included the full text of those sections as Appendix A.

Section 512 of the Town Charter requires capital improvements or capital acquisitions exceeding \$1,000,000 to be authorized by ordinance. The ordinance provision is governed by section 210 and 211 of the Charter. Section 1104 of the Charter allows the Council to send an ordinance out to the voters for their approval. Sections 1101, 1102 and 1103 of the Charter allow for citizens to submit a petition to overrule an adopted ordinance.

The process to enact an ordinance is as follows:

- Ordinance prepared and presented to the Council
- Council sets a public hearing
- The public hearing must be advertised at least 10 days prior to being held
- Once the public hearing is held, the Council may enact the ordinance (either at that meeting or at a future one)
- Once enacted the ordinance does not become effective until at least 30 days after passage.

If the Council chooses to place the ordinance on the ballot for a vote, state law dictates when absentee ballots must be available. Section 751 of Title 21-A requires absentee ballots to be available not less than 30 days prior to the election, and the time to prepare the ballot and have it printed would need to be added into the schedule.

Recommended schedule working back from Election Day:

- June 13th - Election Day
- No later than May 12th - Absentee ballots available in Clerk's office. (We prefer to have the ballots one week earlier in order to begin the process of proofreading and filling requests already on file that may require mailing long distances.)
- April 19th - Ballot to printer to allow time for ballot preparation/printing. (Expect absentee ballots approximately three weeks from time ballot sent to printer.)
- April 18th - Last Council meeting prior to ballots having to be to the printer.
- April 3rd - Public hearing held (and possible adoption of the ordinance or sent to vote either this meeting or next)
- March 20th - Council sets the public hearing on the ordinance.
- March 6th - School Board and Council have discussion on this item (recommended, not required.)

Appendix A

Brunswick Town Charter:

Section 512. Capital improvements or acquisitions; issuance of bonds or notes.

The making of contracts for capital improvements or capital acquisitions, to be financed solely or partly by the issuance of bonds or notes, the making of contracts for capital improvements or capital acquisitions exceeding \$1,000,000, and the making of contracts for capital improvements or capital acquisitions which irrevocably obligate the town to raise or appropriate, in a future fiscal year, funds to pay for all or part of the improvement or acquisition must be authorized by ordinance.

Section 210. Ordinances.

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

Section 211. Public hearing on ordinances.

- (a) Before an ordinance is enacted, amended or repealed, the council shall hold a public hearing, notice of which must be published in a newspaper having general circulation in the town at least 10 days before the hearing date. The text of the intended act must be included in the notice where it is reasonable to do so, in the opinion of the council. Otherwise, the notice must contain a reasonable summary of the purpose of the intended act. In either case, a reasonable number of copies of the intended act must be made available to the public at the office of the manager for at least 10 days before the hearing date.
- (b) An ordinance shall not become effective until at least 30 days after passage.

Section 1104. Ordinances, orders or resolves submitted to popular vote.

The council may submit on its own initiative a proposition for the enactment, repeal or amendment of any ordinance, order or resolve, except as herein otherwise provided, to be voted upon at any municipal election, and should such proposition receive a majority of the affirmative votes cast thereon at such election, such ordinance, order or resolve shall be enacted, amended accordingly, or otherwise repealed. The proposition shall be so stated that an affirmative vote is for the passage of the ordinance, order or resolve, and a negative vote is against its passage.

State Law - Title 21-A: ELECTIONS

§752. Material Furnished

At least 3 months before any election, the Secretary of State shall furnish each municipality with a reasonable number of dated absentee ballot applications. A reasonable time, not less than 30 days unless an emergency exists, before any election, the Secretary of State shall furnish each municipality with a reasonable number of absentee ballots and return envelopes.

New Elementary School 660 Students

Brunswick School Department

Grades PK-2 660 Students

Spring 2018 Construction Date

Jordan Acres Location

2 House Scheme with reduced program by BSB June 2016

Item 1: Construction			
1.1 New Construction	89115 sf	\$210.05	\$18,718,960
1.2 Demolition	54718	\$ 8.43	\$461,273
1.3 Haz-Mat Abatement			\$109,436
1.4 Site Development-			\$1,647,150
1.5 Off-Site Improvements			\$100,000
1.6 Alternate Energy Investments Geothermal		\$ 700,000	\$700,000
1.7 Playgrounds (\$160/stud.)		\$ 105,600	\$105,600
1.8 Inflation to Feb. 2018 2.5 % (3.75 annual)	\$ 0.02500		\$ 543,420
Subtotal			\$22,385,839
Item 2: Admin. Costs and Reserves			
2.1 Site Purchase			\$0
2.2 Furnishings & Moveable Equipment 4%	(of line1.1)	\$682,245	\$748,758
2.3 Technology 3%			\$561,569
2.4 Advertising, Insurance, Legal, Printing			\$40,000
2.5 Contingency (10% of Item 1)			\$2,238,584
2.6 % for Art			\$0
Subtotal			\$3,522,398
Item 3: Fees and Services			
Basic Services			
3.1 Architect New (Item 1 x State of ME Fee)	\$22,385,839 @	6.8 %	\$1,522,237
3.3 Reimbursables & Permits			\$60,000
Special Services			
3.3 Environmental Permitting			\$50,000
3.4 Survey, Soils and Wetlands			\$50,000
3.5 Construction Testing			\$60,000
3.6 Special Inspections			\$10,000
3.7 Clerk			\$160,000
3.8 Commissioning			\$50,000
3.9 Owner's Representative			\$50,000
			\$0
Subtotal			\$2,012,237
Total Project Cost			\$27,920,474



Stand Alone Repair Project

Brunswick School Dept

Brunswick Junior High School 1959

Grades 6-8

600 Students 98,834 sf

(165 sf/stud.)

Item 1: Construction			
1.1 Repairs @ Coffin			\$0
1.2 Repairs @ Junior High			\$4,630,214
1.3 New 12 classroom modular			\$0
Subtotal			\$4,630,214
Item 2: Admin. Costs and Reserves			
2.1 Site Purchase			\$0
2.2 Furnishings & Moveable Equipment 6%			\$0
2.3 Technology 3%			\$0
2.4 Advertising, Insurance, Legal, Printing			\$10,000
2.5 Contingency (5 % of Item 1)			\$231,511
2.6 % for Art			\$0
Subtotal			\$241,511
Item 3: Fees and Services			
Basic Services			
3.1 Architect New (Item 1 x State of ME Fee)	\$4,630,214 @	10.0 %	\$463,021
3.2 Architect Reno(Allocatted Reno 1.2 above)			\$0
3.3 Reimbursables & Permits			\$30,000
Special Services			
3.4 Environmental Permitting			\$20,000
3.5 Survey, Soils and Wetlands			\$0
3.6 Construction Testing			\$40,000
3.7 Special Inspections			\$20,000
3.8 Clerk			\$75,000
3.9 Commissioning			\$25,000
3.10 Owner's Representative			\$0
			\$0
Subtotal			\$673,021

Total Project Cost

\$5,544,746

2017 3 % escalation

\$5,711,088





Jordan Acres Presentation to Town Council November 1, 2016

1. Review eliminated components in an effort to reduce costs:

- Multiple music rooms
- Upstairs link/connector
- Two (2) discovery rooms
- District food storage
- Loading dock
- Narrower hallways
- Eliminate saw tooth foundation

Principals:

Brian M. Curley, AIA, LEED AP
Ann M. Fontaine-Fisher, AIA,
LEED AP
Lyndon D. Keck, AIA, LEED AP
Alan G. Kuniholm, AIA, LEED AP
David C. Webster, AIA, LEED AP

2. Review multi-functioning spaces which have been created to reduce costs:

- Stage/music
- Cafeteria/discovery centers
- Expanded stage

Associates:

Rebecca S. Casey, AIA
Robert R. Curtis, LEED AP BD+C
Marilyn E. Leivian, AIA, LEED AP
Suzanne W. Morin, MCID
Susan L. Ransom, CPSM

3. Compare costs with other current elementary school projects around the State:

- Low site costs
- Low costs per square foot for construction
- Lower furnishings costs

4. Review educational goals:

- Small learning communities of 330 students
- K-5 flexibility
- Pre-K program
- Geothermal ground source heat pump system

49 Dartmouth Street
Suite 2
Portland, Maine 04101

207-775-1059
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www.pdtarchs.com

Meeting Summary Notes
ELEMENTARY SCHOOL @ JORDAN ACRES -CONCEPT

Title	School Board Public Hearing @ Town Hall
Date	19 October 2016 – 6:00pm
Attendees	Public, School Board, Sarah Singer, Joy Prescott, Jim Grant, Corrine Perrault, William Thompson, Teresa Gillis, Brenda Clough, Rich Ellis, Janet Connors Paul Perzanoski, Pender Makin, Scott Smith Lyndon Keck, Chad Reed, PDT Architects
Purpose	<ul style="list-style-type: none"> • Public Presentation

Topic	Notes	Action
Opening	1. Brief overview /history behind project given.	
Site	2. Discussion of Site Layout / organization <ul style="list-style-type: none"> a. Traffic / Parking / Drop offs / Bikes / walkways presented with the bus drop separated from parent drop area. Charles court too narrow to allow bus traffic and two way vehicle movement. 16-17 busses to be accommodated. b. Play Areas with shared athletic across street. c. Safety / fencing discussed. 3. Service and emergency access to rear of school.	
Plans	4. Walk through features and program – two schools within a school concept for 660 students. PK-2 currently designed for with flexibility to change configuration in the future. 5. Travel Distance comparisons shown with comparatives to Coffin, HBS and the proposed new school. 6. Plan layout reviewed highlighting cafeteria (incorporating “discovery space” with added counter and sink areas) the music and combined stage opening to the elementary school sized gym. The classrooms on the first floor are double loaded corridors with PK,K and First grade on the first level and second grade on the upper floor.	
Elevations / Exterior	7. Presentation of Exterior views with use of materials. Renderings show various views with red and brown brick along with bands of precast and composite panels. 8. Brick is more expensive, while alternative siding systems could be close to half the cost. 9. South facing sloped roofs are shown at classroom wings that would be “PV ready” to take advantage of the orientation. There are some areas of flat roof that will be internal drained, while sloped will have overhangs and drip strips below. The flat roof is not actually flat given these are generally pitched ¼” per foot to drains to always keep the water moving.	
Geothermal Update	10. Geothermal to be utilized with supplemental boiler. 11. The School Board has decided to include Geothermal.	



Topic	Notes
LEED Strategy	<p>12. LEED Checklist/ scorecard</p> <ul style="list-style-type: none"> a. School Board to request waiver on LEED Documentation. This additional documentation would be estimated to cost \$50,000. b. There are various rating levels within the LEED structure, target here is to attain certification. c. There are incremental costs associated with a LEED building.
Budget	<p>13. Comprehensive update including BJHS and exterior changes. (see handouts)</p> <ul style="list-style-type: none"> A. More precast and brick shown, offset by removing some glass areas at light monitor. B. Site development costs have gone up by \$200,000. C. Geothermal adds \$700,000. D. Playground adds \$105,600. E. Inflation now shown through Feb 2018 <p>14. Timeframes- Construction documents take time to develop and get through permitting. This is concept where it is half of schematic level development of the design and enough work is done to pull costs together for referendum. So after a June referendum another 9-10 months which includes Planning boards, Army Corps of Engineers and DEP approvals.</p> <p>15. DEP can take up to 6 months after submission.</p> <p>16. Early sitework/ demolition could take place in August.</p> <p>17. 10% contingency must be carried.</p>
Other Items	<p>18. BJHS Repair Project discussion- Fire alarm, sprinkler, structural repairs and ADA have been ongoing and the updated amount moving forward is \$5,711,088. For the remaining items.</p> <p>19. Teacher comments received (SB)</p> <ul style="list-style-type: none"> a. Question of library size- this matches state allowable. b. Sense of community for the teachers? – Teacher planning spaces are provided through out the facility. c. Concern with second grade separated- although on the second floor, this still aligns within the school within a school. School board has endorsed this concept of an ideal learning community under 350 students. The second floor connector was explored and very expensive. This approach gives reasonable access to common elements. Although different from running four separate schools years ago this approach is what is right for the kids.
Public Q&A	<p>20. General questions include;</p> <ul style="list-style-type: none"> a. PK program and necessity b. Concern with geothermal payback period c. Need for A/ C?- Anticipated programming during summer as well as community uses. d. Can design be trimmed down? – this has been done, as square footage reductions have taken place. This group has been very attentive to cost. e. In favor of the two learning communities.

Topic	Notes	Action
	<ul style="list-style-type: none"> f. Please include a sounds system for performances. g. Portables experience and long waits for playground equipment detailed by parent calling out the overcrowding a Coffin today. h. Investment needs to be made. i. Question asked if this is enough PK space. j. HBS is fully utilized and the best use of tax dollars as it helps generate revenue. k. BJHS "needs a lot of love", "don't be short sighted". 	
	21. Coffin is beyond rehab.	
Timeline / Public Process	22. Review Timeline - what are the next steps Nov 1 st – Facilities Meeting Nov 9 th - School Board Vote Dec 5 th - Presentation to Town Council	

cc.



Meeting Notes Summary
ELEMENTARY SCHOOL @ JORDAN ACRES -CONCEPT

Title	Facilities- School Update Meeting @ Hawthorne
Date	5 October 2016 – 6:00pm
Attendees	Facilities Committee- William Thompson, Joy Prescott, Brenda Clough, Teresa Gillis, Sarah Singer, Corinne Perreault, Paul Perzanoski, Pender Makin Scott Smith Lyndon Keck, Chad Reed, PDT Architects
Purpose	<ul style="list-style-type: none"> Update Committee with progress and receive feedback

Topic	Notes	Action
Site	<ol style="list-style-type: none"> Discussion of Site Layout – no changes, Neighborhood Meeting Summary distributed. <ol style="list-style-type: none"> Survey solicitation underway to respond to abutter concern. 	
Plans	<ol style="list-style-type: none"> Discussion from Teacher / Staff presentation notes from this presentation distributed. 	
Elevations / Exterior	<ol style="list-style-type: none"> Presentation of Exterior views / Model with use of materials. Earlier renderings were darker. Updated renderings showing more brick, banding and precast elements. More symmetry at entry with window placement. Brick columns marking a more monumental entry. PDT Will gather material samples for next meeting. "These views feel better". The building should feel like it is in the neighborhood. 	
Plan Discussions	<ol style="list-style-type: none"> Comparisons requested for travel distances in hallways between HBS and Coffin to compare to the new elementary school. Request made of mother's room (60sf). Cafeteria to utilize "discovery room experience". Each classroom will have a sink. Consider no doors on ganged toilet rooms, and regular size toilets requested. Rear elevation would be helpful. 	
Geothermal Update	<ol style="list-style-type: none"> Additional Energy modeling data Payback and ROI information presented. A hybrid approach is being looked at for the geothermal system with an anticipated payback of 14yrs this utilizes a small gas boiler to help offset the coldest of days vs. the 19yr payback for the larger bore field scenario. Discussion regarding summer use and programing important and this will be used by community and other town entities. Life Cycle data: <ol style="list-style-type: none"> Wells and exterior piping 50-100yrs Inside piping 75-100yrs Boilers 25-30yrs Microchips/ processors 25-30yrs Condensers / Compressors 25yrs (failure rate 1.5%per yr) <p>Budget every year for repairs.</p>	



Topic	Notes	Action
	11. Geothermal systems installed today are better than those in the past. 12. These systems provide better controllability and comfort in the shoulder seasons. 13. Discussion of comparisons and decision on fuel system "Go or No GO", recommendation of Facilities Committee to be presented to School Board for decision on the 12 th .	
LEED Strategy	14. LEED Checklist/ scorecard a. School Board to request waiver on LEED Documentation. 15. The budget does not currently reflect LEED Documentation for submitting for LEED.	
Budget	16. Decision on A/C and Geothermal will update budget at that time. Will roll in costs associated with the exterior enhancements along with additional brick and precast masonry.	
Other Items	17. BJHS Repair Project overview to be presented at forum	
Future Meetings	18. School Board Public Hearing at Town Hall (19 October) 19. Discuss Community Outreach - a. Typically, an independent group 503c PAC, raise money, donations for marketing. b. Facilities committee can't tell the public how to vote or give a position, they can provide information.	
Timeline / Public Process	20. Review Timeline a. Next Facility meeting for November 1 st at 6pm b. Planning Board Interface to be reviewed. 21. Ballot Language and special election discussed and potential acceleration. Not favorable with Council and a great deal of work needs to be done in the "public information season". 22. Potential timeline upon successful referendum could include an early site package with demolition. DEP Permitting is allowed up to 6months review. 23. If Bond doesn't pass then Plan B -potential 20 classroom modular. 24. Applications will be made to State, awaiting more information.	
Next Meeting	November 1 st 6pm	

cc.



NOV 28 2016

Architecture ■ Interior Design ■ Planning



ARCHITECTS

November 21, 2016

Paul Perzanoski
Superintendent of Schools
Brunswick School Department
46 Federal Street
Brunswick, ME 04011

RE: **Major Capital Improvement Applications for Coffin
Elementary School and Brunswick Junior High School**

Dear Superintendent Perzanoski:

Principals:

Brian M. Curley, AIA, LEED AP
Ann M. Fontaine-Fisher, AIA,
LEED AP
Lyndon D. Keck, AIA, LEED AP
Alan G. Kuniholm, AIA, LEED AP
David C. Webster, AIA, LEED AP

Associates:

Rebecca S. Casey, AIA
Robert R. Curtis, LEED AP BD+C
Marilyn E. Leivian, AIA, LEED AP
Suzanne W. Morin, MCID
Susan L. Ransom, CPSM

49 Dartmouth Street
Suite 2
Portland, Maine 04101

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207-775-2694 Fax
www.pdtarchs.com

PDT Architects is pleased to present this proposal to help the Brunswick School Department file two applications with the Department of Education for the next Major Capital Improvement cycle for 2017-2018.

The Brunswick School Department has done an enormous amount of building analysis by Harriman Architects and Engineers as well as PDT Architects which will satisfy almost all of the building data that is required to submit an application.

Because you have not previously filed an application there will be additional work that needs to be done, much of it by the Brunswick School Department. You will need to have your team do some writing related to the educational programming, shortcomings in both buildings, descriptions of overcrowding and how it has impacted education, temporary classroom space usage and how it has been used over the years, your most recent comprehensive enrollment analysis, as well as a facility maintenance and capital improvement plan, which has been used by the school department for budgeting purposes.

PDT will supplement this information with additional photographs of existing conditions as well as an updated space needs study. PDT will update all data and fill out the required forms as well as publish the applications for your signatures.

COMPENSATION:

We propose to prepare and submit your applications to the Department of Education by April 14, 2017 on a fixed fee lump sum basis plus

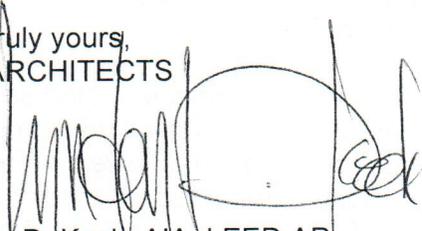
reimbursable expenses for travel and printing. Our compensation proposal is as follows:

- Coffin Elementary School application. \$3,500
- Brunswick Junior High School application. \$4,500
- Expected reimbursable expenses for travel, photography, printing and three bound copies of each application. \$750

The project team that will work on your application will be Lyndon Keck and Chad Reed.

We are pleased to continue working with the Brunswick School Department and welcome this opportunity to submit applications on your behalf for this next round of funding.

Very truly yours,
PDT ARCHITECTS



Lyndon D. Keck, AIA, LEED AP
Principal
Maine Licensed Architect

Cc: Scott Smith, Facility Manager

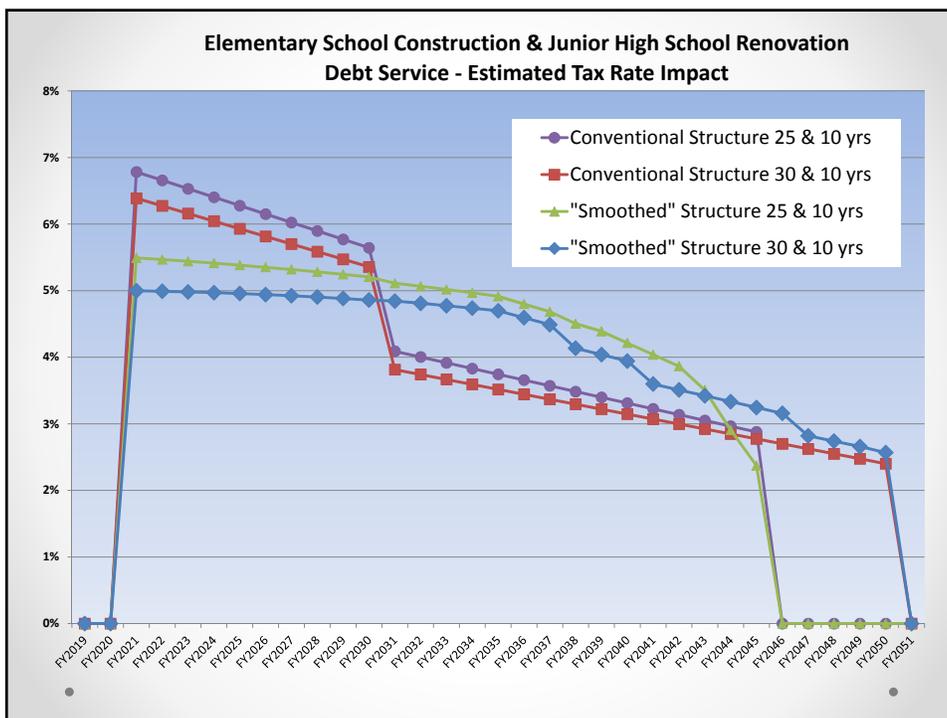
School Projects - Financial Models (so far...)

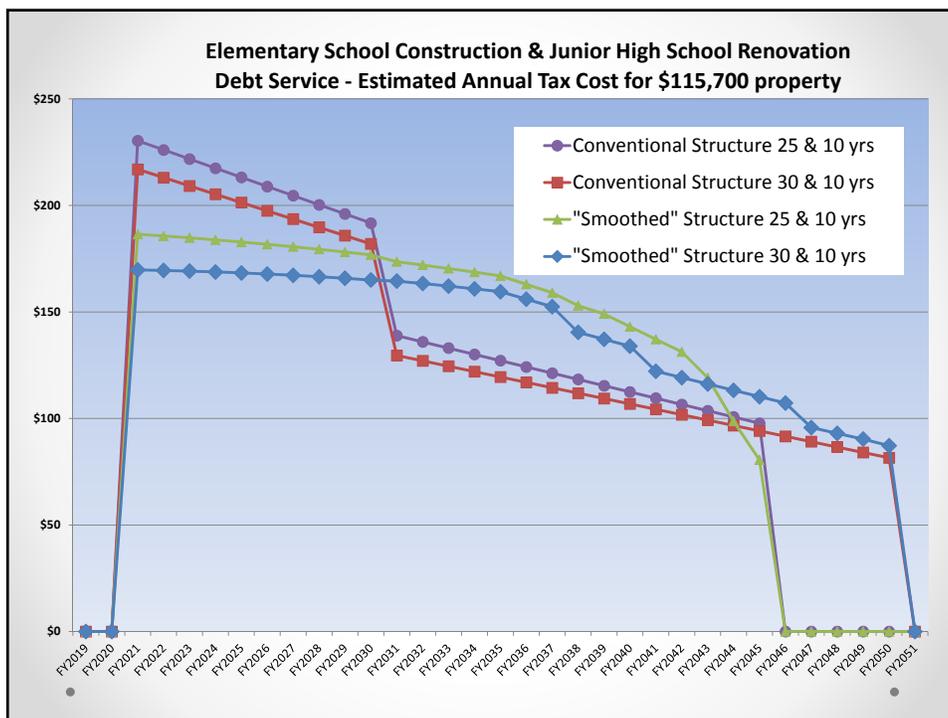
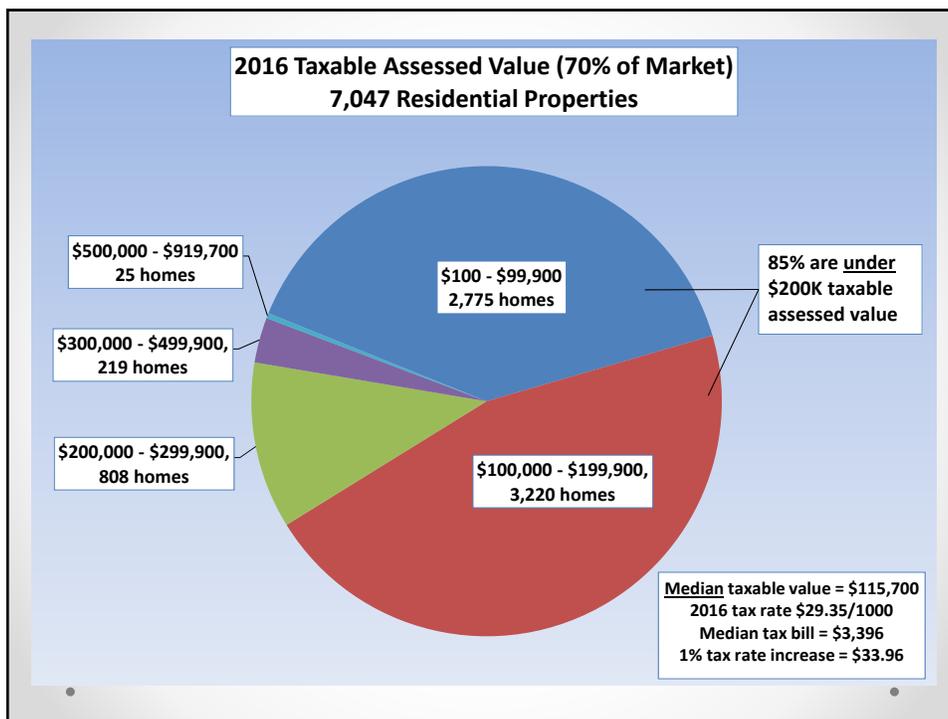
Town Council Meeting
Monday, December 5, 2016

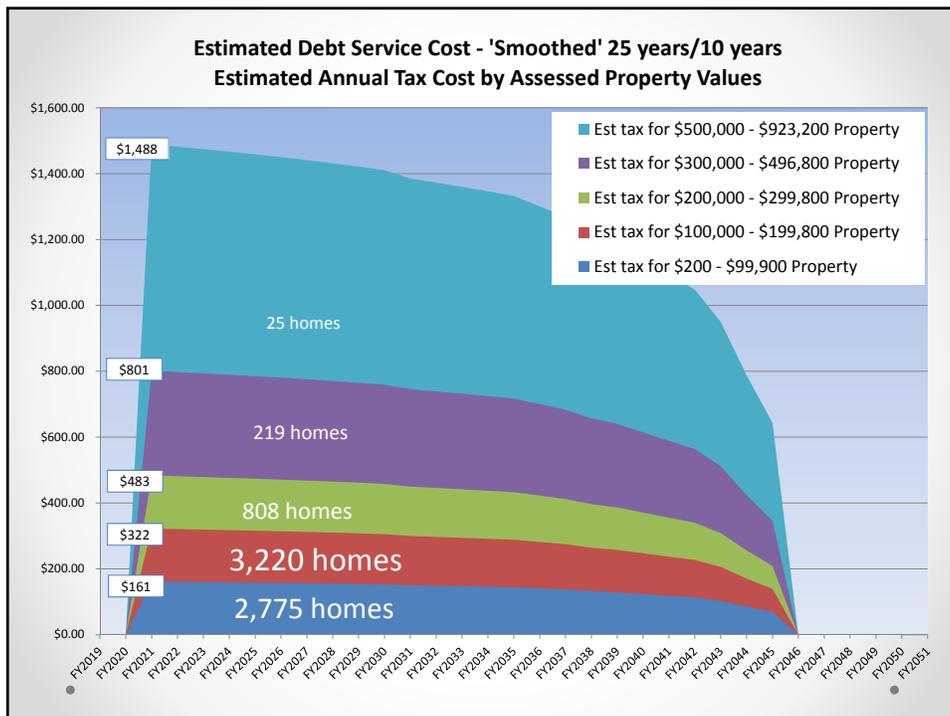
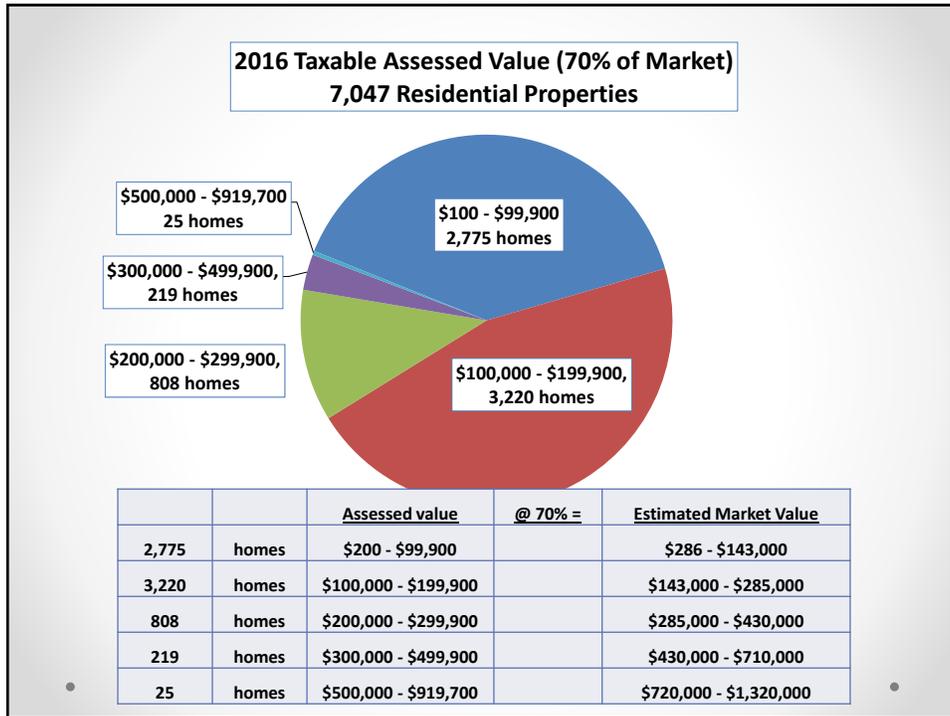
Basis/Assumptions for financial models

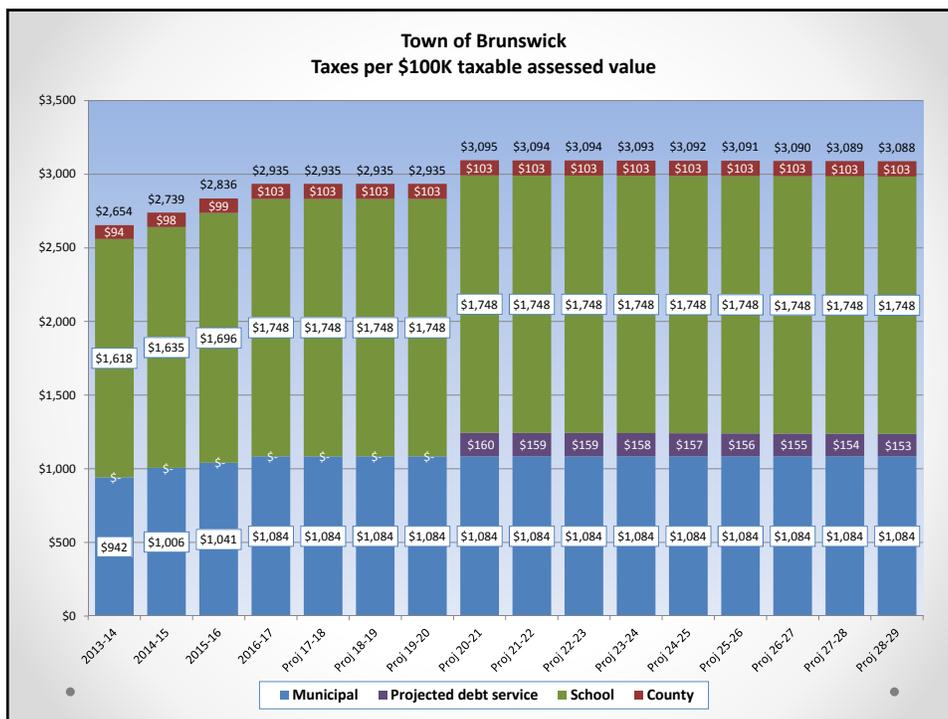
- Construction estimates – PDT, October 2016
 - New Elementary School – \$27,920,474
 - Repair Junior High – \$5,711,088
- Potential timeline
 - Referendum – June 13, 2017
 - Engineering/design – 2017-18
 - Build – 2018-19 thru 2019-20
 - Issue debt – 2019-20
 - In service – 2020-21
 - Debt service begins – 2020-21
- Estimated interest rates for debt service
 - 10 years 2.80%
 - 15 years 2.90%
 - 25 years 3.10%
 - 30 years 3.20%

"Smoothed" Structure 25 & 10 yrs										New Elementary School; Repair Junior High									
		New Elementary					Junior High												
Amount		\$27,920,474					\$5,711,088					Current 1% Tax	\$400,000						
Term		25					10					1% Tax Growth	0.00%						
Rate		3.10%					2.80%												
Start Year		3					3												
	Year	Principal	Interest	Principal	Interest	Annual Debt Service	YOY Tax Impact	Cost per \$115,700 property	1% Tax Impact										
FY2019	1					-	0.00%	-	400,000										
FY2020	2					-	0.00%	-	400,000										
FY2021	3	600,000	865,535	571,109	159,910	2,196,554	5.49%	186.48	400,000										
FY2022	4	625,000	846,935	571,109	143,919	2,186,963	-0.17%	185.66	400,000										
FY2023	5	650,000	827,560	571,109	127,928	2,176,597	-0.05%	184.78	400,000										
FY2024	6	675,000	807,410	571,109	111,937	2,165,456	-0.07%	183.84	400,000										
FY2025	7	700,000	786,485	571,109	95,946	2,153,540	0.03%	182.82	400,000										
FY2026	8	725,000	764,785	571,109	79,955	2,140,849	-0.13%	181.75	400,000										
FY2027	9	750,000	742,310	571,109	63,964	2,127,383	-0.06%	180.60	400,000										
FY2028	10	775,000	719,060	571,109	47,973	2,113,142	-0.04%	179.39	400,000										
FY2029	11	800,000	695,035	571,109	31,982	2,098,266	-0.04%	178.12	400,000										
FY2030	12	825,000	670,235	571,109	15,991	2,082,335	-0.04%	176.78	400,000										
FY2031	13	1,400,000	644,660			2,044,660	-0.09%	173.58	400,000										
FY2032	14	1,425,000	601,110			2,026,260	-0.05%	172.02	400,000										
FY2033	15	1,450,000	557,850			2,007,085	-0.05%	170.39	400,000										
FY2034	16	1,475,000	512,270			1,987,135	-0.05%	168.70	400,000										
FY2035	17	1,500,000	466,100			1,966,410	-0.05%	166.94	400,000										
FY2036	18	1,500,000	419,100			1,919,910	-0.12%	162.99	400,000										
FY2037	19	1,500,000	373,410			1,873,410	-0.12%	159.04	400,000										
FY2038	20	1,475,000	326,910			1,801,910	-0.18%	152.97	400,000										
FY2039	21	1,475,000	281,185			1,756,185	-0.11%	149.09	400,000										
FY2040	22	1,450,000	235,460			1,685,460	-0.18%	143.09	400,000										
FY2041	23	1,425,000	190,510			1,615,510	-0.17%	137.15	400,000										
FY2042	24	1,400,000	146,335			1,546,335	-0.17%	131.28	400,000										
FY2043	25	1,300,000	102,935			1,402,935	-0.36%	119.10	400,000										
FY2044	26	1,100,000	62,635			1,162,635	-0.60%	98.70	400,000										
FY2045	27	\$920,474	28,535			949,009	-0.53%	80.57	400,000										
FY2046	28						-2.37%		400,000										









Questions?

Julia Henze
Finance Director
Town of Brunswick

207-725-6652
jhenze@brunswickme.org

ITEM 134

BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: November 30, 2016

SUBJECT: Tree Care Ordinance

At your November 21, 2016 meeting you directed staff to develop a tree care ordinance, a requirement to be considered for designation as a Tree City USA community. In addition to the ordinance, the Recreation Department determined that the Town would also need to establish a tree committee and annually adopt a proclamation recognizing Arbor Day.

The attached draft ordinance establishes tree care standards for public trees. It also establishes a tree committee and specifies its responsibilities, one of which is to develop the annual Arbor Day proclamation. The draft ordinance resulted from staff's review of the model ordinance suggested by Tree City USA, as well as the tree care ordinances found in several Maine municipalities.

We are happy to review the proposed ordinance and answer the Town Council's questions. Assuming the Town Council finds the proposed draft acceptable, we recommend scheduling a public hearing

Attachments

CHAPTER 14 – STREETS, SIDEWALKS, AND OTHER PUBLIC SPACES
ARTICLE VII – TREE CARE ORDINANCE

Sec. 14-201. – Definitions.

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

Abutter is one whose property touches or adjoins along a boundary or with a projecting part of the property of another.

Person is any individual, firm, partnership, association, corporation, company, organization, or legally organized entity of any kind.

Property Owner shall mean the person owning such property as shown by the Town of Brunswick tax assessor's records, unless proof to contrary is available and presented.

Public Hazard is a condition of any public tree or any other non-public tree, shrub or plant or any portion of a public tree or any other non-public tree, shrub or other plant which constitutes a hazard to natural persons or property or harbors insects or disease which constitutes a potential threat to other public trees or any other non-public trees, shrubs, or plants within the Town.

Public Property shall include all property owned, leased, or occupied by the Town of Brunswick. *Public Trees* shall include all shade and ornamental trees or shrubs now or hereafter growing on public property, including Town rights-of-way.

Street or Highway is the entire width of every public way or right-of-way when all or any part thereof is open to the use of the public, as a matter of right.

Topping is the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Town Arborist is the designated official of the Town assigned to carry out the enforcement of this article.

Tree Sizes are defined as follows:

Large Trees are designated as those tree species that habitually attain a mature height of forty-five feet (45') or more.

Medium Trees are designated as those tree species that habitually attain a mature height of thirty (30) to forty-five feet (45').

Small Trees are designated as those tree species that habitually attain a mature height of thirty feet (30') or less.

Sec. 14-202. – Creation and Establishment of a Tree Committee.

There is hereby created a Tree Committee consisting of five (5) public members who must be residents of the Town of Brunswick. The Town Arborist shall serve as an ex officio non-voting member of the Tree Committee.

A. Membership, terms and appointments.

- (1) A member of the Tree Committee, other than the ex officio member(s), shall serve a term of three years, except as provided in this subsection. Appointments shall be made by the Town Council. The five (5) voting members of the Tree Committee shall appoint from their membership a Chairperson to serve for a one- year term. In the case of a vacancy, the Town Council shall fill said vacancy for the remaining term of the member who created the vacancy. All voting members of the Tree Committee shall serve until their successors are duly appointed and qualified.
- (2) The Town Council shall appoint the first five (5) voting members appointed after the effective date of this section to one-, two- or three-year terms so that, upon the completion of those initial five (5) appointments, only a portion of the terms of the members expire each year.

B. Duties.

The Tree Committee shall:

- (1) Assist the Town and its citizens in the dissemination of news and information regarding the selection, planting, and maintenance of trees and shrubs;
- (2) Study and determine, with input from the Town Arborist, the needs of the Town in connection with its public tree care program;
- (3) Plan, coordinate, and administer an annual Arbor Day celebration.
- (4) Compensation. All members of the Tree Committee shall serve without compensation.

Sec. 14-203. – Town Arborist

A. Qualifications.

- (1) The Town Arborist shall be a person skilled and trained in the arts and sciences of municipal arboriculture. In Maine where there is a state arborist examining board, the Town Arborist shall have passed the state examination and shall hold a current regular arborist's license from the State of Maine.

B. Authority.

- (1) The Town Arborist shall have the authority to enforce the rules and regulations of the arboricultural specifications and standards of practice governing the planting, maintenance, removal, fertilization, pruning, and bracing of trees on the streets or other public property and shall direct, regulate, and control the planting, maintenance, and removal of all trees growing now or hereafter in any public area of the town. He or she shall cause the provision of this article to be enforced. In his or her absence these duties shall be the responsibility of a qualified alternate designated by the Director of the Parks and Recreation Department.
- (2) Prior to the maintenance or removal of any public tree, an initial determination of whether the tree is located on public or private property will be made by the Town Arborist. In the event

that the tree is located on a property line, the Town Arborist shall determine the amount, if any, of cost-sharing between the Town and the private property owner for the proposed work.

- (3) The Town Arborist shall have the authority to order the trimming, spraying, preservation or removal of trees or plants upon private property when he or she shall find such action necessary to ensure public safety, protect public assets, or to prevent the spread of disease or insects to public trees and places.

C. General duties.

- (1) The Town Arborist shall carry out the arboricultural specifications and standards of practice governing the planting, maintenance, removal, fertilization, pruning, and bracing of trees on the streets or other public sites in the municipality and shall direct, regulate, and control the planting, maintenance, and removal of all trees growing now or hereafter on public property in the Town of Brunswick.

Sec. 14-204. – Specifications and standards.

American National Standards Institute (ANSI) standards, or any amendments or substitutes therefore, shall be followed and enforced as a minimum standard for the care and maintenance of trees. The Town Arborist may also establish additional policies and procedures, as necessary, which shall be followed.

Sec. 14-205. – Tree planting, maintenance, and removal.

A. Authority to plant, maintain, or remove trees on public property.

No person shall plant, fertilize, preserve, prune, spray, cut above ground, remove, or otherwise disturb any tree on public property without written permission from the Town Arborist or, in his or her absence, the Director of the Parks and Recreation Department. The person receiving permission shall abide by the arboricultural specifications and standards of practice set forth in this section.

Notification shall be made to the Town Arborist and written approval given prior to any tree planting, maintenance, or removal.

The Town Arborist shall issue permission if, in his judgement, the proposed work is desirable and the proposed method and workmanship thereof are of a satisfactory nature.

Requests for pruning and removal of trees on public property will be reviewed based upon tree health, public safety, threat to public and/or private property, preservation or enhancement of scenic beauty, or other reasonable considerations as determined by the Town Arborist or, in his or her absence, the Director of the Parks and Recreation Department.

B. Tree species to be planted on public property.

The following is the recommended tree species list for plantings on public property in the Town of Brunswick. No other species other than those included here may be planted without written permission from the Town Arborist, or, in his or her absence, the Director of the Parks and Recreation Department.

SMALL TREES	MEDIUM TREES	LARGE TREES
Cherry, <i>Prunus</i> Flowering Crabapple, <i>Malus x varieties</i> Dogwood, <i>Cornus kousa</i> Hawthorns, <i>Crataegus</i> American Hophornbeam, <i>Ostrya virginiana</i> Tree Lilac, <i>Syringa reticulata</i> Hedge Maple, <i>Acer campestre*</i> Paperbark Maple, <i>Acer griseum</i> Korean Maple, <i>Acer sieboldianum</i> ‘Three-flowered’ Maple*, <i>Acer triflorum</i> Magnolias Shadbush, <i>Amelanchier – tree form</i> Sourwood, <i>Oxydendrum arboretum</i> Stewartia, <i>Stewartia pseudocamellia and koreana</i> White Fringe Tree, <i>Chionanthus</i>	River Birch*, <i>Betula nigra</i> American or European Hornbeam* <i>Carpinus caroliniana & Carpinus betulus,</i> Katsuratree*, <i>Cercidiphyllum</i> American Yellowwood, <i>Cladrastis</i> Turkish Filbert, <i>Corylus colurna</i> Honeylocust, <i>Gleditsia</i> Tupelo*, <i>Nyssa sylvatica</i> Korean Mountainash, <i>Sorbus alnifolia</i>	Red Maple, <i>Acer rubrum</i> Catalpa, <i>Catalpa</i> Beech, <i>Fagus</i> Ginkgo*, <i>Ginkgo biloba</i> Tuliptree, <i>Liriodendron</i> Cucumber Magnolia, <i>Magnolia acuminata</i> Oak, <i>Quercus</i> Elm, <i>Ulmus</i> Zelkova Pine, <i>Pinus</i> Spruce, <i>Picea</i> Fir, <i>Abie</i>

C. Spacing for planting on public property.

Except in special plantings designed or approved by the Town Arborist or, in his or her absence, the Director of the Parks and Recreation Department, the spacing of Town-owned trees shall be in accordance with the species sizes listed under Section 14-201 of this ordinance, and no trees may be planted closer together than the following:

SPECIES SIZE	SPACING (Not less than...)
Small Trees	20 ft.
Medium Trees	30 ft
Large Trees	40 ft

D. Utilities and Hydrants

No public tree shall be planted within ten feet (10’) of any hydrant or any underground utilities. Only small trees may be planted under or within 10 feet (10’) of any overhead utility wire.

E. Public Tree Care

- (1) The Town Arborist shall have the right to prune, spray, maintain, and remove public trees as may be necessary to ensure public safety or to preserve or enhance the beauty of public places. Spraying shall be undertaken in accordance with Town and State laws. Notice of intent to remove, extensively prune, or spray any public shall be made in writing to abutters.
- (2) The Town Arborist shall have the right to prune any public tree if, in the opinion of the Town Arborist and/or his designee, it interferes with visibility of any traffic control device or intersection, or interferes with pedestrian or vehicular traffic. A clearance of fourteen feet (14') above street surface or eight feet (8') above the sidewalk surface shall be maintained. If such obstructing public tree is on private property, the Town Arborist shall notify the property owner of the intent to prune.
- (3) The Town Arborist may remove any public tree or part thereof which by reason of its nature damages or otherwise impairs sewers, electric power lines, gas lines, water lines, or other services, or is affected by an injurious fungus, disease, insect, or other pest. In each case, the abutters will be notified twenty-four (24) hours in advance.
- (4) In case of an emergency as determined by the Town Arborist or, in his or her absence, the Director of the Parks and Recreation Department, work may be performed without written notification.

F. Tree Topping

It shall be unlawful for any person or the Town to top any tree on public property. Trees severely damaged by storms or other causes may be exempted from this prohibition at the determination of the Town Arborist or, in his or her absence, the Director of the Parks and Recreation Department. In lieu of topping, public trees under utility wires or other obstructions where other pruning practices are impractical or not considered aboriculturally sound may be removed by the Town Arborist and/or his designee.

Sec. 14-206. – Protection of trees on public property.

A. During excavation or construction.

All trees near any excavation or construction of any building, structure, or street work shall be guarded with a substantial fence, frame, or box centered around the tree not less than four feet (4') high and enclosing an area of sixty-four square feet (64 sq. ft.), or at a distance in feet from the tree equal to the diameter of the trunk in diameter breast height (D.B.H.), whichever is greater, and all building material, dirt, or other debris shall be kept outside the barrier.

No person shall excavate any ditches, tunnels, trenches, or lay any drive within the radius of ten feet (10') from any town-owned tree except with written permission from the Town Arborist.

B. Placing materials on public property.

No person shall deposit, place, store, or maintain upon any public property anything which may impede the free passage of water, air or fertilizer to the roots of any tree growing therein, except with written permission from the Town Arborist.

C. Abuse or mutilation of trees on public property.

Under no circumstance shall any person cut, carve, transplant, or remove any public tree; attach any rope, wire, nails, advertising posters, or other contrivance to any public tree; allow any gaseous, liquid or solid substance which is harmful to trees to come in contact with any public tree; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any public tree.

D. Destruction of Trees on Public Property

Any public tree deemed a public hazard or destroyed as a consequence of a person's negligence, gross negligence, or intentional acts shall be valued by the Town Arborist as the sum of any removal and disposal costs, plus the replacement costs of a minimum two inch (2") caliper tree, its installation, care and maintenance, including watering, for the first three (3) years after planting. If the location of the destroyed tree does not meet the planting requirements of Section 14-205, the Town Arborist may replace the public tree at another location of his or her choosing.

Sec. 14-207. – Interference with the Town Arborist.

No person shall hinder, prevent, delay, or interfere with the Town Arborist or any other Town staff while engaged in carrying out the execution or enforcement of this ordinance; provided, however, that nothing herein shall be construed as an attempt to prohibit the pursuit of any remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the Town.

Sec. 14-208. – Violations.

Any failure to comply with the terms, conditions, provisions, or any notice issued pursuant to this ordinance, shall constitute a violation.

Sec. 14-209. – Penalties.

Any person who violates this division shall forfeit a civil penalty in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances for the first and second offenses and for subsequent offenses.

Sec. 14-210. – Severability.

Should any section, clause, or provision of this ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

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

Sec. 14-209	Violation of this division, first and second offense	\$100.00 maximum fine
	Violation of this division, subsequent offenses	\$500.00 maximum fine

ITEM 135

BACK UP MATERIALS

MEMORANDUM

TO: John Eldridge, Town Manager

FROM: Julie Henze, Finance Director
on behalf of the Finance Committee

DATE: November 30, 2016

SUBJECT: Update of certain business license fees

As part of the ongoing review and update of fees and revenues, we have begun review of the Town of Brunswick's business license fees. On November 17, 2016, Fran Smith, the Town Clerk, presented information and recommended fee increases to the Finance Committee. Based on questions and input received at that meeting, the Finance Committee is proposing the following to the Town Council.

The majority of the Town's business license fees were last updated in 2006, and at this time the Finance Committee is recommending increases to certain of the fees. These fees are more time sensitive than the other business license fees, as the applications are due in February and March.

Sellers of prepared food on a public way	from \$25 to \$100, increase \$75
Sellers of prepared food at the Mall	from \$1,500 to 2,000, increase \$500
Sellers of prepared food at the Farmer's Market	from \$3,000 to 3,500, increase \$500
Operation of horse-drawn carriage or taxicab (each), <u>owner</u>	from \$65 to \$80, increase \$15
Issued between October 1 and March 31	from \$33 to \$40, increase \$7
Operation of horse-drawn carriage or taxicab, <u>operator</u>	from \$30 to \$40, increase \$10
Issued between October 1 and March 31	from \$15 to \$20, increase \$5

Attached, for your information in the discussion, is a copy of the relevant sections of the Master Schedule of Revenues, Charges, Fee and Fines, Appendix B of the Code of Ordinances, with the recommended changes noted. Also attached is an estimate of the increase in total revenue which would be realized by the increase of these fees, based on the number of licenses issued in 2016.

Fran Smith, Town Clerk, will be available at the Council meeting to provide more information and to answer questions.

Increases to these fees will require an amendment of the Municipal Code of Ordinances Appendix B – Master Schedule of Revenues, Charges, Fees and Fines, and will require a public hearing. The Finance Committee requests that the Council set a public hearing for December 19, 2016 on this ordinance change.

Master Fee Schedule amendments

Proposed Fees Chapter 10 - Licenses and Business Regulations			
Sec. 10-26 (6)	06/18/2008	License fee for sellers of prepared food on a public way	\$25 <u>\$100</u>
	02/9/2005	License fee for sellers of prepared food at the Mall	\$1,500 <u>\$2000</u>
	02/9/2005	License fee for sellers of prepared food at the Farmer's Market	\$3,000 <u>\$3,500</u>
Sec. 10-99	11/1/2006	License for operation of horse-drawn carriage or taxicab, owner	\$65 <u>\$80 each</u>
		License for above issued between October 1 and March 31	\$33 <u>\$40 each</u>
Sec. 10-104	11/1/2006	License for operation of horse-drawn carriage or taxicab, operator	\$30 <u>\$40</u>
		License for above issued between October 1 and March 31	\$15 <u>\$20</u>

Estimate of new revenue - based on number of licenses issued in 2016

Description	Proposed fee	Increase amount	# sold per year	Total Increase in revenue
License fee for sellers of prepared food on a public way	\$100	\$75	9	\$675
License fee for sellers of prepared food at the Mall	\$2,000	\$500	5	\$2,500
License fee for sellers of prepared food at the Farmer's Market	\$3,500	\$500	1	\$500
License for operation of horse-drawn carriage or taxicab, owner	\$80 each	\$15	8	\$120
License for above issued between October 1 and March 31	\$40 each	\$7	30	\$210
License for operation of horse-drawn carriage or taxicab, operator	\$40	\$10	0	0
License for above issued between October 1 and March 31	\$20	\$5	0	0
		Est new revenue		\$4,005

ITEM 136

BACK UP MATERIALS

MEMORANDUM

TO: Town Council
FROM: Appointments Committee
SUBJECT: Report for December 5th Appointments
DATE: 11/30/2016

The Appointments Committee is making the following unanimous recommendations:

Assessment Review Board:

Richard McInnes – reappointment for a three-year term to expire on 01/12/2020

Tyler Zamore – reappointment for a three-year term to expire on 01/12/2020

Bicycle & Pedestrian Advisory Committee

Gloria Peterson – appointment for a balance of a three year term to expire 06/01/2019

(There was one additional application from Joshua DeScherer.)

Fair Hearing Authority

Maryanne Gottman – appointment for a balance of a three year term to expire on 10/01/2018

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

For Office Use Only
<u>11/14/16</u> Date App. Received
<u>11/14/16</u> Date App. Entered
_____ Appointed

Full Name: Joshua Henry DeScherer Date 11/14/2016

Street Address: 34 Hawthorne St Home Phone # _____

Cell/mobile Phone #: 837-8269 E-mail Address: jdescherer@hotmail.com I live in Council Dist. #: 5

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: X

TERM BEGINS: immed.

and/or

ASSOC/ALT MEMBERSHIP STATUS: _____

TERM EXPIRES: 6/2019

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:

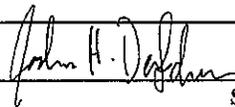
Employer: Kennebec Valley Community College Work Telephone #: none (online teacher)

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:

-Regular user of Bike & pedestrian facilities; former regular bicycle commuter in both Urban and Suburban environments.

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: Bicycle and Pedestrian Advisory Committee

Term Length: immed-6/2019

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

-What improvements from the 2005 Plan have been implemented?

-Will the 2005 plan be updated to reflect changes caused by the Naval Air Station closure?

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

-I function as a "car-last" citizen for performing most in-town functions.

-Until I began working from home, I commuted regularly to work in neighboring towns by bicycle during 3 seasons of the year.

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

I've been living in Brunswick for a number of years, and will likely be remaining in town.

Now that I am settled, I would like to volunteer some of my time to improve my community and to gain a better understanding of how civic government functions. As a parent, I would like to see my children be able to enjoy independence in the town.

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

The meeting schedule is very clear and manageable. I would like more information regarding other commitments.

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

No. I'm a professional musician and educator.

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

I have familiarized myself with the Bicycle and Pedestrian Plan adopted in 2005.

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	
10/24/16	Date App. Received
10/24/16	Date App. Entered
	Appointed

Full Name: Maryanne Gottman Date 10/24/2016
~~10/2/2016~~

Street Address: 58 Libby Lane Home Phone # none

Cell/mobile Phone #: 245-8346 E-mail Address: mgottman@nnehif.org I live in Council Dist. #: _____

I wish to be considered for appointment to the:

Fair Hearing Authority

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: X

TERM BEGINS: now

ASSOC/ALT MEMBERSHIP STATUS: _____

TERM EXPIRES: 10/2018

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: Asset Management Associate

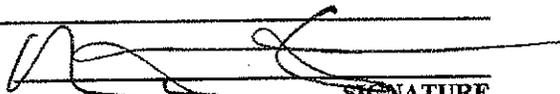
Employer: NNEHIF - Housing Investment Fund Work Telephone #: 207-772-8255 x 2209

List any civic organizations to which you belong:

none

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

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: Fair Hearing Authority

Term Length: 10/2018

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

No

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

I have been employed by a low income housing tax credit syndicator for 7 years, I work in Asset Management & oversee the compliance of our portfolio of rent restricted properties. I review budgets, quarterly financials, audits, and do site inspections.

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

I believe I would be skilled at reviewing the written record for general assistance. I work for a non-profit and believe in our mission to help those in need. That said, I have seen cases of mis-represented income (fraud). I believe I would be fair and impartial at the hearing.

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

Yes

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

No

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

I hold the CHAM certification (Certified Housing Asset Manager) by NeighborWorks. I served on the Portland, ME Grand Jury as a juror for 4 weeks this past spring.

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

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

For Office Use Only
<u>11/14/16</u> Date App.
Received
<u>11/14/16</u> Date App.
Entered
Appointed

Full Name: Richard McInnes Date 11/13/16
Street Address: 21 Periwinkle Lane Home Phone # 725-1357
Cell/mobile Phone #: 522-4010 E-mail Address: mcinnes@mitre.org I live in Council Dist. #: 1

I wish to be considered for appointment to the:

Board of Assessment Review

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: X TERM BEGINS: 1/12/2017
and/or
ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: 1/12/2020

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

Board of Assessment Review # of Years 16 Date term exp. 1/12/17 Relationship Self

Your occupation:

Employer: Consultant to DoD MITRE Corporation Work Telephone #: 781-271-4897

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:

Determine fair and reasonable valuations for Dept. of Defense procurement contracts

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

Board of Assessment Review 1999-present

Richard D. McInnes

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: Board of Assessment Review

Term Length: 3 years

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

No

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

I do similar work for the Dept. of Defense on a larger scale. I have served on this Board for 16 years.

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

I believe that everyone should contribute something to our Town. This is a way I can contribute using one of my areas of expertise.

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?

Thank you for the opportunity to contribute to our Town.

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
Date App. Received <u>OCT 25 2016</u>
Date Entered <u>OCT 25 2016</u>
Appointed

Full Name: Gloria Peterson Date 10/25/2016
Street Address: 104 Columbia Ave Home Phone # 229-6805
Cell/mobile Phone #: 229-6805 E-mail Address: gnpeterson84@gmail.co I live in Council Dist. #: _____

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: X TERM BEGINS: ASAP
and/or
ASSOC/ALT MEMBERSHIP STATUS: X TERM EXPIRES: 06/01/2019

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: _____

Employer: Unum Work Telephone #: 207-575-2065

List any civic organizations to which you belong:
Volunteer for Democrats of Maine

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

Friends of Felines Treasurer, Six Sigma White and Yellow Belt Training, Mentoring
Training, Master of Business Administration w/ minor in Public Policy

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

Gloria Peterson
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: Bicycle and Pedestrian Advisory Committee

Term Length: 3 years

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

No I do not.

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

I have a Masters in Business Administration which included several public policy courses
I have done work for Birth Roots, WinterKids in my studies and have been a trained
Mentor and project leader in my work at Unum Insurance.

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

As a resident of Brunswick and a parent of a young child I would like to help to maintain
the resources that our community has and continue to improve upon them to ensure that
we can continue to be a healthy, safe community. I would like to do my responsibility as
a resident to ensure these goals are met.

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

Yes. I would be able and willing to commit to the meetings and responsibilities of the
role.

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?

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.

Gloria Peterson
104 Columbia Ave
Brunswick, ME 04011
(207)229-6805
gnpeterson84@gmail.com

Education:

M.B.A., Masters of Business Administration, Health Management & Policy Concentration, Cum Laude, May 2016
University of Southern Maine, Portland, Maine

B.S., Business Administration, Management Concentration, May 2007
University of Maine, Orono, Maine

Related Experience:

Unum Life Insurance Company, Client Specialist, Portland, Maine, March 2016 – Present
Support relationships with Plan Administrators, Brokers, Home and Field Office Partners in handling service requests; Research, evaluate and respond to service issues; Adopt change initiatives to improve workflow, enhance customer service and reduce operating costs; Coordinate the flow of information back to the customer in an organized, detailed and timely manner; Work with National Client Managers, Underwriting, Billing and Contracts reps to process Group and Voluntary Policy Changes

Unum Life Insurance Company, Senior Financial Services Representative, Portland, Maine, January 2011 – February 2016
Research Information regarding other income; Recalculate and Communicate changes in benefits; Collect Overpayment and Issue Underpayments; Educate Customers on the terms of the Disability Benefits; Determine the Best Solution for Repayment of Overpayments

Anthem Blue Cross Blue Shield, National Provider Accounts Researcher and Customer Call Center Representative, South Portland, Maine, August 2008 - December 2010
Researching and resolving a variety of provider inquiries; educating providers about the terms of contracts and processing procedures to avoid future complications; processing claims according to Blue Cross Blue Shield standards; inbound calls in a call center; assisting the operations experts in training and assisting researchers in my division to identify and resolve ongoing issues

Bank of America, Collections Account Manager, Orono Maine, January 2008 to August 2008
Mitigate losses for the Card Service Division by concurrently implementing sound business judgment while and compassion for customers' trials; Educate customers past due or at risky of defaulting about terms of agreement and options for full repayment or settlement; Finding Solutions for overcoming a variety of challenges and obstacles on a daily basis

Honors and Activities:

Mid-Year All Star, Bank of America 2008; Highest Achievement Award, Bank of America 2008; Customer Satisfaction Award (4 times), Bank of America 2008; Dean's List; Presidential Achievement Award; White and Yellow Belt Certification; Unum Mentor Certification; Conflict Management Certification

Since I have graduated from University of Maine, Orono, in 2007, I have enjoyed personal success in the business world in various fields and enrolled in the Master of Business program at University of Southern Maine. I have been able to consistently meet and surpass business goals and grow as a professional. I would like to use this experience and education to give back to my community.

I started my professional career at Bank of America Card Services Division, as an Accounts Manager, with a specialization in the resolution of past due accounts. I quickly excelled in my role and by the end of my first month I was the highest collector among my 18 person new hire class. I was quickly promoted to handle the more delinquent and high balance accounts due to my ability to collect money while connecting and empathizing with the customers. This was important in retaining customers and their loyalty.

After relocating to Portland, Maine in August 2008, I joined Anthem BCBS as a Customer Care Representative. I picked up the new systems and made the transition from collector to Customer Care Representative seamlessly. I maintained good call times, high call volumes, and high customer satisfaction scores. I was identified by the trainers as a leader and often used for new hire mentoring and job shadows.

In January 2008 I was transferred to the National Claims Accounts and received training for Provider Research. Shortly after joining the team I was moved into a training and processes role. In that role I supported the Operations Experts in identifying and addressing common issues among claims processors and provider groups by developing workflows and procedures.

I joined Unum as a Financial Services Representative in January 2011. In my current role I have not only become proficient in the recalculation Long Term Disability benefits but I have also developed myself as a leader and change agent among my peers.

I have participated in several workflow change groups and pilots. I helped to redevelop the Buddy Coverage workflow to ensure that representatives were consistent in the coverage they were providing and expecting to be provided to them. I led the group to redesign the Financial Analysis Plan Job Aid and Best Practices Communication, all of which is in the final stages of implementation, pending the Navilink system update. I have also begun the process of creating a more agile proposal process for workflow changes and pilots using the SharePoint website.

The most recent pilot I participated in was the No-Calc Pilot. We looked to determine if customer outcomes were better when the Recalculation sheet was not included with the Overpayment Recovery Request Letters. I assisted the lead on the project by creating an Excel tracking sheet and suggested that we include a control group. The tracker allowed us to track cash effectiveness, average call times, number of calls per file, whether a call was escalated, if a calculation was requested by the customer and questions that arose during the management of that file. The tracker coupled with the use of a control group gave us solid data to compare the results of the pilot to the status quo to see what impact the pilot really had. Using the data results and feedback from the pilot team, a report was created with the results, recommendations and implementation workflow which we will be presenting to the management team for their final approval.

I also have mentored several peers and new hires. I participated in the process of changing the procedure and workflow for the mentoring process in the Financial Recovery Unit, to ensure that new hires have the best support network possible to ensure they are successful in their role by creating more accountability, tracking and consistency between mentors. I assisted in the new hire training and development of the materials for the training, as well as developing and presenting refresher trainings for the department.

I would like to expand my skill set outside of the business environment and use it to improve the community in which I live with my husband and son. I want to ensure that the Town of Brunswick continues to improve the resources available to the community and being part of the Bicycle and Pedestrian Advisory Committee will allow me to do that.

RECEIVED

NOV - 8 2016

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

TOWN OF BRUNSWICK
ASSESSING DEPT

For Office Use Only	
11/9/16	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: Richard Tyler Zamore Date 11/8/2016

Street Address: 3 Perry Drive Home Phone # 207-798-0107

Cell/mobile Phone #: 207-798-0107 E-mail Address: tzamore@bathswings.com I live in Council Dist. #: _____

I wish to be considered for appointment to the:

Town Board of Assessment & Review
(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: _____ TERM BEGINS: _____

and/or

ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: _____

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

Retail leader / Vice President

Employer: Bath Swings Work Telephone #: 207-729-8039

List any civic organizations to which you belong:

Big Brothers Big Sisters of Bath/Brunswick
United Way at Mid Coast Maine

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

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

2 years w/ Town Board of Assessment & Review
(Brunswick)

SIGNATURE

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APPLICANT - PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Board of Assessment & Review

Term Length: _____

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

No

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

Currently a retail mortgage lender at
Both Swings in Brunswick.

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

To continue to help the town & to
further my involvement with the town.

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

I am aware & should be able to attend
most meetings

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

No.

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

No.

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