

**Town of Brunswick, Maine**

**Shelter Task Force  
Friday, April 20, 2018  
2:00 – 3:00 PM  
85 Union Street – Room 117**

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**Meeting Minutes**

Task Force Members: James Mason (Chair), Alison Harris, Kathy Wilson

Staff: John Eldridge, Ryan Leighton

**1. Acknowledgement that meeting was properly noticed**

John Eldridge confirmed that the meeting was properly noticed.

**2. Adjustments to agenda / Public comment**

No adjustments to the agenda.

Public Comment:

*Public Comment was taken at the end of the meeting.*

**3. General Discussion of Goals and Objectives**

The Task Force reviewed the directive from the Town Council. James Mason suggested that the Task Force should first work to define shelter. There was general agreement with the understanding that the definition may be modified as work progresses to specify location, performance, standards, etc. The Task Force set May 9<sup>th</sup> as its target date to have a working definition.

Alison Harris suggested that the Task Force consider relevant federal and state statutes to be sure that the group understands the regulatory environment.

Kathy Wilson suggested that the Task Force look at what other Towns are doing to accommodate and provide for shelter housing. Ms. Wilson also expressed the desire to understand the residency and demographics of the population served by the Brunswick shelters. There was a general consensus of the need to better understand what shelters define as a resident, and what requirements shelter guests have in addition to shelter (i.e. addiction counseling, job counseling, medical needs, etc.). In other words, what other services are sought or needed by shelter residents.

The Task Force discussed the need to incorporate performance standards either through the zoning ordinance or some other mechanism. Performance standards could include hours of operation, transportation, etc. There was also agreement to consider the size (i.e.

number of units) and configuration (single, family) of shelter facilities. The Task Force asked for information from other communities with shelters as well as guidance from professional organizations such as the American Planning Association.

The Task Force determined that its future meetings will be held on Wednesdays at 4:00 at Town Hall and that the meetings could be recorded. A Task Force webpage will be developed to provide public access to task force agendas, minutes, and related materials.

#### **4. Public Comment**

James Bridge, Clark Labbe, and Darlene Bretton, all of the Pleasant Hill Coalition spoke to the Task Force.

James Bridge –asked how the public can communicate with the Task Force. He was advised that the meetings would be public, and that the Trask Force would accept public comments at the meetings as well as in writing and e-mail.

Clark Labbe – had similar questions about communication and public participation. He reminded the Task Force that the Coalition had asked the Town to reconsider the zoning of the lots on the corner of Baribeau Drive and Pleasant Hill Road to make those lots residential, rather than mixed use.

Darlene Bretton – also had questions about public involvement with the process.

#### **5. Adjourn**

The meeting adjourned at 3:00 PM. The next meeting is scheduled for May2nd at 4:00 in room 206.