

BRUNSWICK TOWN COUNCIL

Agenda

June 15, 2020

Regular Meeting - 6:30 P.M.

Council Chambers

Town Hall

85 Union Street

MEETING VIA ELECTRONIC DEVICES

*THIS MEETING IS BEING CONDUCTED VIA ELECTRONIC DEVICES
WITH TOWN COUNCIL MEMBERS PARTICIPATING FROM REMOTE LOCATIONS*

THERE IS AN OPPORTUNITY FOR THE PUBLIC TO ATTEND THIS MEETING IN PERSON, ALTHOUGH WE STRONGLY ENCOURAGE PARTICIPANTS TO USE THE ZOOM PLATFORM. THE MEETING WILL BE LIMITED TO 20 PUBLIC PARTICIPANTS, WHO SHOULD WEAR MASKS AND MAINTAIN SOCIAL DISTANCING BY USING THE PROVIDED SEATING.

THE PUBLIC CAN VIEW OR LISTEN TO THE MEETING ON TV3 (Channel 3 on Comcast)

or

VIA LIVE STREAM FROM THE TOWN'S WEBSITE

<http://tv3hd.brunswickme.org/CablecastPublicSite/watch/1?channel=1>

The public may send e-mail messages to the Town Council at: towncouncil@brunswickme.org

HOW TO SUBMIT PUBLIC COMMENT

Public Comments must be submitted through the Zoom platform by dialing +1 646 876 9923 and entering the Meeting ID number **848 4785 3933** and the password **378716** when prompted. Please be advised message and data rates may apply. The Council Chair will make an announcement when it is time for public comment.

All Votes to be Taken Via Roll Call

Roll Call of Members/Acknowledgement Notice

Pledge of Allegiance

Adjustments to Agenda

Public Comments/Announcements (for items not on the agenda)

PUBLIC HEARING

81. The Town Council will hear public comments on an initial liquor license application, and will take any appropriate action. (Town Manager Eldridge)

Full-Time Spirituous, Vinous & Malt

**Whiskey Ginger, LLC
D/B/A: Bench
212 Maine Street**

Jonathan Snell

HEARING/ACTION

NEW BUSINESS

82. The Town Council will vote on one of two options for adoption of a text amendment to increase the maximum square foot building footprint established for Growth Mixed-Use 5 (GM5) Zoning District for corner lots, or to exempt the building footprint in GM5 for public safety facilities, and will take any appropriate action. (Town Manager Eldridge)
ACTION
83. The Town Council will consider adopting the 2020-2021 School Budget Articles, and will take any appropriate action. (Town Manager Eldridge)
ACTION
84. The Town Council will consider a warrant for the School Budget Validation Referendum to be held on July 14, 2020, and will take any appropriate action. (Town Manager Eldridge)
ACTION
85. The Town Council will consider adopting the “Resolution for the Capital Improvement Program For the Fiscal Years Ending June 30, 2021 - 2025,” and will take any appropriate action. (Town Manager Eldridge)
ACTION
86. The Town Council will consider adopting the “Budget Resolution for the July 1, 2020 – June 30, 2021 Fiscal Year,” and will take any appropriate action. (Town Manager Eldridge)
ACTION
87. The Town Council will consider adopting the “Supplemental Budget Resolution Appropriating _____ from the Unassigned Balance of the General Fund to Fund Capital Projects”, and will take any appropriate action. (Town Manager Eldridge)
ACTION
88. The Town Council will consider adopting the “Supplemental Budget Resolution Appropriating Available Tax Increment Financing Revenues for the Purpose of Funding Qualified Capital Projects and Acquisitions”, and will take any appropriate action. (Town Manager Eldridge)
ACTION
89. The Town Council will consider any other matters related to the adoption of the 2020-2021 Budget, and will take any appropriate action. (Town Manager Eldridge)
ACTION

90. The Town Council will consider “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$75,000 from Available Unassigned General Fund Revenues in Order to Replace a Catch Basin on Mill Street, and will take any appropriate action. (Town Manager Eldridge)

ACTION

91. The Town Council will consider adopting a Statement on Criminal Justice and Policing, and will take any appropriate action. (Chair Perreault and Councilor Mason)

ACTION

CONSENT AGENDA

- a) Approval of minutes from April 21, 2020, and June 1, 2020
- b) Annual tax abatement approval

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

To email Town Council: towncouncil@brunswickme.org

Brunswick Town Council Agenda
June 15, 2020
Council Notes and Suggested Motions

PUBLIC HEARING

81. **Notes:** This item is a request for an initial liquor license for Bench, 212 Maine Street. There is a new owner and a public hearing is required. A copy of the application and the public hearing notice is included in the packet.

Suggested motion:

Motion to approve a liquor license for Bench, 212 Maine Street.

NEW BUSINESS

82. **Notes:** The Town Council held a public hearing on May 18, 2020 regarding a Planning Board recommendation for a Brunswick Zoning Ordinance amendment to accommodate a proposed fire station exceeding the maximum building footprint in the Growth Mixed-Use (GMU5) Zoning District. Five (5) options were presented to the Council. The Planning Board expressed a preference for Option 4, while the Council preferred Option 3, which exempted municipal facilities from the building footprint in the growth area. Option 4, which increases the maximum building footprint to 30,000 square feet from 20,000 square feet per structure for corner lots within the GM5 zoning district, was included in the public notice.

Suggested Motion:

Motion to adopt Option ____ for a Brunswick Zoning Ordinance amendment to accommodate a proposed fire station exceeding the maximum building footprint in the Growth Mixed-Use (GMU5) Zoning District.

Option for the Council if they choose to vote this evening - suggested motion:

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting.

83. **Notes:** This item is to consider adopting the 2020-2021 School Budget Articles. Each Article will need to be voted on separately. A copy of the Articles is included in your packet.

Suggested Motion:

Vote on INDIVIDUAL Articles

84. **Notes:** This item is to approve the warrant for the July 14, 2020 School Budget Validation Referendum election. A copy of the Cost Center notice and the warrant for the election is included in your packet.

Suggested Motion:

Motion to approve the warrant for the School Budget Validation Referendum to be held on July 14, 2020.

85. This item is to approve a resolution adopting the “Capital Improvements Program For the Fiscal Years Ending June 30, 2021 – 2025.” Copies of the Resolution and draft plan summary are included in your packet.

Suggested Motion:

Motion to adopt the “Resolution for the Capital Improvements Program For the Fiscal Years Ending June 30, 2021 – 2025.”

86. **Notes:** This item is to approve adopting the 2020-2021 Budget Resolution for the Town. A copy of the draft resolution is included in your packet.

Suggested Motion:

Motion to adopt the “Budget Resolution for the July 1, 2020 – June 30, 2021 Fiscal Year.”

87. **Notes:** This item is to consider adopting a supplemental budget resolution of _____ from unassigned balance of the general fund to fund capital projects. The draft resolution is included in the packet.

Suggested Motion:

Motion to adopt the “Supplemental Budget Resolution Appropriating _____ from the Unassigned Balance of the General Fund to Fund Capital Projects.”

88. **Notes:** This item is to approve a resolution appropriating available Tax Increment Financing (TIF) revenues to fund qualified capital projects. A copy of the resolution is included in the packet.

Suggested Motion: Motion to adopt the “Supplemental Budget Resolution Appropriating Available Tax Increment Financing Revenues for the Purpose of Funding Qualified Capital Projects and Acquisitions.”

89. **Notes:** This is a placeholder for any remaining matters related to the adoption of the 2020-2021 budget.

Suggested Motion:

No motion suggested.

90. **Notes:** A collapsed catch basin resulting in a sinkhole has occurred on Mill Street across from Swett Street. The catch basin is significantly below grade, and combined with the age of the existing corrugated metal pipe, makes repairs impossible to do with our own personnel and equipment. Cost estimates for a contractor to perform this work range from \$46,000 - \$60,000, which we do not have budgeted for a repair of this size, and are therefore requesting emergency funding for \$75,000 to cover the estimate and any unknown issues. A copy of a memo from Jay Astle, Public Works Director, and Ryan Barnes, Town Engineer, is included in the packet along with the emergency resolution.

Suggested Motion:

Motion to approve “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$75,000 from Available Unassigned General Fund Revenues in Order to Replace a Catch Basin on Mill Street”.

91. **Notes:** Chair Perreault and Vice Chair Mason are sponsoring this item and are asking the Council to support a statement regarding continuing the work to combat racism, discrimination, bias and hatred in Brunswick, and steps to accomplish this. A copy of the statement is included in the packet.

Suggested Motion:

Motion to adopt the Brunswick Town Council Statement on Criminal Justice and Policing.

CONSENT AGENDA

a) **Approval of minutes of April 21, 2020, and June 1, 2020:** Copies of the minutes are included in the packet.

b) **Annual tax abatement approval:** These taxes cannot be collected due to absence or insolvency of the taxpayer. Finance Director Julia Henze is requesting that these outstanding taxes be abated pursuant to section 841(3) of Title 36 M.R.S.A. A copy of a memo from the Finance Director is included in the packet.

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

Suggested Motion:

Motion to approve the Consent Agenda

Suggested Motion:

Motion to adjourn

NO MANAGER'S REPORT

ITEM 81
BACKUP



**Town Clerk's Office
85 Union Street
Brunswick, ME 04011**

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Council Chamber, Municipal Office Building, 85 Union Street, Brunswick, at 6:30 P.M. on June 15, 2020 on the following license application:

Full Time Spirituous, Vinous & Malt

Whiskey Ginger, LLC
D/B/A: Bench
212 Maine St.

Jonathan Snell

All persons may appear to show cause, if any they may have, why such applications should or should not be approved.

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

Fran Smith
Town Clerk



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

| Division Use Only | |
|-------------------|--|
| License No: | |
| Class: | By: |
| Deposit Date: | |
| Amt. Deposited: | |
| Payment Type: | |
| OK with SOS: | Yes <input type="checkbox"/> No <input type="checkbox"/> |

**Section I: Licensee/Applicant(s) Information;
 Type of License and Status**

| | |
|---|---|
| Legal Business Entity Applicant Name (corporation, LLC): <u>Whiskey Finger LLC</u> | Business Name (D/B/A): <u>Bench</u> |
| Individual or Sole Proprietor Applicant Name(s): <u>Jonathan Snell</u> | Physical Location: <u>212 maine st Unit B BRUNSWICK, ME 04011</u> |
| Individual or Sole Proprietor Applicant Name(s): <u>NIA</u> | Mailing address, if different: <u>NIA</u> |
| Mailing address, if different from DBA address: <u>NIA</u> | Email Address: <u>benchbrunswick@gmail.com</u> |
| Telephone # Fax #: <u>(207) 729-4800</u> <u>NIA</u> | Business Telephone # Fax #: <u>Jon: (207) 751-4313</u> <u>NIA</u> |
| Federal Tax Identification Number: <u>85-1034329</u> | Maine Seller Certificate # or Sales Tax #: <u>1207433</u> |
| Retail Beverage Alcohol Dealers Permit: | Website address: <u>NIA</u> |

1. New license or renewal of existing license? New Expected Start date: 6/22/2020
 Renewal Expiration Date: _____

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:
 Food: NIA Beer, Wine or Spirits: NIA Guest Rooms: NIA

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
 Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV) Class A Restaurant/Lounge (Class XI) Class A Lounge (Class X)
- Hotel (Class I, II, III, IV) Hotel – Food Optional (Class I-A) Bed & Breakfast (Class V)
- Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV) Auxiliary Mobile Cart
- Tavern (Class IV) Other: _____
- Qualified Caterer Self-Sponsored Events (Qualified Caterers Only)

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

8 Cumberland St, Brunswick, ME 04011

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:



18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: N/A

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Indoor bar seating, pub seating, and table seating will be covered under the license.

20. What is the distance from the premises to the nearest school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: First Parish Church

Distance: .2 mile

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 3/19/2020


Signature of Duly Authorized Person

Signature of Duly Authorized Person

Joseph Snee
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Town of Brunswick

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

| Signature of Officials | Printed Name and Title |
|------------------------|------------------------|
| | |
| | |
| | |
| | |
| | |
| | |

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine's liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

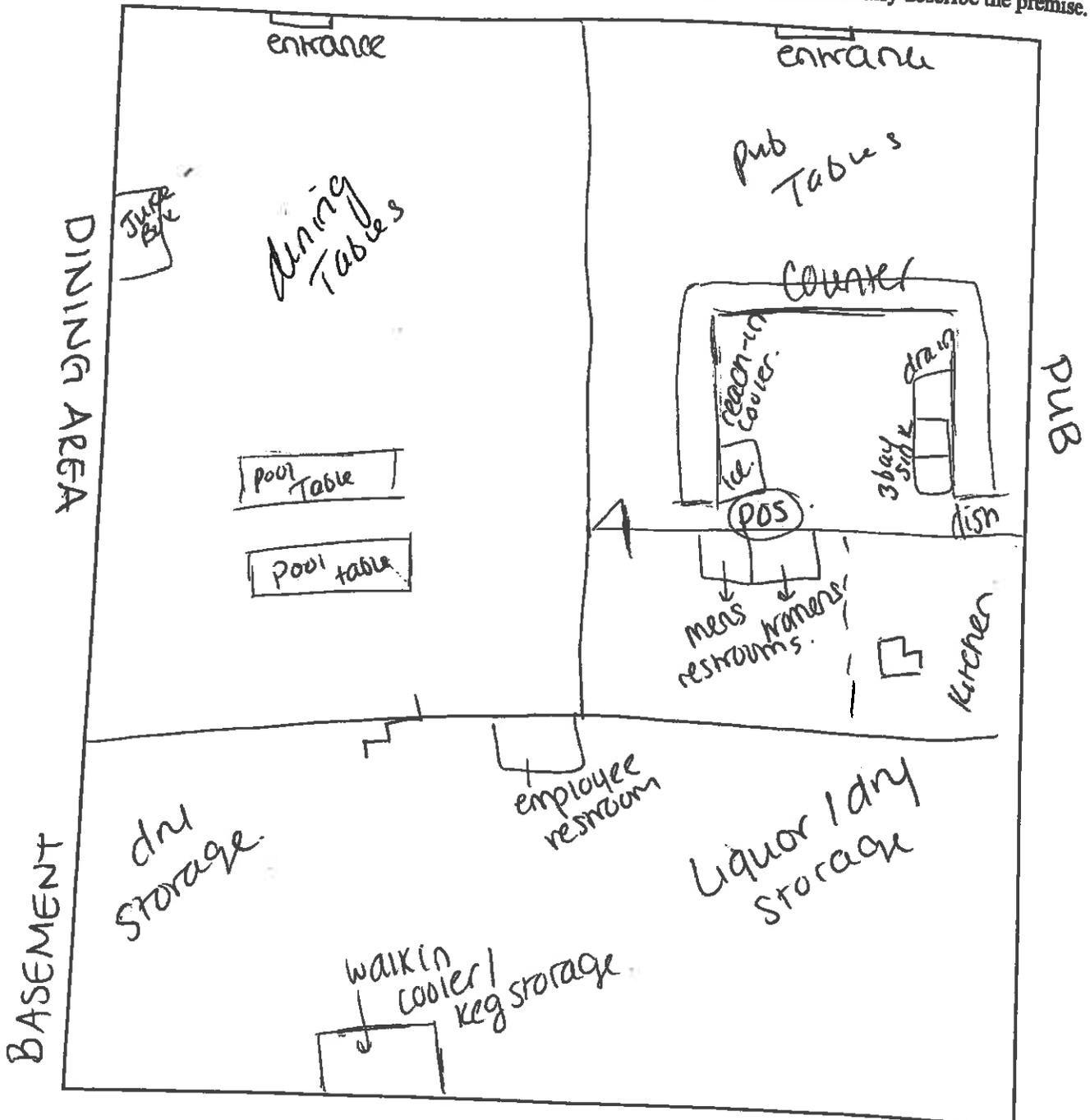
1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

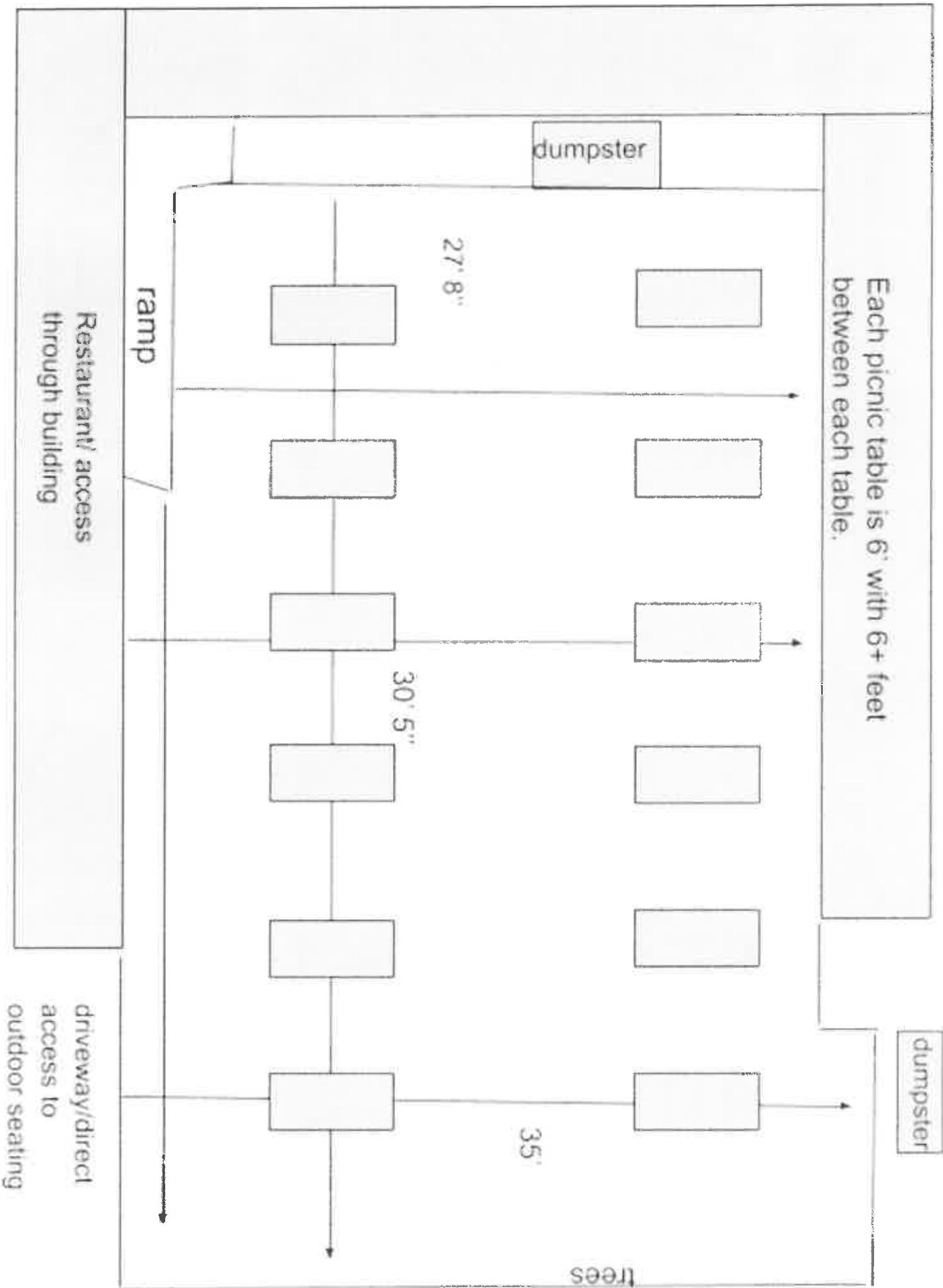
Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



BENCH - out back



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Whiskey Ginger LLC.
2. Doing Business As, if any: Bench.
3. Date of filing with Secretary of State: _____ State in which you are formed: ME.
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

| Name | Address (5 Years) | Date of Birth | Title | Percentage of Ownership |
|----------------|---|---------------|-------|-------------------------|
| Jonathan Snell | 97 Ledgebrook Crossing Brunswick, ME 04011 | 4-2-76 | Owner | 100% |
| | 700 Market Bank Durham | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Ownership in non-publicly traded companies must add up to 100%.)

ITEM 82
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: June 10, 2020

SUBJECT: Fire Station Zoning

At your May 18, 2020 meeting you held a public hearing on two possible zoning amendments that, if adopted, would permit the construction of a 30,000 square foot fire station in the GM5 zoning district. Current zoning limits a building footprint to 20,000 square feet in the GM5 zone. The two proposed amendments can be summarized as:

1. Corner Lots – This amendment would allow for the construction of a 30,000 square foot footprint when the lot has frontage on two public streets.
2. Exemption – This amendment would exempt municipal facilities from the maximum building foot print restriction in the GM5 zone.

Following the public hearing the Town Council debated the two proposals. Concern was expressed about whether the Town could exempt itself from its zoning regulations. The Town Manager indicated that he would follow up with the Town Attorney.

In conversations with the Town Attorney it was suggested that rather than creating an exemption for municipal facilities, the Town could create a specific public safety building use in the GM5 zone. The Town Attorney was asked to provide an opinion on creating this use in the GM5 zone. The Town Attorney provided that opinion on June 4th. She opined that such an amendment would be legal and consistent with the comprehensive plan. A copy of her email opinion is attached.

At this point, the Town Council has the choice of adopting the “corner lot” or the “public safety building use” amendment. Although the “public safety building use” amendment was not specifically included in the public hearing held on May 15, we believe the hearing notice and public record allow the Council to adopt this amendment without an additional hearing.

Attachments

Cc: Town Attorney
Director of Planning and Development

**Town of Brunswick
Notice of Public Hearing**

The Town Council will hold public hearing on Monday, May 18, 2020, at 6:30 p.m. in the Council Chambers of the Brunswick Town Hall, 85 Union Street, to consider the following:

ITEM 1 The Town Council will hear public comments regarding adoption of a text amendment to increase the maximum square foot building footprint established for Growth Mixed-Use 5 (GM5) Zoning District and to have an option to exempt municipal facilities buildings footprint in GM5, and will take any appropriate action. (Town Manager Eldridge)

The text of the proposed ordinance is too extensive to be included with this notice. Anyone having questions about the proposed ordinance or wishing to obtain copies of it should contact the Brunswick Town Clerk's or Town Manager's Office during regular office hours during regular office hours (Mon- Weds 8:30 am to 4:30 pm, Thursday 8:30 am to 6:00 pm, and Friday 8:30 am to 3:00 pm).

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

Frances M. Smith
Town Clerk of Brunswick, Maine

May 6, 2020

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Brunswick Town Council

FROM: Matt Panfil, AICP CUD, Director of Planning & Development

DATE: June 15, 2020

SUBJECT: Zoning Ordinance Amendment – Municipal Uses and Maximum Building Footprint Standards in the Growth Mixed-Use 5 (GM5) Zoning District

I. INTRODUCTION

Table 4.2.3: Dimensional and Density Standards for Growth Area Zoning Districts of the Town of Brunswick Zoning Ordinance restricts the maximum building footprint per structure within the Growth Mixed-Use 5 (GM5) District to 20,000 square feet. A preapplication review of a site plan for a municipal project within the GM5 revealed that proposal exceeded the 20,000 square foot maximum (Attachment A). The project architect estimated that to meet the standard by redesigning the structure to be two-stories instead of one-story would approximately cost an additional \$816,000 (Attachment B). Planning staff was asked to prepare potential zoning ordinance amendments for Town Council consideration. The following timeline summarizes the process by which the Town Council has arrived at a final recommendation:

March 16, 2020: Town Council reviews five (5) options drafted by staff and forwards to the Planning Board for its consideration and recommendation. The five (5) options include:

1. Basic exemption of municipal facilities from development standards.
2. Detailed exemption of “essential municipal services” from development standards.
3. Exemption of municipal facilities within the GM5 Zoning District from the maximum building footprint per structure standard in *Table 4.2.3*.
4. Amend *Table 4.2.3* to allow corner lots within the GM5 Zoning District a maximum building footprint per structure standard of up to 30,000 square feet.
5. Amend *Table 4.2.3* to allow all lots within the GM5 Zoning District a maximum building footprint per structure standard of up to 30,000 square feet.

March 24, 2020: Planning Board meeting cancelled due to COVID-19 pandemic.

April 14, 2020: Planning Board holds a workshop to review the five (5) options. Prior to making a recommendation, the Planning Board requests staff:

1. Provide additional information from the Brunswick Fire Department, Maine Municipal Association (MMA) (Attachment C), the MidCoast Economic Development District, and the Town Attorney (Attachment D); and
2. Identify all corner lots within the GM5 Zoning District that could accommodate a 30,000 square foot building footprint (Attachment E).

April 28, 2020: Planning Board holds a public hearing. Staff provides the requested information and responses from various individual members of the Maine Association of Planners (MAP) (Attachment F). Planning Board recommends Option 4, amending *Table 4.2.3* to allow corner lots within the GM5 Zoning District a maximum building footprint per structure of up to 30,000 square feet.

May 4, 2020: Town Council reviews the Planning Board recommendation, but expresses a preference for Option 3, exempting municipal facilities within the GM5 Zoning District from the maximum building footprint per structure standard. Town Council sets a public hearing date for May 18, 2020. Option 3 and Option 4 are included in the public hearing notice.

May 18, 2020: Town Council holds a public hearing. Charlie Frizzle, Planning Board Chair, speaks to the Town Council to present the Planning Board's decision-making process in their recommendation for Option 4. The Town Council requested an opinion from the Town Attorney (Attachment G) pertaining to the legality of Option 3 prior to holding a vote.

II. PROPOSED ZONING ORDINANCE AMENDMENT

New Text in Bold Underline

~~Deleted Text in Strikethrough~~

Chapter 4 - Property Development Standards
 Section 4.2 - Dimensional and Density Standards

--- continued next page ---

4.2.3 Growth Area Dimensional and Density Standards

**Table 4.2.3: Dimensional and Density Standards for Growth Area Zoning Districts
[Unless separate standards approved in Common Development Plan]**

| Standard | Current Zone | GR1 | GR2 & 10 | GR3 | GR4 | GR5 | GR6 | GR7 | GR8 | GR9 | GM1 | GM2 | GM3 | GM4 ^[1] | GM5 | GM6 | GM7 | GM8 | GC1 | GC2 | GC3 | GC4 | GC5 | GA | GI | GO | GN ^[2] |
|--|---|-----|------------------|--|-------------------|-----|-----|-----|---------|---|-----|--------------------|--------------------|--------------------|---------------------|---|--------------------------|--------------------|--------------------|-------------------|---------|--------------------|-----|------|-----------------|----------------|-------------------|
| | 1997 Zoning District | R-R | R1 & 8 | R2 | R3, 4, 5, 6 | R7 | TR1 | TR2 | TR3 & 4 | TR5 | MU2 | MU3 & 6 | MU4 1, 1-4 | MU1, CC | HC1 & 2 | TC1, 2, 3 | ,R-CMU | MUOZ | CU1 & 3 | CU5 & 6 | CU4 & 7 | CU/TC | CU2 | R-AR | I2, I3 & R-B&TI | R-R&OS | BCN |
| Lot area, min. ^[22] | n/a for residential uses; 7,000 sq. ft. for non-residential uses | | | | | | | | | n/a for residential uses; 7,000 sq. ft. for non-residential uses | | | | | | n/a for residential uses; 7,000 sq. ft. for non-residential uses | | | | | | | | | | | |
| Density, max. (dwelling units per acre of net site area <i>see definition</i>) | 8 | 4 | 6 ^[3] | 6 | 7 | 10 | 5 | 6 | 6 | 6 | 10 | 10 | 15 | 6 | n/a | 24 | 6 | 12 | 24 ^[4] | 5 ^[5] | 24 | 10 | n/a | n/a | n/a | n/a | n/a |
| Lot width, min. (feet) | 40 | 65 | 75 | 75 | 65 | 65 | 65 | 65 | 65 | 60 | 65 | 75 | 60 | 75 | n/a ^[12] | n/a | 75 | 65 | 65 | 65 | 40 | 65 | 50 | 50 | n/a | n/a | |
| Building frontage, min. (% of lot width) | | | | | | | | | | | | | | | 75 ^[6] | | | | | | | | | | | n/a | |
| Building frontage, max. (% of lot width) | | | | | | | | | | | | | | | 100 ^[7] | | | | | | | | | | | n/a | |
| Front setback, min. (feet) ^[8] | 0 | 15 | 20 | 20 | 15 | 15 | 20 | 20 | 20 | 20 | 15 | 30 | 0 | 15 | 0 ^[12] | 0 | 20 | 15 ^[19] | 15 | 15 | 10 | 15 ^[19] | 0 | 10 | 0 | n/a | |
| Build-to Zone (feet) ^[8] | | | | | | | | | | | | | | | 0-5 ^[10] | | | | | | | | | | | n/a | |
| Rear setback, min. (feet) | 0 | 20 | 20 | 20 | 20 | 15 | 20 | 20 | 20 | 20 | 20 | 30 | 15 | 15 | 0 ^[12] | 0 | 30 | 15 ^[19] | 15 ^[19] | 15 | 10 | 15 ^[19] | 20 | 20 | 20 | n/a | |
| Side setback, min. (feet) | 0 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 15 | 0 | 20 | 0 ^[12] | 0 | 30 | 15 ^[19] | 15 ^[19] | 15 | 10 | 15 ^[19] | 15 | 15 | 10 | n/a | |
| Impervious surface coverage, max. (% of lot area) | 45 | 35 | 35 | 35 | 35 | 50 | 35 | 35 | 35 | 75 | 50 | 60 | 80 ^[11] | 70 | 100 ^[12] | 100 | 50 | 60 | 50 | 50 | 50 | 50 | 80 | 80 | 10 | ^[2] | |
| Building height, min. (feet) | 24 | | | | | | | | | | | | | | 24 ^[13] | 24 | | | | | | | | | | n/a | |
| Building height, max. feet ^[14] | 50 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 35 | 40 | 35 | 60 | 60 | 45 | 40 ^[15] | 50 | 40 | 70 ^[20] | 45 | 35 | 70 | 55 | 100 | 60 | 35 | n/a | |
| Building footprint per structure, max. (1,000 square feet) | 20 ^[3] | 5 | 5 | 5 ^[16] 5 ^[19] | 5 ^[19] | 7.5 | 5 | 5 | 5 | 20 | 5 | 30 ^[21] | 50 ^[18] | 20 ^[23] | n/a ^[12] | n/a | 25% of lot size | n/a | 8.5 | 5 ^[17] | n/a | n/a | n/a | n/a | n/a | n/a | |

**Table 4.2.3: Dimensional and Density Standards for Growth Area Zoning Districts
[Unless separate standards approved in Common Development Plan]**

| Standard | Current Zone | GR1 | GR2 & 10 | GR3 | GR4 | GR5 | GR6 | GR7 | GR8 | GR9 | GM1 | GM2 | GM3 | GM4 ^[1] | GM5 | GM6 | GM7 | GM8 | GC1 | GC2 | GC3 | GC4 | GC5 | GA | GI | GO | GN ^[2] |
|----------|----------------------|-----|----------|-----|-------------|-----|-----|-----|---------|-----|-----|---------|------------|--------------------|---------|-----------|---------|------|---------|---------|---------|-------|-----|------|-----------------|--------|-------------------|
| | 1997 Zoning District | R-R | R1 & 8 | R2 | R3, 4, 5, 6 | R7 | TR1 | TR2 | TR3 & 4 | TR5 | MU2 | MU3 & 6 | MU4 I, I-4 | MU1, CC | HC1 & 2 | TC1, 2, 3 | , R-CMU | MUOZ | CU1 & 3 | CU5 & 6 | CU4 & 7 | CU/TC | CU2 | R-AR | I2, I3 & R-B&TI | R-R&OS | BCN |

NOTES:

- [1] All new, enlarged, or redeveloped buildings and additions in the GM4 District subject to Development Review shall also be consistent with the Cook’s Corner Design Standards, unless such design standards are waived in accordance with Subsection 5.2.9.0 (Waiver Provisions).
- [2] Area of new disturbance per parcel shall not exceed 1% of total acreage, measured as of the effective date of this Ordinance.
- [3] 1 du per 20,000 sf of net site area for developments using subsurface wastewater disposal systems.
- [4] Except that lands north of Bath Road shall be limited to 8 du/ac.
- [5] Except that parcel between South Street and Longfellow Avenue shall be limited to 10 du/ac.
- [6] Applicable only to the first floor of buildings along Maine Street. Does not apply to buildings on Park Row.
- [7] Does not apply to buildings on Park Row.
- [8] Front setback averaging applies; See Subsection 4.2.5.B(4)
- [9] See Cook’s Corner Design Standards for maximum front setbacks applicable along Bath Rd., Gurnet Rd., proposed Perimeter Rd, Thomas Point Rd., and all public and private connector roads.
- [10] Applicable only to the first floor of buildings along Maine Street. For all other buildings in the GM6 District, the build-to zone is determined by the range of front setback of principal buildings on the nearest occupied lots on either side on the same block face. Does not apply to buildings on Park Row.
- [11] Limited to 50% impervious coverage and maximum building footprint of 20,000 sq. ft. north of Route 1.
- [12] Except that parcels fronting onto Park Row front setbacks shall be consistent with the established average front setback (see subsection 4.2.5.B (4)), shall have minimum side and rear setbacks of 15 feet in width; a minimum lot width of 60 feet; a maximum footprint of 7, 500 square feet and a maximum impervious coverage of 45%;
- [13] Minimum height is triggered if floor area is being increased by 50%, and must be met at front lot line.
- [14] Unless restricted to a lower height by Flight Path Overlay (FO) District regulations (see Subsection 2.3.7).
- [15] Except that lands north of U.S. Highway 1 shall have a maximum building height of 60 ft.
- [16] May be increased to up to 30,000 square feet for a community living facility as defined by 30-A M.R.S. § 4357-A, , as amended, with a Conditional Use Permit approved in accordance with Subsection 5.2.2 (Conditional Permits).
- [17] 10,000 square feet for multifamily dwellings, and 20,000 square feet for the Bowdoin College Edwards Center for Art and Dance building.
- [18] 300,000 square feet if the structure meets one of the conditions listed in Subsection 4.2.5.B(9).
- [19] See Subsection 4.2.5.B(4) for additional setback requirements.
- [20] See Subsection 4.2.5.B.(7) for additional height requirements.
- [21] No building footprint restriction shall apply for properties located south of Route 1, along Cressey Road and Columbia Drive.
- [22] See Subsection 4.2.5.F for minimum dimensional requirements for lots located within the Shoreland Protection Overlay.
- [23] Except that public safety municipal facilities shall have no maximum building footprint per structure.**

III. ACTION REQUESTED

It is recommended that the Town Council make a motion to approve the Town of Brunswick Zoning Ordinance text amendments as presented.

IV. ATTACHMENTS:

- A. Memorandum from John Eldridge, Town Manager, to the Town Council, dated March 11, 2020
- B. Cost analysis (via Email from Rob Frank of WBRC Architects and Engineers to John Eldridge) of a one-story versus two-story structure, dated February 28, 2020

- C. Email from Rebecca McMahon, Staff Attorney at Maine Municipal Association (MMA), dated April 27, 2020.
- D. Email from Kristin Collins, Town Attorney, dated April 22, 2020.
- E. Map of corner lots within the GM5 Zoning District (Pleasant Street area) that could accommodate a 30,000 square foot building footprint.
- F. Email responses from various individual members of the Maine Association of Planners (MAP)
- G. Email from Kristin Collins, Town Attorney, dated June 4, 2020

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: March 11, 2020

SUBJECT: Fire Station Project

The Town has acquired five of the eight lots and has options to purchase the remaining three lots. We expect to close on one of the lots within the month, with closings on two other lots to occur by the first of May.

The architect continues to prepare the design plans and specifications suitable for soliciting competitive construction bids. Part of that work includes the preparation of a site plan to be submitted to the Planning Board for review pursuant to the Brunswick Zoning Ordinance. We have conducted a preliminary review of that plan and have determined that a Zoning Ordinance amendment is required in order to site the project at the selected location. The current ordinance limits the building footprint to 20,000 square feet. Depending on alternative selected, the project as presented to the Council, excluding the add alternatives, has a footprint of at least 23,542 square feet.

We have reviewed the zoning ordinance requirement with the architect to determine whether the design could be modified to limit the footprint to 20,000 square feet. While the building design could be modified to incorporate a second floor, such a configuration was considered by the Fire Station Task Force. It was determined that a second floor would cost more to accommodate the desired level of programming. Further, most likely the sleeping quarters would be located on the second floor. While that has been a traditional fire station design, it is now thought to be less desirable because it presents more injury risk to the firefighters and it may result in slower response times.

The architect was asked, and has provided, an explanation of the cost differential between a one and two story station. That summary is attached.

I also asked Matt Panfil, Director of Planning and Development, to develop potential Zoning Ordinance amendments that would allow the construction of the fire station exceeding 20,000 square feet. He has developed five options. Should the Council be amenable to changing the ordinance, we would recommend that these options be forwarded to the Planning Board for its consideration and recommendation, as any zoning amendment requires a recommendation from the Planning Board.

We are prepared to answer your questions on March 16th.

attachments

ATTACHMENT B

John Eldridge

From: Rob Frank (WBRC AE) <rob.frank@wbrcae.com>
Sent: Friday, February 28, 2020 4:18 PM
To: John Eldridge
Cc: Ken Brilliant; Bob@Mitchell-Architects.com; Mat Ward (WBRC AE)
Subject: 4219.01 - Brunswick Fire Station - 1 vs 2 Story Synopsis
Attachments: 1v2 story analysis.pdf

Importance: High

Good afternoon:

Per your request, please consider this response and the attached SOP cost impact a response to converting the Station from 1-story to 2-story to remain below a 20,000 SF footprint.

We have identified the three following issues related to safety, cost, and functionality for a 2 vs 1 story building.

Item No. 1 – Safety concerns: In addition to the risks inherent with fighting fires, firefighters face dangers that include exposure to carcinogenic byproducts of combustion and accidents that occur in the fire station. From the beginning of this project, the design of the Brunswick fire station has been focused on providing the safest workplace and workflow for the firefighters. Fundamental to this is having the path of movement from living space to fire apparatus as safe as possible. This is especially the case when alarms occur at night where a sleeping firefighter would be required to navigate stairs or a pole immediately upon waking, regardless of the stage of sleep the firefighter is in. The best solution is having the living quarters on the first floor, and avoiding vertical movement by stairs or pole altogether.

Item No. 2 – Cost Impacts: Designing a station that contains between 24 and 30 KSF of program area to the desired budget identified during the conceptual study phase required selections of room size, circulation, and positioning that was most cost-effective, including provisions for alternate bid items. Per the attached cost impact breakdown, we anticipate that 1,971 SF of additional space would be required for horizontal and vertical circulation (stair towers, elevator, elevator machine room, etc.), not including potential space for janitor, laundry, or storage conveniently located to support a fully functional second floor. In addition, costs associated with structural fireproofing and elevator equipment are identified. We did not carry increased costs to upgrade foundations and structural systems per IBC for a 2-story critical use facility, noting that we would realize some cost savings for reduced foundations and roof area in exchange. The rough estimate of this impact to budget is \$815,900 +/- 10%.

Item no. 3 – Fully functional program and future expansion exceeding 20 ksf: If we relocate the residential/exercise spaces to the second floor to allow first floor functions to remain as-is, we anticipate a ground floor footprint of 19,404 SF. If we include the alternate bid bunk rooms on the second floor, that does not change footprint. However, if we add either alternate space for the additional apparatus bay or museum-lobby we will exceed 20,000 sf of footprint. While museum-Lobby and additional bunk rooms could be added after completion of the base bid construction, adding the apparatus bay requires acceptance and construction at the same time of the base bid construction due to positioning (between) other program areas. This would suggest that if favorable bids are received and the apparatus bay is chosen to advance as part of the upcoming construction effort, we would again be faced with requesting a footprint exceeding 20,000 SF during a 45 day-window when competitive bids are held open for acceptance.

Please call if questions.

Best regards,

ATTACHMENT B

Robert M. Frank, III, P.E., LEED AP

COMMERCIAL/CIVIC STUDIO DIRECTOR, PRINCIPAL

Maine Licensed Professional Engineer, also licensed in NV, NY and N.B.



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ATTACHMENT B

Brunswick Fire Station 1 Story vs 2 Story Comparison
2/28/2020

| Area | 1 Story Base Bid | 2 Story Option Base Bid | 1 Story Alternate Bid | 2 Story Option Alternate Bid |
|-----------------------|------------------|-------------------------|-----------------------|------------------------------|
| First Floor | 23,542 SF | 19,404 SF | 26,258 SF | 19,404 SF |
| Office Admin/Assembly | 5,835 SF | 5,835 SF | 6,574 SF | 5,835 SF |
| Apparatus Bay | 8,315 SF | 8,315 SF | 9,608 SF | 8,315 SF |
| Residential/Exercise | 4,725 SF | SF | 5,409 SF | SF |
| Storage/Mechanical | 4,667 SF | 4,624 SF | 4,667 SF | 4,624 SF |
| Stair 1 | 0 SF | 225 SF | 0 SF | 225 SF |
| Stair 2 | 0 SF | 225 SF | 0 SF | 225 SF |
| Elevator/Machine Room | 0 SF | 180 SF | 0 SF | 180 SF |
| Mezzanine | 1,810 SF | 1,810 SF | 1,810 SF | 1,810 SF |
| Second Floor | 0 SF | 6,109 SF | 0 SF | 6,793 SF |
| Residential/Exercise | 0 SF | 4,768 SF | 0 SF | 5,452 SF |
| Stair 1 | 0 SF | 200 SF | 0 SF | 200 SF |
| Stair 2 | 0 SF | 200 SF | 0 SF | 200 SF |
| Elevator | 0 SF | 100 SF | 0 SF | 100 SF |
| Circulation | 0 SF | 841 SF | 0 SF | 841 SF |

| | | | | |
|-----------------------------|---------------|--------|---------------|------------|
| Total Bldg Area | 25,352 | 27,323 | 28,068 | 28,007 |
| Total Bldg Foot Print | 23,542 | 19,404 | 26,258 | 19,404 |
| ABI 1 Apparatus Bay 1,293SF | NIC | NIC | Included | NIC |
| ABI 2 Bunkrooms 684SF | NIC | NIC | Included | Included |
| ABI 3 Musuem 739SF | NIC | NIC | Included | NIC |

| | |
|---------------------------------------|-----------|
| Base Bid 2 Story Additional SF | 1,971 SF |
| Construction Est. Cost/SF | \$348 |
| Add SF cost | \$685,908 |
| Fire proof 2nd floor structure \$9/SF | \$54,981 |
| Elevator | \$75,000 |

2 Story Option Estimated Total Cost Increase **\$815,889** +/- 10%

19,404 Plus
ABI-1 = 20,697 footprint
ABI-3 = 20,143 SF
Both 1&3 = 21,436 SF footprint
Acceptance of EITHER ABI #1 or #3 exceeds 20,000 SF

ATTACHMENT C

From: [Jared Woolston](#)
To: [Matt Panfil](#)
Subject: FW: Brunswick - Public facilities zoning exemptions
Date: Tuesday, April 28, 2020 9:16:04 AM

FYI

From: Legal Services Department <legal@memun.org>
Sent: Monday, April 27, 2020 3:55 PM
To: Jared Woolston <jwoolston@brunswickme.org>
Subject: RE: Brunswick - Public facilities zoning exemptions

Dear Jared,

I am not personally aware of a municipality approving an exemption for public facilities. However, I do think it would be possible to impose such an exemption in a zoning ordinance. Of course, such an exemption would need to be reasonably related to the governmental purpose served by the exemption, and as with all other components of the ordinance, it would need to be consistent with the municipality's comprehensive plan. If no such exemption exists in an ordinance, then I would imagine a municipality's public facility could be relieved from certain dimensional standards through a variance, if it met the criteria. I am aware of examples of county facilities being considered for variances in accordance with local zoning ordinances.

Does this answer your question? Please let me know if you would like to discuss further.

Best,

Rebecca

Rebecca McMahon, Staff Attorney

Legal Services Department

Maine Municipal Association

60 Community Drive, Augusta, ME 04330

Phone: 207-623-8428

1-800-452-8786 (in state)

FAX: 207-624-0187

legal@memun.org

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From: Jared Woolston [<mailto:jwoolston@brunswickme.org>]

Sent: Friday, April 24, 2020 9:59 AM

To: Legal Services Department <legal@memun.org>

Cc: Matt Panfil <mpanfil@brunswickme.org>

Subject: Brunswick - Public facilities zoning exemptions

Good morning,

ATTACHMENT C

Have any Maine municipalities (or counties) approved local zoning exemptions for their facilities? For example, no maximum building size for municipal buildings.

The zoning ordinance statute in [Section 4352\(5\)](#) requires county and municipal governments and districts to be subject to any zoning ordinance. Does this mean any zoning exemption would still need to be consistent with Chapter 187 (i.e. comprehensive plans)?

Jared Woolston, AICP
Town Planner
Town of Brunswick
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Brunswick, ME 04011

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ATTACHMENT D

From: [Collins, Kristin M.](#)
To: [Matt Panfil](#)
Subject: Re: Public facilities zoning exemptions
Date: Wednesday, April 22, 2020 4:49:44 PM

Hi, Matt -

I interpret Sec. 4352(5) as requiring the ordinance - as written - to be applied to local governments. So, if the ordinance - as written - applied different or no standards to municipal projects, that would be okay because the ordinance is still being applied. As you mentioned, the bigger concern with that approach is conformance with the comprehensive plan, e.g. what is the basis for treating a municipal project differently than a commercial project with similar impacts?

Is there something specific you're contemplating?

Thanks,
Kristin

Kristin M. Collins

Attorney
207.791.3292 Tel
kcollins@preti.com
[Bio](#) | [LinkedIn](#) | [Twitter](#) | [preti.com](#)

PretiFlaherty
45 Memorial Circle
P.O. Box 1058
Augusta, ME 04332-1058

From: Matt Panfil <mpanfil@brunswickme.org>
Sent: Wednesday, April 22, 2020 4:23 PM
To: Collins, Kristin M.
Subject: FW: Public facilities zoning exemptions

Note: *** This email originated from outside of Preti. Please do not click on any links or open attachments unless you can verify the sender and content.***

Kristin:

Below is a question we sent to the Maine Association of Planners (MAP). The responses were varied from exempting all government entities (Augusta) to those who state M.R.S.A [Section 4352\(5\)](#) is

ATTACHMENT D

clear that municipalities cannot exempt themselves from any elements of their zoning ordinance. Your thoughts on this?

Thank you,

Matt Panfil, AICP CUD, LEED AP BD+C
Director of Planning and Development
Town of Brunswick
85 Union Street
Brunswick, ME 04011

p. (207) 725-6660, ext. 4020

f. (207) 725-6663

mpanfil@brunswickme.org

www.brunswickme.org

From: maineassociationofplanners@yahoogroups.com
<maineassociationofplanners@yahoogroups.com>
Sent: Tuesday, April 21, 2020 10:39 AM
To: maineassociationofplanners@yahoogroups.com
Subject: [maineassociationofplanners] Public facilities zoning exemptions

Good morning,

Have any Maine municipalities (or counties) approved local zoning exemptions for their facilities? For example, no maximum building size for municipal buildings.

The zoning ordinance statute in [Section 4352\(5\)](#) requires county and municipal governments and districts to be subject to any zoning ordinance. Does this mean any zoning exemption would still need to be consistent with Chapter 187 (i.e. comprehensive plans)?

Jared Woolston, AICP
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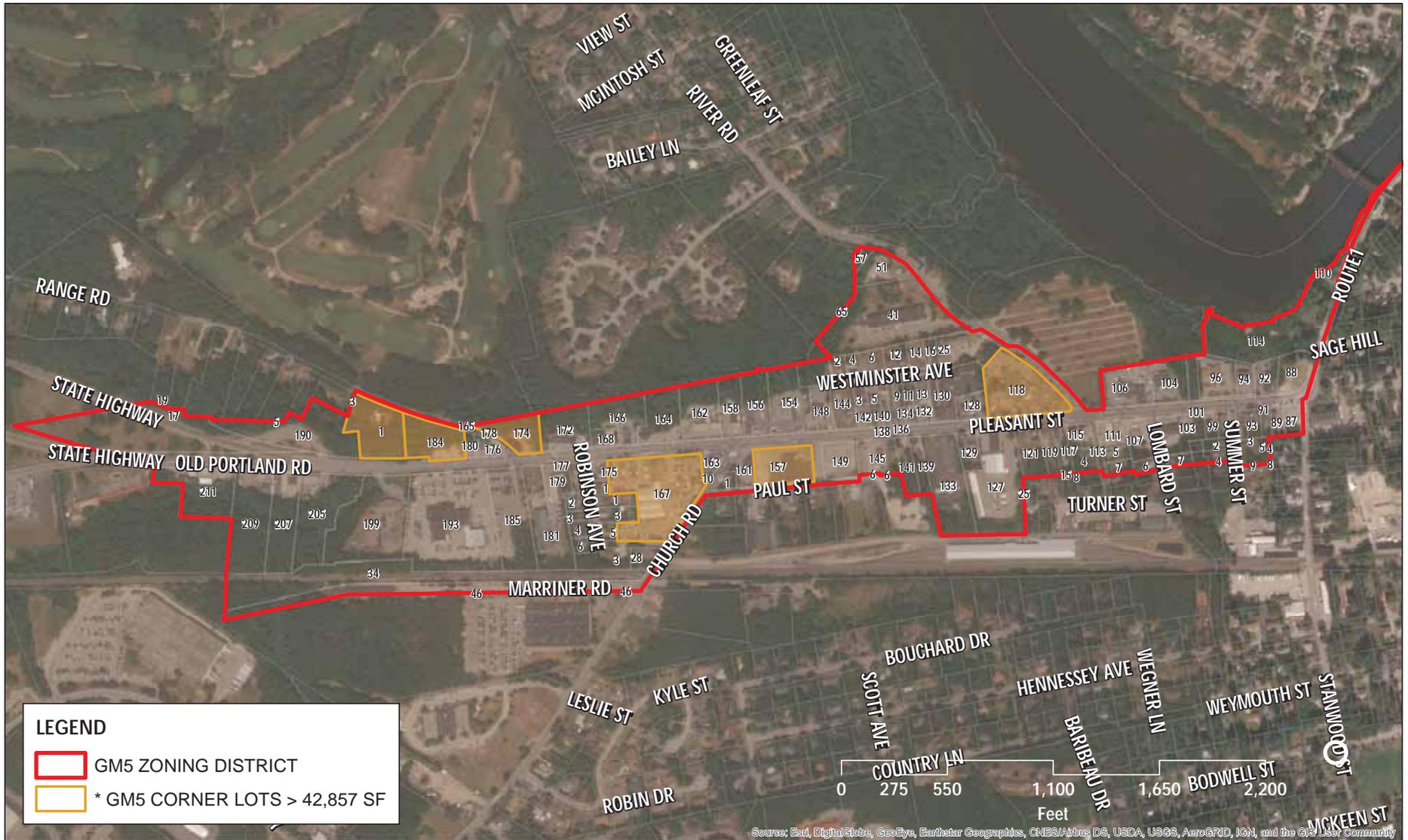
jwoolston@brunswickme.org

www.brunswickme.org

Posted by: Jared Woolston <jwoolston@brunswickme.org>

ATTACHMENT E

GM5 ZONING DISTRICT (PLEASANT STREET)



* 42,857 SF is the minimum lot size requirement to accommodate a 30,000 SF building footprint and the minimum 30% pervious surface requirement. This also assumes all internal on-site parking is provided.

ATTACHMENT F

From: maineassociationofplanners@yahoogroups.com on behalf of [Matt Nazar matt.nazar@augustamaine.gov](mailto:Matt.Nazar.matt.nazar@augustamaine.gov)
[\[maineassociationofplanners\]](mailto:maineassociationofplanners@yahoogroups.com)
To: ["maineassociationofplanners@yahoogroups.com"](mailto:maineassociationofplanners@yahoogroups.com)
Subject: [maineassociationofplanners] RE: Public facilities zoning exemptions
Date: Tuesday, April 21, 2020 11:25:43 AM

Augusta has exempted all government entities (state, county, local) from local sign ordinances, and our attorney bought into the idea. But I argue strongly every time a new sign comes up to abide by the regulations of the district where the city is placing the sign. The politics of "what's good for the goose is good for the gander" is a tough one to counter when local businesses start claiming the government is being hypocritical. Because contract zoning allows a municipality to deal with site specific issues, I'd use that route rather than a straight exemption for municipal buildings. That's an option open to any developer, as long as it's part of your comp plan. That way everyone is playing by the same rules.

Matthew Nazar, Director of Development Services

City of Augusta

16 Cony Street

Augusta, ME 04330

www.augustamaine.gov

ph: (207)626-2365

fax: (207)626-2520

From: maineassociationofplanners@yahoogroups.com
[mailto:maineassociationofplanners@yahoogroups.com]
Sent: Tuesday, April 21, 2020 10:39 AM
To: maineassociationofplanners@yahoogroups.com
Subject: {Disarmed} [maineassociationofplanners] Public facilities zoning exemptions

Good morning,

Have any Maine municipalities (or counties) approved local zoning exemptions for their facilities? For example, no maximum building size for municipal buildings.

The zoning ordinance statute in [Section 4352\(5\)](#) requires county and municipal governments and districts to be subject to any zoning ordinance. Does this mean any zoning exemption would still need to be consistent with Chapter 187 (i.e. comprehensive plans)?

Jared Woolston, AICP

Town Planner

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jwoolston@brunswickme.org

www.brunswickme.org

Posted by: Matt Nazar <matt.nazar@augustamaine.gov>

ATTACHMENT F

From: maineassociationofplanners@yahoogroups.com on behalf of [Anne Krieg annemkrieg@gmail.com](mailto:Anne.Krieg.annemkrieg@gmail.com)
[\[maineassociationofplanners\]](mailto:maineassociationofplanners@yahoogroups.com)
To: maineassociationofplanners@yahoogroups.com
Subject: Re: [maineassociationofplanners] Public facilities zoning exemptions
Date: Tuesday, April 21, 2020 11:46:13 AM

Hi there -

We have a zoning district that's called Government and Institutional District so that covers city property. We do have to go to Planning Board for site plan review but there's no conditional uses and the dimensional controls are limited. It works well because people are somewhat amenable to what is happening in their city.

Before this, I was not a fan of municipalities having to go to site plan or be subject to zoning because I have seen it used as another crack to kill a project that people didn't want funded (that is, they lost the vote at town meeting to fund it, so they try to bash it in permitting) - it can get pretty ugly

I see Town Meeting as the ultimate authority so if Town Meeting approved the funding for a project in a certain location, then why would they need permitting at lower level? That's the response I used anyway when trying to convince people when they said *why doesn't the town have to follow their own rules* - the response is, *they already are if town meeting approved the project!*

And yes, we also exempt signs, that is pretty standard though

If municipalities have their facility projects in the comp plan, and we should, then that's even better to support exempting them from zoning (as the comp plan went to town meeting too.)

That's not to say that a municipality, before doing construction or even finalizing the plans, shouldn't be a good neighbor and meet with the abutters to talk about site plan elements like entrances/exits, building location and the like as part of the design process, but it shouldn't be under the authority of the Planning Board.

It's a strong opinion, I know, and I haven't gotten very far with it (lol) - but I think at least to create a zoning district for municipal or institutional uses helps.

Anne Krieg AICP
Bangor Planning Officer

On Tue, Apr 21, 2020 at 10:39 AM Jared Woolston jwoolston@brunswickme.org [maineassociationofplanners] <maineassociationofplanners@yahoogroups.com> wrote:

Good morning,

Have any Maine municipalities (or counties) approved local zoning exemptions for their facilities? For example, no maximum building size for municipal buildings.

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Jared Woolston, AICP

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ATTACHMENT F

From: [Jared Woolston](#)
To: [Matt Panfil](#)
Subject: FW: Municipal Uses and Zoning Standards
Date: Tuesday, April 21, 2020 12:06:33 PM

FYI

From: Jared Woolston
Sent: Tuesday, April 21, 2020 12:06 PM
To: 'Wayne Marshall' <wmarshall@cityofbelfast.org>
Subject: RE: Municipal Uses and Zoning Standards

Wayne,

Thanks for following up to my email and sorry about those listserv troubles. This is what we have in Brunswick – municipal facilities are a permitted use everywhere but all other standards apply (including development review). Thank you, this is helpful information. -Jared

From: Wayne Marshall <wmarshall@cityofbelfast.org>
Sent: Tuesday, April 21, 2020 12:01 PM
To: Jared Woolston <jwoolston@brunswickme.org>
Subject: Municipal Uses and Zoning Standards

Jared

While I still receive emails through the list serve I am having trouble responding to such, thus, my direct email to you.

Belfast has an Ordinance provision that has been in place for 30+ years. The list of permitted uses for every zoning district has a standard that lists a municipal use as a permitted activity, subject to the City Council (Belfast is a Council form of government) having conducted a public hearing on the proposed use a minimum of 10 days in advance of issuance of a permit by the CEO. As the Council needs to award funds for the municipal use, this means that the Council is the most appropriate decision maker regarding the appropriateness of the proposed use/activity.

That said, our standard does not exempt any municipal use from the need to comply with all dimensional and performance standards that any other activity/use would need to satisfy.

Our Ordinance does make it clear that the CEO and not the Planning Board reviews and issues the permit, regardless of the size or location of the project.

Belfast also has a design review process for all nonresidential uses located in the Inside the Bypass area; our downtown and adjacent waterfront area as well as most of the traditional

ATTACHMENT F

neighborhood areas. City Ordinances do not exempt a municipal building from the need to comply with design review guidelines.

Hope that this information is helpful.

Wayne

Wayne Marshall, Director

Code and Planning

City of Belfast

131 Church St

Belfast, ME 04915

(207) 338-1417 x 125

wmarshall@cityofbelfast.org

ATTACHMENT F

From: maineassociationofplanners@yahogroups.com on behalf of "Maureen O'Meara"
maureen.omeara@capeelizabeth.org [maineassociationofplanners]
To: [MAP](#)
Subject: Re: [maineassociationofplanners] Public facilities zoning exemptions
Date: Tuesday, April 21, 2020 12:18:35 PM

Jared,

In our Town Center District, we established some dimensional standards for government that are different from other uses and the existing built environment supports that approach.

In frustration, I have suggested to my boss that we just exempt municipal projects, which was soundly rejected on principle. All projects should have the same review regardless of who the applicant is. Funny how that principle is forgotten every time a municipal project has to be reviewed.

We share your pain.

Maureen

On Tue, Apr 21, 2020 at 10:39 AM Jared Woolston jwoolston@brunswickme.org [maineassociationofplanners] <maineassociationofplanners@yahogroups.com> wrote:

Good morning,

Have any Maine municipalities (or counties) approved local zoning exemptions for their facilities? For example, no maximum building size for municipal buildings.

The zoning ordinance statute in [Section 4352\(5\)](#) requires county and municipal governments and districts to be subject to any zoning ordinance. Does this mean any zoning exemption would still need to be consistent with Chapter 187 (i.e. comprehensive plans)?

Jared Woolston, AICP

Town Planner

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--

Maureen O'Meara, AICP
Cape Elizabeth Town Planner
320 Ocean House Rd
Cape Elizabeth, Maine 04107
(207) 799-0115
maureen.omeara@capeelizabeth.org

Posted by: "Maureen O'Meara" <maureen.omeara@capeelizabeth.org>

ATTACHMENT F

From: [Jared Woolston](#)
To: [Matt Panfil](#)
Subject: FW: Municipal facilities
Date: Wednesday, April 22, 2020 10:10:55 AM

FYI

From: Mark Eyerman <markplanme@gmail.com>
Sent: Tuesday, April 21, 2020 2:24 PM
To: Jared Woolston <jwoolston@brunswickme.org>
Subject: Municipal facilities

Jared:

It seems that the state law is pretty clear - municipal facilities are subject to the same requirements as any other use in the district within which they are located. And this is a classic example of do as I say not as I do. The municipality should do what it asks any other property owner in the same situation to do.

Mark Eyerman

ATTACHMENT G

From: [Collins, Kristin M.](#)
To: [Matt Panfil](#)
Cc: [John Eldridge](#); [Ryan Leighton](#)
Subject: RE: GM5 Zoning Amendment
Date: Thursday, June 4, 2020 3:55:42 PM

Matt,

I do believe this amendment would be legal as well as consistent with the Comprehensive Plan. There is nothing in statutory or case law that prohibits a town from setting different standards for public safety buildings, and there is a good argument for having more flexibility for such buildings given their importance as well as their specific siting requirements. In terms of consistency with the Comprehensive Plan, courts would have to see specific and directly contradictory language in the comp plan in order to find the proposed ordinance inconsistent. For the Pleasant Street corridor, the plan states as follows:

The development standards in the Commercial Connectors should focus on upgrading the function and appearance of development in these areas. This should include improved site design and landscaping requirements including provisions for shared access and parking where feasible. The maximum density for residential development in the highway commercial districts should continue to be 5 units per acre but the minimum lot size should be reduced to 7,500 square feet.

The only specific limits here relate to residential density and minimum lot size. They do not address building footprint. The general language about the district also does not place any specific emphasis on limiting building footprints. As such, I think this change would conform to the Comprehensive Plan.

Thanks,
Kristin

Kristin M. Collins
Attorney
PretiFlaherty

From: Matt Panfil <mpanfil@brunswickme.org>
Sent: Thursday, June 4, 2020 3:29 PM
To: Collins, Kristin M. <KCollins@preti.com>
Cc: John Eldridge <jeldridge@brunswickme.org>; Ryan Leighton <rleighton@brunswickme.org>
Subject: GM5 Zoning Amendment

Note: *** This email originated from outside of Preti. Please do not click on any links or open attachments unless you can verify the sender and content.***

Kristin:

As directed by the Town Manager, I am looking for your opinion regarding a proposed amendment to the maximum 20,000 SF building footprint standard in the GM5 Zoning District as established in Table 4.2.3 – Dimensional and Density Standards for Growth Area Zoning Districts. The proposed amendment would allow for an increase to a maximum 30,000 SF building footprint for a public safety municipal facility within the GM5 District. Is such an amendment allowable within M.R.S.A. and would they be consistent with the Town's Comprehensive Plan?

Thank you,

ATTACHMENT G

Matt Panfil, AICP CUD, LEED AP BD+C
Director of Planning and Development
Town of Brunswick
85 Union Street
Brunswick, ME 04011

p. (207) 725-6660, ext. 4020

f. (207) 725-6663

mpanfil@brunswickme.org

www.brunswickme.org

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BACKUP FOR ITEMS

83 - 89

FINAL NUMBERS WILL BE
PROVIDED AT THE
MEETING

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: June 12, 2020

SUBJECT: 2021-2025 Capital Improvement Program (CIP) and 2020-2021 General Fund Budget

Attached for your consideration are the following resolutions for adoption at your meeting on Monday, June 15, 2020. Attachments are listed by agenda item numbers.

83. 2020-21 School Budget Articles*

While the total school department budget is included in the municipal budget, State law requires the adoption of the school budget in this format. *The school department will provide the articles on Monday, June 15, 2020.

84. Warrant and Cost Center Notice for the School Budget Validation Referendum

Forwarded from the School Board after their meeting on Wednesday, June 10, 2020, this notice lists the school budget expenditures by cost center, as is legally required to be submitted to the voters at referendum.

85. 2021-2025 Capital Improvement Program Adoption Resolution

This resolution would adopt the Capital Improvement Plan (CIP) for the fiscal years ending 2021-25. As a reminder, the CIP does not fund any projects. Also attached is a summary of the CIP which was developed over the fall of 2019, and presented to the Town Council on April 21, 2020.

86. 2020-21 Municipal Budget Adoption Resolution

This is the budget resolution that adopts the total General Fund revenue and expenditure budget and establishes the amounts to be raised from taxation. Also attached is a summary of the 2020-21 budget. The Manager's proposed budget has been adjusted per Council direction in the June 11th budget workshop, resulting in an estimated tax rate increase of 3.30%

87. Supplemental Budget Resolution - Capital Budget

Consistent with year 1 of the Capital Improvement Program, and included in the 2020-21 budget as the Capital Budget, this resolution appropriates Unassigned General Fund Balance for two capital projects.

88. Supplemental Budget Resolution - Tax Increment Financing Budget

The 2020-21 budget includes a TIF Budget outlining estimated TIF revenues and proposed expenditures. Where possible, I am recommending using TIF revenues to limit borrowing and avoid costs associated with borrowing.

Attachments

TOWN OF BRUNSWICK
Warrant for School Budget Validation Referendum Election
July 14, 2020

COUNTY OF CUMBERLAND, ss }
TOWN OF BRUNSWICK }

TO ELIN M. GOULD, RESIDENT OF THE TOWN OF BRUNSWICK, CUMBERLAND COUNTY, MAINE:

YOU ARE HEREBY REQUIRED, in the name of the State of Maine, to notify and warn the voters of the Town of Brunswick, Districts 1, 2, 3, 4, 5, 6, and 7 of the following:

YOU ARE HEREBY NOTIFIED, that on July 14, 2020, a Municipal Election will be held in the Town of Brunswick, Districts 1, 2, 3, 4, 5, 6, and 7 at the following voting place for all voters to vote for the offices indicated herein:

Voting Place Name Brunswick Junior High School **Voting Place Location** 65 Columbia Ave
Polls Open at 7:00 A.M. **Polls Close at** 8:00 P.M.

The following question will be determined:

Question -School Budget Validation Referendum:

Do you favor approving the Town of Brunswick school budget for the upcoming school year that was adopted at the Brunswick Town Council meeting?

Dated at Brunswick this 15th day of June, 2020

| | |
|-------|-------|
| <hr/> | <hr/> |

ATTEST: _____(Town Clerk)

**TOWN OF BRUNSWICK
RETURN OF WARRANT**

County of Cumberland, ss }
Town of Brunswick }

I certify that I have notified the voters of Brunswick, Districts 1, 2, 3, 4, 5, 6, and 7 of the time and place of the Municipal Election and processing of absentee ballots by posting attested copies of the within warrant at the following locations, each being a public and conspicuous place within the indicated District:

| | |
|------------|-------------------------|
| District 1 | Mid Coast Hospital |
| District 2 | Parkview Medical Center |
| District 3 | Brunswick High School |
| District 4 | Sunshine Laundry |
| District 5 | Recreation Center |
| District 6 | Little Dog Coffee Shop |
| District 7 | Warming's Market |

On _____, which is at least 7 days prior to Election Day.
(Date)

Dated at Brunswick this _____ day of July, 2020.

Elin M. Gould, Resident of the Town of Brunswick

**NOTICE OF AMOUNTS ADOPTED AT TOWN COUNCIL MEETING
FOR VOTERS AT SCHOOL BUDGET VALIDATION REFERENDUM**

To: Clerk of the Town of Brunswick, State of Maine

Pursuant to 20-A M.R.S.A. §§ 1486(2) and 2307 the Notice is to be displayed at all polling places for the school budget validation referendum to be held on July 14, 2020, to assist the voters in voting on whether to ratify the budget approved at the June 15, 2020 Town Council meeting.

| Cost Center Summary/Budget Category | Budget and Allocation Recommended by the School Board June 10, 2020 | Budget and Allocation Approved by the Town Council June 15, 2020 |
|---|--|---|
| Regular Instruction | \$18,353,823 | \$18,353,823 |
| Special Education | \$6,256,138 | \$6,256,138 |
| Career and Technical Education | \$156,210 | \$156,210 |
| Other Instruction | \$849,993 | \$849,993 |
| Student and Staff Support | \$3,801,356 | \$3,801,356 |
| System Administration | \$1,150,583 | \$1,150,583 |
| School Administration | \$1,865,197 | \$1,865,197 |
| Transportation and Buses | \$2,251,943 | \$2,251,943 |
| Facilities Maintenance | \$5,036,435 | \$5,036,435 |
| Debt Service and Other Commitments | \$2,852,424 | \$2,852,424 |
| All Other – School Nutrition | \$51,420 | \$51,420 |
| Total (Excluding Adult Education) | \$42,625,522 | \$42,625,522 |
| Adult Education | \$122,533 | \$122,533 |
| Summary of Total Expenditures voted by School Board/Town Council | \$42,748,055 | \$42,748,055 |

The amount approved for the school budget at the Town Council meeting includes locally raised funds over and above the Town's local contribution to the total cost of funding public education from Pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act.

I certify the School Board has authorized me to provide this notice, and that the budget and cost center allocation recommended by the School Board, as depicted above, is the budget and cost center allocation recommended by the Brunswick School Board at its meeting on June 10, 2020:

Paul K. Perzanoski, Superintendent of Schools Date
Secretary to the School Board

I certify that the budget and cost center allocation approved by the Town Council, as depicted above, is the budget and cost center allocation approved by the Brunswick Town Council at its meeting on June 15, 2020.

Frances M. Smith, Town Clerk Date

A true copy, attest:

Frances M. Smith, Town Clerk Date

**Town of Brunswick
School Budget Articles
For the fiscal year July 1, 2020 – June 30, 2021**

**REGION TEN TECHNICAL HIGH SCHOOL AND MERRYMEETING ADULT
EDUCATION BUDGET ARTICLES**

ARTICLE 1. Region Ten Technical High School Budget. To approve the Region Ten Technical High School budget as proposed by the Cooperative Board of Region Ten in an amount not to exceed \$3,016,625 with Brunswick’s assessment as part of the total appropriation to the Brunswick School Department being an amount not to exceed \$156,210 for operating expenditures and \$0 for debt service expenditures.

Explanation: This article approves the Region Ten Technical High School budget and states Brunswick’s assessment. This article does not raise or appropriate funds. Funds are raised and appropriated within Articles 4 through 15.

ARTICLE 2. Region Ten Technical High School Capital Reserve Establishment. To authorize the Cooperative Board of Maine Region 10 Technical High School (“Region 10”) to transfer up to \$200,000 from undesignated fund balances to its Capital Reserve Fund and delegate authority to the Cooperative Board to expend that sum with other balances accumulated in that Fund from time to time on such specific items or types of capital improvements or equipment as the Cooperative Board has determined to be needed by Region 10.

Explanation: This article approves the funding of and authorization of expenditures from the Capital Reserve Fund for Region Ten Technical High School.

ARTICLE 3. Merrymeeting Adult Education Budget. To approve the Merrymeeting Adult Education budget in an amount not to exceed \$987,802 with Brunswick’s assessment as part of the total appropriation to the Brunswick School Department not to exceed \$122,533.

Explanation: This article approves the Merrymeeting Adult Education budget for adult education and states Brunswick’s assessment. This article does not raise or appropriate funds. Funds are raised and appropriated in the Adult Education Article (Article 10).

PreK-12 ARTICLES

ARTICLE 4. Local Contribution Required under EPS to Receive Full State Dollars; and State Subsidy. As part of the total appropriation to the Brunswick School Department: To appropriate the sum of \$30,822,296 toward the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act; and as part of the \$30,822,296 to raise the sum of \$18,422,314 as the Town’s contribution toward the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688; and as part of the \$30,822,296 to accept state subsidy anticipated in the amount of \$12,399,982.

Explanation: The school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that a municipality must raise in order to receive the full amount of state dollars.

ARTICLE 5. Non-State-Funded Debt Service. As part of the total appropriation to the Brunswick School Department: To raise and appropriate the sum of \$1,613,221 for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects, non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12.

Explanation: Non-state-funded debt service is the amount of money needed for the annual payments on the municipality/district long-term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters or other legislative body.

ARTICLE 6. Additional Local Funds. As part of the total appropriation to the Brunswick School Department: To raise and appropriate the sum of \$7,991,791 in additional local funds, which exceeds the State's Essential Programs and Services allocation model by \$7,991,791.

The School Board recommends \$7,991,791 in additional local funds which amount exceeds the State's Essential Programs and Services allocation model by \$7,991,791 for the following reasons: The State's EPS allocation in Transportation, Facilities Maintenance, Special Education, Extra-Curricular and Co-Curricular programs and instructional staffing are inadequate to fully fund the 2020-21 program approved by the school board in the proposed budget.

ARTICLE 7. Other Funds. As part of the total appropriation to the Brunswick School Department: To accept funds from other sources as estimated below and to appropriate the amount of \$335,430.

| | |
|---------------------------|-------------------|
| Tuition and other charges | \$ 208,494 |
| Miscellaneous | <u>\$ 126,936</u> |
| | \$ 335,430 |

ARTICLE 8. Unexpended Balances. As part of the total appropriation to the Brunswick School Department: To appropriate \$1,811,364 from the existing, or estimated, unexpended balances of the Brunswick School Department. Total to appropriate \$1,811,364.

ARTICLE 9. Pre-kindergarten to Grade 12 total Budget. To authorize the Brunswick School Department to expend \$42,625,522 for the fiscal year beginning July 1, 2020 and ending June 30, 2021 from the school administrative unit's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes title 20-A section 15690, unexpended balances, tuition receipts, state subsidy, and other receipts for the support of schools.

Explanation: This article authorizes expenditure but does not raise or appropriate funds. Funds are raised and appropriated in the preceding PreK-12 Articles (Articles 4 through 8) plus the amount in the School Nutrition article (Article 11) that follows. The amount authorized in this article, \$42,625,522 must be added to the \$122,533 authorized in the Adult Education article (Article 10) that follows to compute the total amount \$42,748,055 the school department is authorized to expend for the July 1, 2020 - June 30, 2021 fiscal year.

ADULT EDUCATION AND SCHOOL NUTRITION

ARTICLE 10. Adult Education. As part of the total appropriation to the Brunswick School Department: To raise and appropriate \$122,533 for adult education; with authorization to expend the herein appropriated \$122,533 and any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

The amount raised and appropriated in this article, \$122,533 must be added to the \$42,625,522, authorized in the Pre-kindergarten to Grade 12 Total Budget Article (Article 9) to compute the total amount of \$42,748,055 the school department is authorized to expend for the July 1, 2020 - June 30, 2021 fiscal year.

ARTICLE 11. School Nutrition. As part of the total appropriation to the Brunswick School Department: To raise and appropriate the sum of \$51,420 in support of the Brunswick School Nutrition Program.

The amount raised and appropriated in this article, \$51,420 is included in the \$42,625,522 of authorized expenditures in the Pre-kindergarten to Grade 12 Total Budget Article (Article 9) which must be added to the \$122,533 in Article 10 to compute the total amount \$42,748,055 the school department is authorized to expend for the July 1, 2020 - June 30, 2021 fiscal year.

ARTICLE 12. Cost Center Allocation. Pursuant to 20-A M.R.S.A., to authorize allocation of the school budget, \$42,748,055 to the various cost centers as recommended by the Brunswick School Board June 10, 2020 as follows:

| Cost Center Summary Budget Category | Amount Recommended by School Board | Approved by Council June 15, 2020 |
|--|---------------------------------------|--------------------------------------|
| Regular Instruction | \$ 18,353,823 | \$ |
| Special Education | \$ 6,256,138 | \$ |
| Career and Technical Education | \$ 156,210 | \$ |
| Other Instruction | \$ 849,993 | \$ |
| Student and staff support | \$ 3,801,356 | \$ |
| System Administration | \$ 1,150,583 | \$ |
| School Administration | \$ 1,865,197 | \$ |
| Transportation and Buses | \$ 2,251,943 | \$ |
| Facilities Maintenance | \$ 5,036,435 | \$ |
| Debt Service and Other Commitments | \$ 2,852,424 | \$ |
| Other- School Nutrition | \$ 51,420 | \$ |

| | | |
|--|----------------------|-----------|
| Total to July 14 Public Referendum | \$ 42,625,522 | \$ |
| Adult Education | \$ 122,533 | \$ |
| Summary of Total Expenditures voted By School Board June 10, 2020 | \$ 42,748,055 | \$ |

GRANTS, DONATIONS, AND OTHER REVENUES ARTICLE

ARTICLE 13. Grants, Donations, and other revenues. To authorize the Brunswick School Department to make application for grants and other revenues as opportunities may become available, to appropriate such revenues to the purpose for which received, and to authorize the Brunswick School Department to accept and expend any grant awards, donations, or other revenues that may be received.

ADDITIONAL TRANSFER AUTHORITY

ARTICLE 14. Authority to Transfer between Articles. To authorize the Brunswick School Board to transfer amounts exceeding 5% of the total appropriation for any cost center to another cost center or among cost centers for the 2020-2021 fiscal year, provided that transfers shall not be permitted to increase the authorized total school budget.

Without voter approval, school boards generally have statutory authority under Maine Revised Statutes, Title 20-A, §1485(4) to transfer up to 5% of the total appropriation for any cost center to another cost center or among other cost centers. If passed Article 14 would authorize the School Board to transfer amounts exceeding 5% of the total appropriation for any cost center to other cost centers for the FY21 fiscal year. Due to the uncertainties that COVID-19 may have on the operations of the schools during the FY21 fiscal year, it is anticipated that needs may arise that would require a larger than normal amount to be transferred between cost centers. As a result there has been a proposal submitted to the Governor and/or Legislature that would allow the School Board, with its governing body's approval, the ability to transfer funds between cost centers to be able to respond to any such unexpected costs. This authority would only be used if Legislative or Gubernatorial authority is given to this process and does not increase the total appropriation of \$42,748,055 as referenced in Article 12.

Proposed to Town Council:
Adopted by Town Council:

TOWN OF BRUNSWICK, MAINE
Capital Improvements Program
For the Fiscal Years Ending June 30, 2021 - 2025

WHEREAS, Section 601 of the Charter of the Town of Brunswick (the “Charter”) requires the Town Manager to prepare a 5-year Capital Improvement Program (the “CIP”); and

WHEREAS, pursuant to the Charter and the Town’s Capital Improvement Program Policy (the “CIP Policy”), the Town Manager delivered a first draft of the 2021 - 2025 CIP to the Town Council’s Finance Committee on November 7, 2019; and

WHEREAS, in accordance with the CIP Policy, the Finance Committee conducted workshops and reviewed the CIP recommended by the Town Manager; and

WHEREAS, on April 21, 2020 the Town Manager submitted a proposed CIP to the Town Council; and

WHEREAS, pursuant to Section 602 of the Charter and in accordance with the CIP Policy, a public hearing was held on June 1, 2020; and

WHEREAS, the Town Council has reviewed the Town Manager’s proposed CIP;

NOW THEREFORE BE IT RESOLVED, In accordance with Article VI of the Charter the Brunswick Town Council adopts a Capital Improvement Program (the “CIP”) for the fiscal years ending June 30, 2021 - 2025, as attached hereto in summary form.

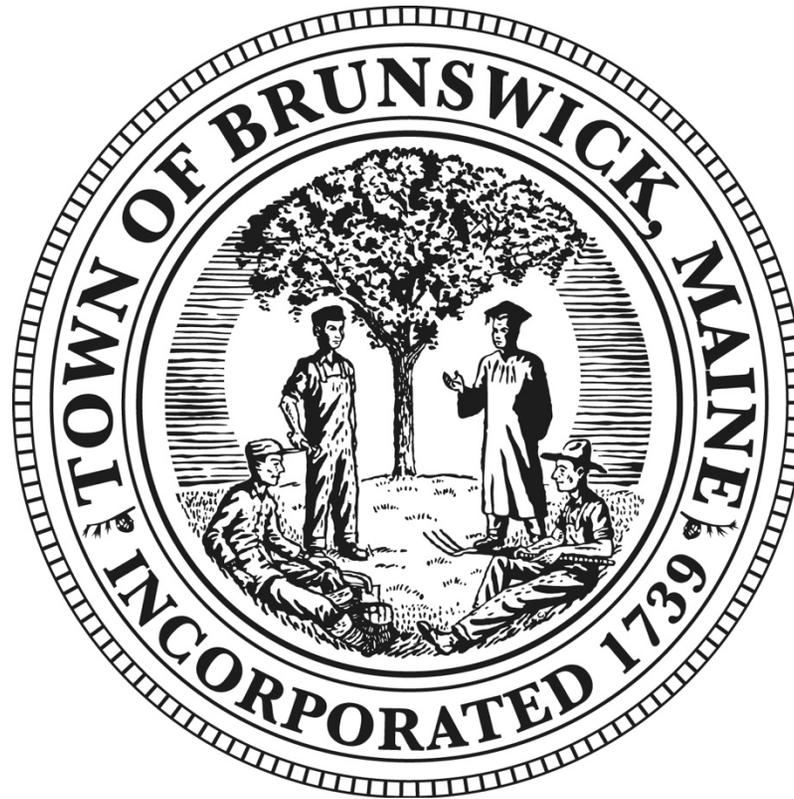
BE IT FURTHER RESOLVED, Adoption of the CIP does not appropriate any funds for, nor does it obligate the Town to complete, the projects specified therein.

Proposed to Town Council: April 21, 2020

Public Hearing: June 1, 2020

Adopted by Town Council:

Town of Brunswick, Maine



**Capital Improvement Program
Fiscal Years Ending 2021-2025**

Summary for Adoption

June 15, 2020

**Town of Brunswick, Maine
Capital Improvement Program**

For Fiscal Years Ending 2021-2025

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Capital Improvement Program

For Fiscal Years Ending 2021-2025

| PROJECTS | Approved | Recommended | | | | | TOTALS |
|--|----------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------------|
| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | |
| Facilities - Improvements | \$ 14,243,213 | \$ 402,000 | \$ 8,300,650 | \$ - | \$ - | \$ - | \$ 8,702,650 |
| Infrastructure | 1,733,844 | 2,676,000 | 6,135,000 | 4,390,000 | 2,200,000 | 1,395,000 | 16,796,000 |
| Capital Acquisitions / Other | 252,500 | 675,000 | - | - | - | 180,000 | 855,000 |
| Municipal vehicle/equipment/facilities | 748,000 | 698,000 | 1,075,920 | 1,115,438 | 1,155,247 | 1,170,352 | 5,214,958 |
| Municipal annual work programs | 1,150,000 | 1,140,000 | 1,410,000 | 1,560,000 | 1,695,000 | 1,815,000 | 7,620,000 |
| School vehicle replacement | 422,000 | 190,962 | 196,691 | 202,592 | 208,670 | 214,930 | 1,013,845 |
| School annual work programs | 465,500 | 1,044,550 | 714,700 | 781,150 | 452,150 | 441,300 | 3,433,850 |
| TOTALS | \$ 19,015,057 | \$ 6,826,512 | \$ 17,832,961 | \$ 8,049,180 | \$ 5,711,067 | \$ 5,216,582 | \$ 43,636,303 |
| FUNDING SOURCES | | | | | | | |
| General Obligation Bonds | \$ 13,500,000 | \$ 817,000 | \$ 300,650 | \$ - | \$ - | \$ - | \$ 1,117,650 |
| GO Bonds - TIF funded | - | 1,520,000 | 1,380,000 | 2,608,333 | 425,000 | 322,500 | 6,255,833 |
| General Fund Balance | 902,500 | 641,000 | 795,000 | - | - | 180,000 | 1,616,000 |
| Municipal Revenues - Annual Prog | 1,898,000 | 1,838,000 | 2,485,920 | 2,675,438 | 2,850,247 | 2,985,352 | 12,834,958 |
| School Revenues | 887,500 | 1,235,512 | 911,391 | 983,742 | 660,820 | 656,230 | 4,447,695 |
| State of Maine | 782,922 | 471,667 | 3,388,000 | 1,616,667 | 1,505,000 | 922,500 | 7,903,834 |
| Donations/Grants | 424,494 | 15,000 | 200,000 | - | - | - | 215,000 |
| TIF Revenues | 619,641 | 168,333 | 882,000 | 165,000 | 270,000 | 150,000 | 1,635,333 |
| Reserves | - | - | 7,490,000 | - | - | - | 7,490,000 |
| Other | - | 120,000 | - | - | - | - | 120,000 |
| TOTALS | \$ 19,015,057 | \$ 6,826,512 | \$ 17,832,961 | \$ 8,049,180 | \$ 5,711,067 | \$ 5,216,582 | \$ 43,636,303 |

Project Summary

| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | TOTAL | FUNDING |
|--|----------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------------|------------------|
| I. PROJECTS RECOMMENDED FOR FUNDING | | | | | | | | |
| <i>Capital Improvements</i> | | | | | | | | |
| Facilities | | | | | | | | |
| Facilities Reserve | \$ 300,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | Gen. Fund Bal. |
| Central Fire Station | 13,500,000 | - | - | - | - | - | - | G.O. Bonds |
| 27 Brunswick Junior High School | - | 402,000 | 300,650 | - | - | - | 702,650 | G.O. Bonds |
| Veteran's Plaza | 408,494 | - | - | - | - | - | - | Donations/Grants |
| Veteran's Plaza - banner poles | 34,719 | - | - | - | - | - | - | TIF Revenues |
| 29 Landfill Closure | - | - | 7,490,000 | - | - | - | 7,490,000 | Reserves |
| 29 Landfill Closure | - | - | 510,000 | - | - | - | 510,000 | Gen. Fund Bal. |
| Total Facilities | 14,243,213 | 402,000 | 8,300,650 | - | - | - | 8,702,650 | |
| Infrastructure | | | | | | | | |
| 31 Street Resurfacing/Rehabilitation | 200,000 | - | 380,000 | 460,000 | 425,000 | 322,500 | 1,587,500 | G.O. Bonds - TIF |
| 31 MaineDOT Municipal Partnership | - | 250,000 | 380,000 | 460,000 | 425,000 | 322,500 | 1,837,500 | M.D.O.T |
| 33 Pleasant St Corridor - PPI | 46,922 | 133,333 | 238,000 | 165,000 | 270,000 | 150,000 | 956,333 | TIF Revenues |
| 33 Pleasant St Corridor - PPI | 46,922 | 66,667 | 952,000 | 1,156,667 | 1,080,000 | 600,000 | 3,855,334 | M.D.O.T |
| 33 Pleasant St Corridor - PPI | - | - | - | 2,148,333 | - | - | 2,148,333 | G.O. Bonds - TIF |
| 35 Cedar St Parking | 138,000 | 15,000 | 114,000 | - | - | - | 129,000 | TIF Revenues |
| 35 Cedar St Parking | 672,000 | 75,000 | 456,000 | - | - | - | 531,000 | M.D.O.T |
| 37 Downtown Improvements | 400,000 | 1,520,000 | 1,000,000 | - | - | - | 2,520,000 | G.O. Bonds - TIF |
| 37 Downtown Improvements | - | 15,000 | - | - | - | - | 15,000 | Donations/Grants |
| 39 Riverwalk | 16,000 | - | 200,000 | - | - | - | 200,000 | Donations/Grants |
| 39 Riverwalk | 64,000 | - | 800,000 | - | - | - | 800,000 | M.D.O.T |
| 41 250th Anniv Park/Bridge amenities | - | - | 330,000 | - | - | - | 330,000 | TIF Revenues |
| People Plus Parking Lot | 100,000 | - | - | - | - | - | - | Gen. Fund Bal. |
| 43 MerePoint Wastewater Forcemain | - | 120,000 | - | - | - | - | 120,000 | Other |
| 45 Bath Road Signal Upgrades | 50,000 | 20,000 | 200,000 | - | - | - | 220,000 | TIF Revenues |
| 45 Bath Road Signal Upgrades | - | 80,000 | 800,000 | - | - | - | 880,000 | M.D.O.T |
| 47 LED Streetlights | - | 381,000 | 285,000 | - | - | - | 666,000 | Gen. Fund Bal. |
| Total Infrastructure | 1,733,844 | 2,676,000 | 6,135,000 | 4,390,000 | 2,200,000 | 1,395,000 | 16,796,000 | |
| Capital Acquisitions / Other | | | | | | | | |
| 49 Tank 2 Replacement | - | 415,000 | - | - | - | - | 415,000 | G.O. Bonds |
| IT Server System Upgrade | 252,500 | - | - | - | - | - | - | Gen. Fund Bal. |
| 51 SCBA Replacement | - | 260,000 | - | - | - | - | 260,000 | Gen. Fund Bal. |
| 53 Cardiac Monitors | - | - | - | - | - | 180,000 | 180,000 | Gen. Fund Bal. |
| Total Capital Acquisitions/Other | 252,500 | 675,000 | - | - | - | 180,000 | 855,000 | |
| Total Capital Improvements | \$ 16,229,557 | \$ 3,753,000 | \$ 14,435,650 | \$ 4,390,000 | \$ 2,200,000 | \$ 1,575,000 | \$ 26,353,650 | |

| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | TOTAL | FUNDING |
|---|----------------------|---------------------|----------------------|---------------------|---------------------|---------------------|----------------------|-------------|
| <i>Annual Programs/Reserves</i> | | | | | | | | |
| Municipal Vehicle/Equipment/Facilities/IT Reserves | | | | | | | | |
| 18 Fire Vehicle/Equip Replacement | \$ 113,000 | \$ 113,000 | \$ 117,520 | \$ 119,870 | \$ 122,268 | \$ 124,713 | \$ 597,371 | Munic. Rev. |
| 19 Police Vehicle/Equip Replacement | 160,000 | 160,000 | 166,400 | 169,728 | 173,123 | 176,585 | 845,836 | Munic. Rev. |
| 20 PW Vehicle/Equip Replacement | 365,000 | 365,000 | 379,600 | 387,192 | 394,936 | 402,835 | 1,929,562 | Munic. Rev. |
| 21 P&R Vehicle/Equip Replacement | 60,000 | 60,000 | 62,400 | 63,648 | 64,921 | 66,219 | 317,188 | Munic. Rev. |
| 22 Facilities Repair Program | - | - | 225,000 | 250,000 | 250,000 | 250,000 | 975,000 | Munic. Rev. |
| 23 IT/Cable TV Equipment | 50,000 | - | 125,000 | 125,000 | 150,000 | 150,000 | 550,000 | Munic. Rev. |
| | <u>748,000</u> | <u>698,000</u> | <u>1,075,920</u> | <u>1,115,438</u> | <u>1,155,247</u> | <u>1,170,352</u> | <u>5,214,958</u> | |
| Annual Public Works Programs | | | | | | | | |
| 26 PW - Sidewalks | 50,000 | 40,000 | 85,000 | 85,000 | 70,000 | 65,000 | 345,000 | Munic. Rev. |
| 24 PW - Street Resurfacing/Rehab | 1,100,000 | 1,100,000 | 1,325,000 | 1,475,000 | 1,625,000 | 1,750,000 | 7,275,000 | Munic. Rev. |
| Total annual work programs | <u>1,150,000</u> | <u>1,140,000</u> | <u>1,410,000</u> | <u>1,560,000</u> | <u>1,695,000</u> | <u>1,815,000</u> | <u>7,620,000</u> | |
| Total Municipal Programs/Reserves | \$ 1,898,000 | \$ 1,838,000 | \$ 2,485,920 | \$ 2,675,438 | \$ 2,850,247 | \$ 2,985,352 | \$ 12,834,958 | |
| School Department | | | | | | | | |
| School Vehicle Replacement | 422,000 | 190,962 | 196,691 | 202,592 | 208,670 | 214,930 | 1,013,845 | School Rev. |
| School Annual Work Program | 465,500 | 1,044,550 | 714,700 | 781,150 | 452,150 | 441,300 | 3,433,850 | School Rev. |
| Total School Programs/Reserves | \$ 887,500 | \$ 1,235,512 | \$ 911,391 | \$ 983,742 | \$ 660,820 | \$ 656,230 | \$ 4,447,695 | |
| Total Annual Programs/Reserves | \$ 2,785,500 | \$ 3,073,512 | \$ 3,397,311 | \$ 3,659,180 | \$ 3,511,067 | \$ 3,641,582 | \$ 17,282,653 | |
| Total Recommended Prog./Res. | \$ 19,015,057 | \$ 6,826,512 | \$ 17,832,961 | \$ 8,049,180 | \$ 5,711,067 | \$ 5,216,582 | \$ 43,636,303 | |

The Vehicle/Equipment Reserves were established in 2013, with the intention that funding would eventually be adequate to cover replacement of existing vehicle and equipment. At the time it was understood that full funding of the reserves would not be possible immediately, and to date, the funding has been at a lower level than recommended. The Facilities Repair Reserve was established in 2017 and the Cable TV/IT Reserve was established in 2018. All the reserves have served to smooth budget funding and to provide flexibility in replacement scheduling.

Project Summary

| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | TOTAL | FUNDING |
|--------------------------------------|-------------|-------------------|---------------------|-------------------|---------------------|----------------------|----------------------|----------------|
| II. PROJECTS IN DEVELOPMENT | | | | | | | | |
| <i>Capital Improvements</i> | | | | | | | | |
| Facilities | | | | | | | | |
| 55 Public Works Facility | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 12,000,000 | \$ 12,000,000 | G.O. Bonds |
| 57 Town Hall HVAC | - | - | - | 400,000 | - | - | 400,000 | G.O. Bonds |
| 59 Rec Center Roof | - | - | 316,250 | - | - | - | 316,250 | Gen. Fund Bal. |
| 61 Aquatics Facility | - | - | - | - | 2,987,520 | - | 2,987,520 | Other |
| Total Facilities | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 316,250</u> | <u>\$ 400,000</u> | <u>\$ 2,987,520</u> | <u>\$ 12,000,000</u> | <u>\$ 15,703,770</u> | |
| Infrastructure | | | | | | | | |
| 63 Downtown Parking Structure | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,000,000 | \$ 5,000,000 | G.O. Bonds |
| 63 Downtown Parking Structure | - | - | - | - | - | 10,000,000 | 10,000,000 | Other |
| 65 Range Road Culvert | - | 50,000 | - | - | - | - | 50,000 | Gen. Fund Bal. |
| 67 Bunganuc Rd Culvert | - | 50,000 | - | - | - | - | 50,000 | Gen. Fund Bal. |
| 67 Bunganuc Rd Culvert | - | - | 350,000 | - | - | - | 350,000 | G.O. Bonds |
| 69 River Road Culvert | - | - | - | 50,000 | 250,000 | - | 300,000 | Gen. Fund Bal. |
| 71 Rec Center Front Parking Lot | - | - | - | 191,000 | - | - | 191,000 | Gen. Fund Bal. |
| Total Infrastructure | <u>\$ -</u> | <u>\$ 100,000</u> | <u>\$ 350,000</u> | <u>\$ 241,000</u> | <u>\$ 250,000</u> | <u>\$ 15,000,000</u> | <u>\$ 15,941,000</u> | |
| Other Projects | | | | | | | | |
| 73 Bay Bridge Water Main Extension | - | 100,000 | 2,400,000 | - | - | - | 2,500,000 | Grants |
| 75 Establishment of MS4 Permit | - | - | 100,000 | - | - | - | 100,000 | Gen. Fund Bal. |
| Total Other Projects | <u>\$ -</u> | <u>\$ 100,000</u> | <u>\$ 2,500,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 2,600,000</u> | |
| Total Projects in Development | <u>\$ -</u> | <u>\$ 200,000</u> | <u>\$ 3,166,250</u> | <u>\$ 641,000</u> | <u>\$ 3,237,520</u> | <u>\$ 27,000,000</u> | <u>\$ 34,244,770</u> | |

| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | TOTAL | FUNDING |
|---|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|-----------------|
| III. PROPOSED BY DEPARTMENTS BUT NOT RECOMMENDED | | | | | | | | |
| <i>Capital Improvements</i> | | | | | | | | |
| Facilities & Infrastructure | | | | | | | | |
| 77 People Plus Expansion | \$ - | \$ - | \$ - | \$ 1,146,000 | \$ - | \$ - | \$ 1,146,000 | Other |
| 79 Tennis Courts | - | - | - | - | 208,060 | - | 208,060 | Gen. Fund Bal. |
| 81 Skate Park | - | - | - | - | - | 125,000 | 125,000 | Gen. Fund Bal. |
| 83 Gurnet-Thomas Pt connector | - | - | 1,500,000 | - | - | - | 1,500,000 | G.O. Bonds |
| 85 Lamb Boat Launch | - | - | - | - | 120,000 | - | 120,000 | I.F.W. - D.O.C. |
| 85 Lamb Boat Launch | - | - | - | - | 30,000 | - | 30,000 | Gen. Fund Bal. |
| 87 Androscoggin Bike Path | - | - | - | - | 330,000 | - | 330,000 | G.O. Bonds |
| 87 Androscoggin Bike Path | - | - | - | - | 110,000 | - | 110,000 | Impact Fees |
| 87 Androscoggin Bike Path | - | - | - | - | 1,760,000 | - | 1,760,000 | U.S. D.O.T. |
| 89 Fitzgerald-Bike Path connection | - | - | - | - | - | 37,000 | 37,000 | Gen. Fund Bal. |
| 89 Fitzgerald-Bike Path connection | - | - | - | - | - | 148,000 | 148,000 | U.S. D.O.T. |
| 91 Weymouth St Parking | - | - | - | 425,000 | - | - | 425,000 | TIF Revenues |
| 93 BHS Egress Road | - | - | - | - | - | 1,500,000 | 1,500,000 | G.O. Bonds |
| 95 Land for Brunswick's Future | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 | Gen. Fund Bal. |
| 97 East Brunswick Fields | - | - | - | 250,000 | 250,000 | - | 500,000 | G.O. Bonds |
| Total Proposed/Not Recommended | <u>\$ -</u> | <u>\$ 50,000</u> | <u>\$ 1,550,000</u> | <u>\$ 1,871,000</u> | <u>\$ 2,858,060</u> | <u>\$ 1,860,000</u> | <u>\$ 8,189,060</u> | |
| IV. NON-TOWN PROJECTS | | | | | | | | |
| Route 1/Maine St ramp | 65,000 | - | 400,000 | 3,770,000 | - | - | 4,170,000 | M.D.O.T. |
| Route 1 Hwy preservation paving | 819,000 | - | - | - | - | - | - | M.D.O.T. |
| Route 123 light capital paving | - | 200,000 | - | - | - | - | 200,000 | M.D.O.T. |
| Old Bath Rd culvert | 270,000 | - | - | - | - | - | - | M.D.O.T. |
| Crosswalk lights (4) | 300,000 | - | - | - | - | - | - | M.D.O.T. |
| Frank Wood Bridge | - | 19,800,000 | - | - | - | - | 19,800,000 | M.D.O.T. |
| Old Portland Road LCP | - | 690,000 | - | - | - | - | 690,000 | M.D.O.T. |
| Exit 28 Lighting Upgrades | - | 866,000 | - | - | - | - | 866,000 | M.D.O.T. |
| Route 1/Stanwood intersection | - | - | 1,490,000 | - | - | - | 1,490,000 | M.D.O.T. |
| Maine St bridge over Route 1 | - | - | - | 1,400,000 | - | - | 1,400,000 | M.D.O.T. |
| Total Non-Town Projects | <u>\$ 1,454,000</u> | <u>\$ 21,556,000</u> | <u>\$ 1,890,000</u> | <u>\$ 5,170,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 28,616,000</u> | |

Projects with Proposed Debt

| | Bond Tier | Bond Year | Fiscal Year | Estimated Project Cost | Assumed Bond Years | Assumed Interest Rate | Projected First Year Debt Service (a) | Estimated First Yr Tax Rate Impact (b) | Estimated Total Debt Service (c) |
|--|------------------|------------------|--------------------|-------------------------------|---------------------------|------------------------------|--|---|---|
| Debt Authorized But Not Issued | | | | | | | | | |
| Adm Fitch-Gurnet Connector | 5 | 35 | 2020-21 | 625,000 | 5 | 0.00% | 125,000 | 0.27% | 625,000 |
| BHS Track (advance from GF) | 10 | 35 | 2020-21 | 650,000 | 7 | 0.00% | 92,857 | 0.20% | 650,000 |
| Central Fire Station (level principal) | 25 | 36 | 2021-22 | 13,500,000 | 25 | 3.20% | 972,000 | 2.11% | 19,116,000 |
| | | | | \$ 14,775,000 | | | \$ 1,189,857 | | \$ 20,391,000 |
| From Other Sources | | | | | | | | | |
| TIF Revenues | | | | 625,000 | | | 125,000 | 0.27% | 625,000 |
| Net Debt Authorized But Not Issued | | | | \$ 14,150,000 | | | \$ 1,064,857 | | \$ 19,766,000 |
| Debt on Recommended Projects | | | | | | | | | |
| Brunswick Junior High School | 10 | 37 | 2022-23 | 702,650 | 10 | 2.55% | 88,183 | 0.19% | 801,197 |
| Pleasant Street Corridor - PPI | 10 | 38 | 2023-24 | 2,148,333 | 10 | 2.65% | 271,764 | 0.59% | 2,461,453 |
| Downtown Improvements | 10 | 36 | 2021-22 | 2,520,000 | 10 | 2.45% | 313,740 | 0.68% | 2,859,570 |
| Tank 2 Replacement | 20 | 36 | 2021-22 | 415,000 | 20 | 2.95% | 32,993 | 0.07% | 543,546 |
| | | | | \$ 5,785,983 | | | \$ 706,679 | | \$ 6,665,765 |
| From Other Sources | | | | | | | | | |
| TIF Revenues | | | | \$ 4,668,333 | | | \$ 585,504 | | \$ 5,321,023 |
| Net Proposed Debt in CIP | | | | \$ 1,117,650 | | | \$ 121,175 | | \$ 1,344,743 |
| Debt on Projects in Development | | | | | | | | | |
| Public Works Facility | 20 | 40 | 2025-26 | 12,000,000 | 20 | 3.35% | 1,002,000 | 2.18% | 16,221,000 |
| Town Hall HVAC | 10 | 38 | 2023-24 | 400,000 | 10 | 2.65% | 50,600 | 0.11% | 458,300 |
| Downtown Parking Structure | 20 | 40 | 2025-26 | 5,000,000 | 20 | 3.35% | 417,500 | 0.91% | 6,758,750 |
| Bunganuc Road Culvert | 10 | 37 | 2022-23 | 350,000 | 10 | 2.55% | 43,925 | 0.10% | 399,088 |
| | | | | \$ 17,750,000 | | | \$ 1,514,025 | | \$ 23,837,138 |
| From Other Sources | | | | | | | | | |
| TIF Revenues | | | | 5,000,000 | | | 417,500 | | 6,758,750 |
| Net Debt on Projects in Development | | | | \$ 17,750,000 | | | \$ 1,514,025 | | \$ 23,837,138 |

(a) The first year debt service payment is an estimate assuming level principal payments and the rates and terms shown. Actual rates and terms will be determined if and when bonds are issued.

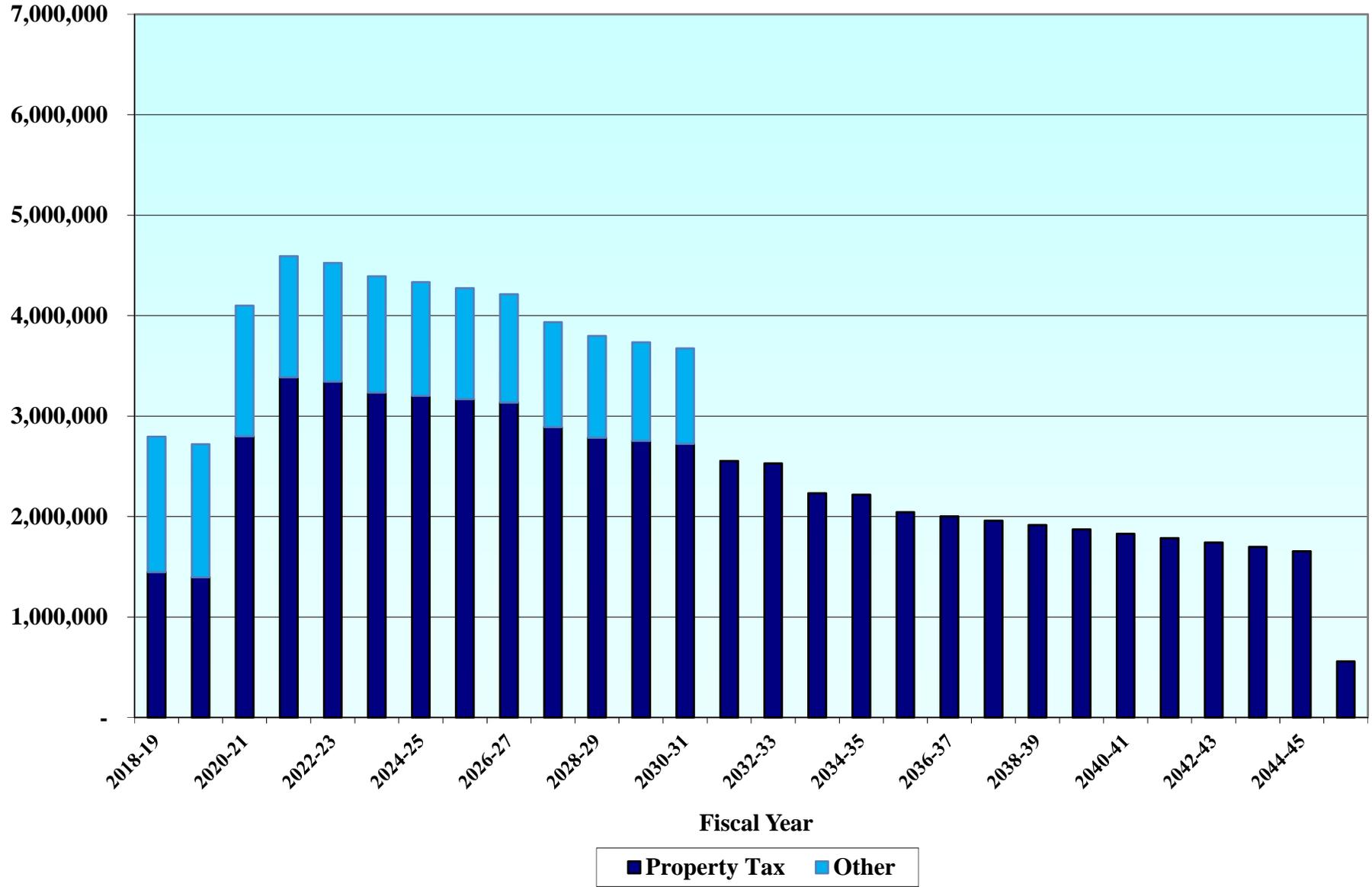
(b) Assumes a 1% Tax Rate increase equals:

\$460,000

(c) This is the estimated total debt service over the life of the bonds.

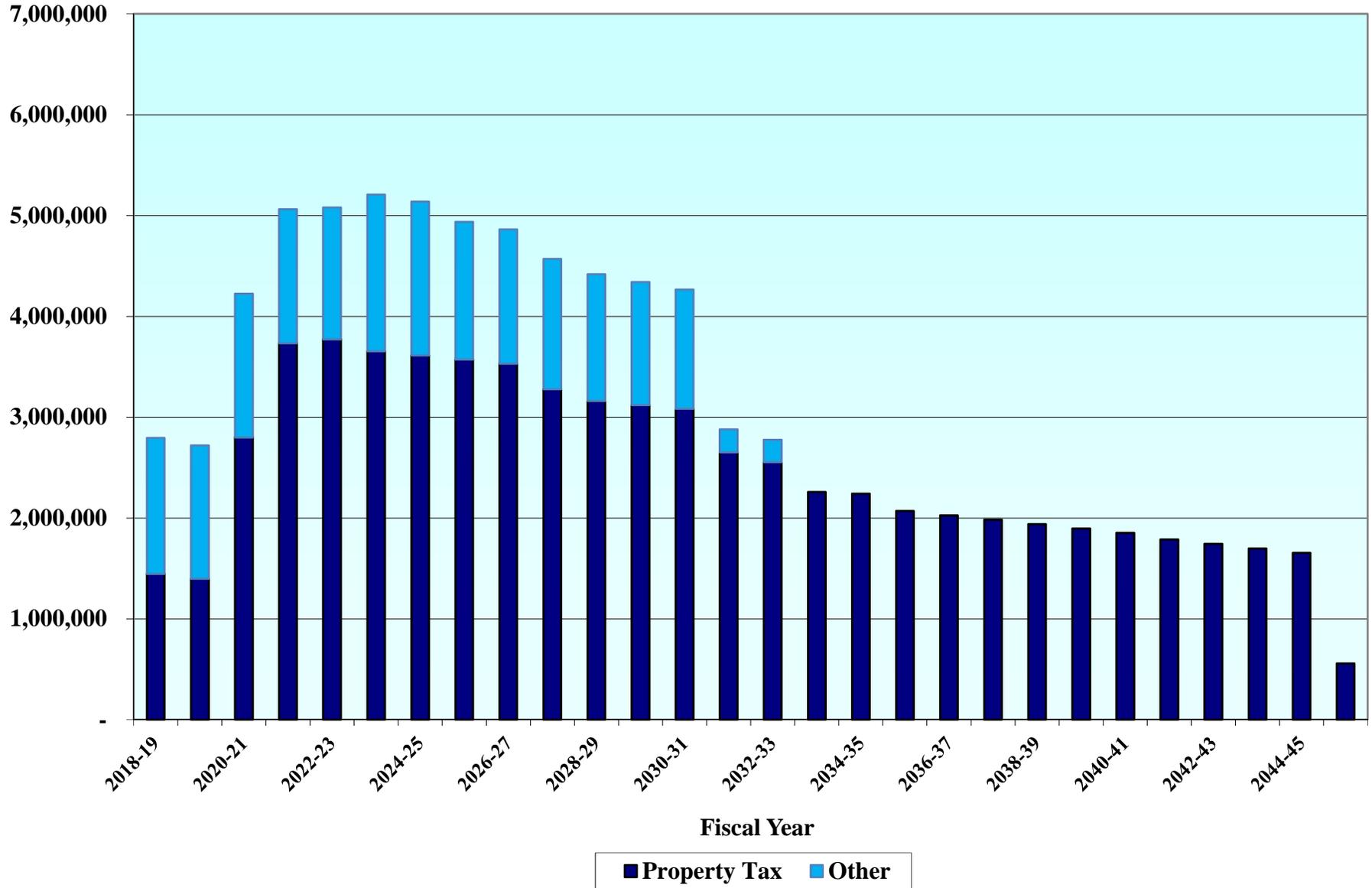
**Town of Brunswick
Capital Improvement Program**

Debt Service - Existing Debt and Authorized Debt



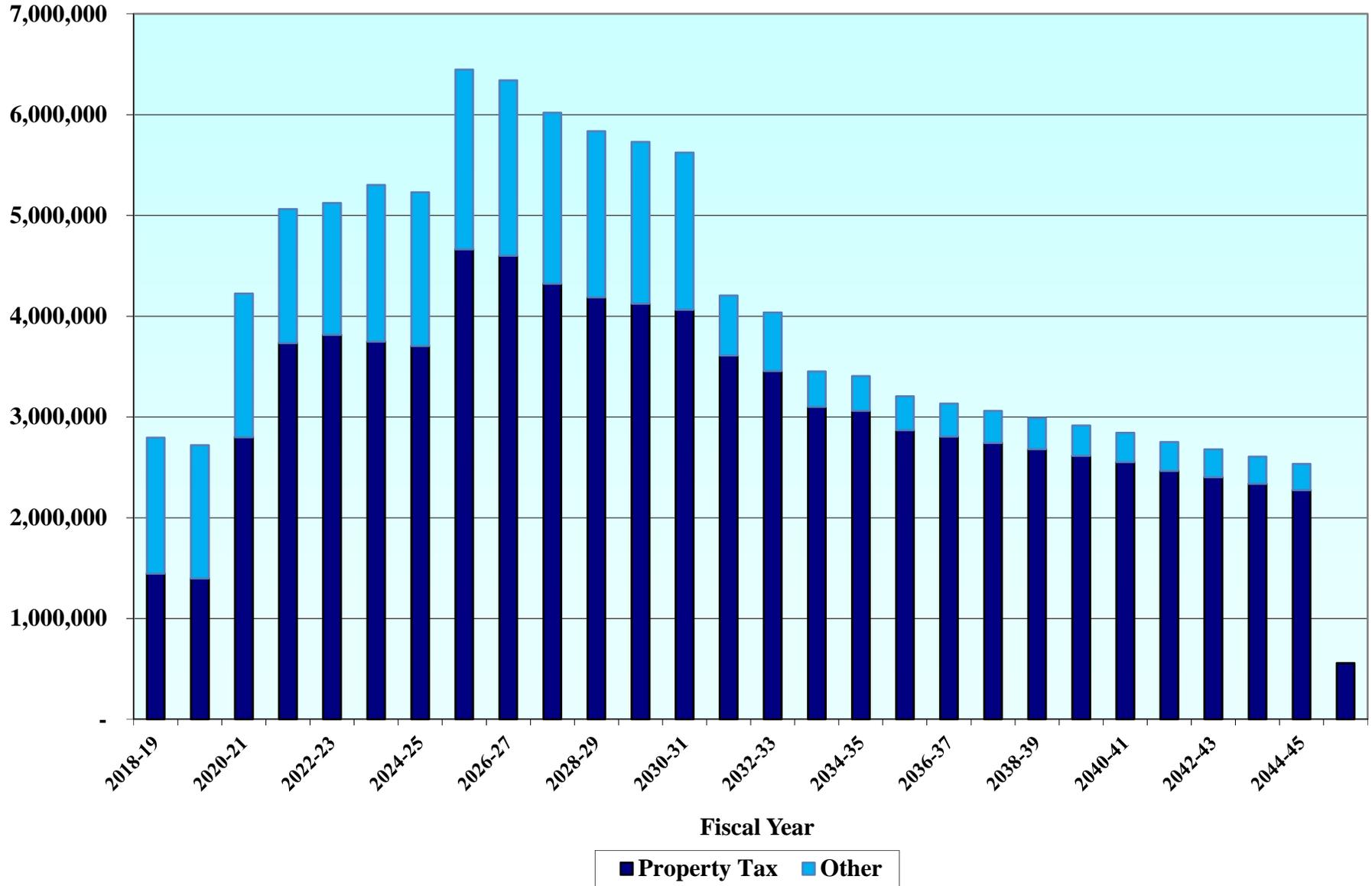
**Town of Brunswick
Capital Improvement Program**

Debt Service - Existing, Authorized, and Proposed



**Town of Brunswick
Capital Improvement Program**

Debt Service - Existing, Authorized, Proposed and Projects in Development



| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|
| TAX IMPACT OF RECOMMENDED PROJECTS | | | | | | |
| Projects Financed with Debt | | | | | | |
| Existing Debt Service | | | | | | |
| Existing Debt Service | \$ 2,719,521 | \$ 4,004,913 | \$ 3,526,152 | \$ 3,477,274 | \$ 3,360,598 | \$ 3,321,084 |
| TIF Subsidy (on 35 Union St debt) | (72,105) | (70,035) | - | - | - | - |
| School Subsidy (estimated) | (1,250,665) | (1,228,216) | (1,205,159) | (1,181,192) | (1,156,618) | (1,131,285) |
| Existing Debt Service - Net | 1,396,751 | 2,706,662 | 2,320,993 | 2,296,082 | 2,203,980 | 2,189,799 |
| New Debt Service | | | | | | |
| Authorized But Not Issued | - | 217,857 | 1,189,857 | 1,172,577 | 1,155,297 | 1,138,017 |
| Proposed Debt Service | - | - | 346,733 | 428,129 | 691,315 | 677,044 |
| TIF Subsidy (Cook's Corner & Downtown) | - | (125,000) | (125,000) | (125,000) | (396,764) | (391,071) |
| New Debt Service - Net | - | 92,857 | 1,411,590 | 1,475,706 | 1,449,848 | 1,423,990 |
| Existing and New Debt Service - Net | 1,396,751 | 2,799,519 | 3,732,583 | 3,771,788 | 3,653,828 | 3,613,789 |
| Change from Previous Year | (50,263) | 1,402,768 | 933,063 | 39,206 | (117,960) | (40,039) |
| Tax Rate Impact - Debt Service | -0.11% | 3.05% | 2.03% | 0.09% | -0.26% | -0.09% |
| Projects Financed with other than Debt | | | | | | |
| Non-Debt Sources | | | | | | |
| Municipal Revenues | 1,838,000 | 2,485,920 | 2,675,438 | 2,850,247 | 2,985,352 | 12,834,958 |
| School Revenues | 1,235,512 | 911,391 | 983,742 | 660,820 | 656,230 | 4,447,695 |
| Non-Debt Projects | 3,073,512 | 3,397,311 | 3,659,180 | 3,511,067 | 3,641,582 | 17,282,653 |
| Change from Previous Year | 288,012 | 323,799 | 261,869 | (148,113) | 130,515 | 13,641,071 |
| Tax Rate Impact - Non-Debt Projects | 0.63% | 0.70% | 0.57% | -0.32% | 0.28% | 29.65% |
| Projects Financed Debt and Non-Debt | | | | | | |
| Debt and Non-Debt Projects | 4,470,263 | 6,196,830 | 7,391,763 | 7,282,855 | 7,295,410 | 20,896,442 |
| Change from Previous Year | 237,749 | 1,726,567 | 1,194,933 | (108,908) | 12,555 | 13,601,031 |
| Tax Rate Impact - Capital Projects | 0.52% | 3.75% | 2.60% | -0.24% | 0.03% | 29.57% |

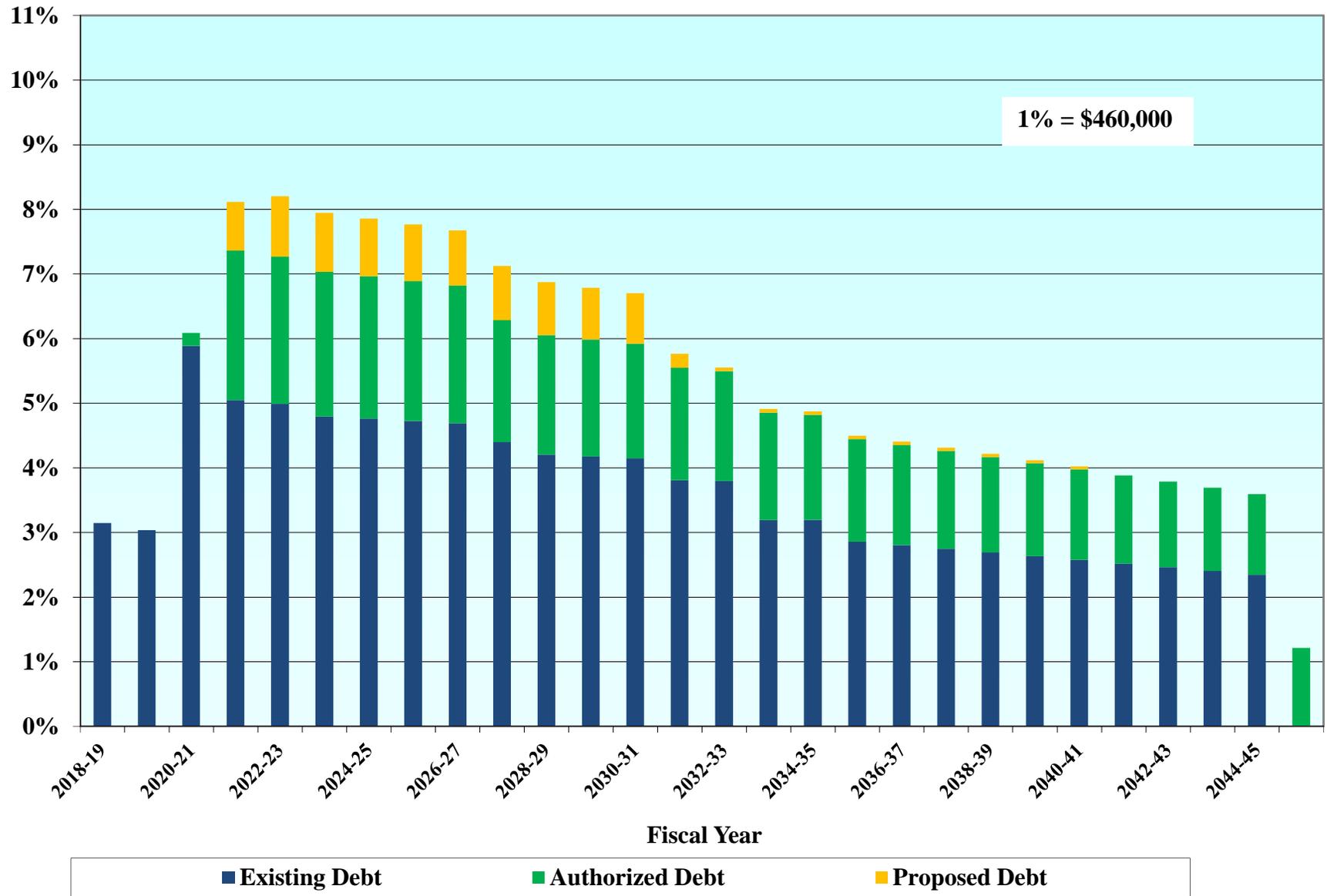
| | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|---|------------------|------------------|------------------|------------------|------------------|-------------------|
| Operating Costs Related to New Projects | | | | | | |
| Operating Costs | - | 22,350 | 27,350 | 110,850 | 110,850 | 110,850 |
| Change from Previous Year | - | 22,350 | 5,000 | 83,500 | - | - |
| Tax Rate Impact - Operating Costs | 0.00% | 0.05% | 0.01% | 0.18% | 0.00% | 0.00% |
| Recommended Projects & Operating Costs - Total | 4,470,263 | 6,219,180 | 7,419,113 | 7,393,705 | 7,406,260 | 21,007,292 |
| Change from Previous Year | 237,749 | 1,748,917 | 1,199,933 | (25,408) | 12,555 | 13,601,031 |
| Tax Rate Impact - Projects & Operating | 0.52% | 3.80% | 2.61% | -0.06% | 0.03% | 29.57% |
| Estimates assume a 1% tax increase is equal to: | \$460,000 | \$460,000 | \$460,000 | \$460,000 | \$460,000 | \$460,000 |

TAX IMPACT OF ADDING PROJECTS UNDER DEVELOPMENT

| | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|-------------------|
| Projects Under Development | | | | | | |
| Estimated Debt Service | - | - | - | 43,925 | 93,633 | 91,680 |
| TIF Subsidy (Cook's Corner road) | - | - | - | - | - | - |
| School Subsidy (BJHS) | - | - | - | - | - | - |
| Under Development Debt Service - Net | - | - | - | 43,925 | 93,633 | 91,680 |
| Change from Previous Year | - | - | - | 43,925 | 49,708 | (1,953) |
| Tax Rate Impact - Projects under Development | 0.00% | 0.00% | 0.00% | 0.10% | 0.11% | 0.00% |
| Total Proposed and Projects Under Development | 4,470,263 | 6,219,180 | 7,419,113 | 7,437,630 | 7,499,893 | 21,098,972 |
| Change from Previous Year | 237,749 | 1,748,917 | 1,199,933 | 18,517 | 62,263 | 13,599,079 |
| Tax Rate Impact - Recommended Projects and Projects Under Development | 0.52% | 3.80% | 2.61% | 0.04% | 0.14% | 29.56% |
| Estimates assume a 1% tax increase is equal to: | \$460,000 | \$460,000 | \$460,000 | \$460,000 | \$460,000 | \$460,000 |

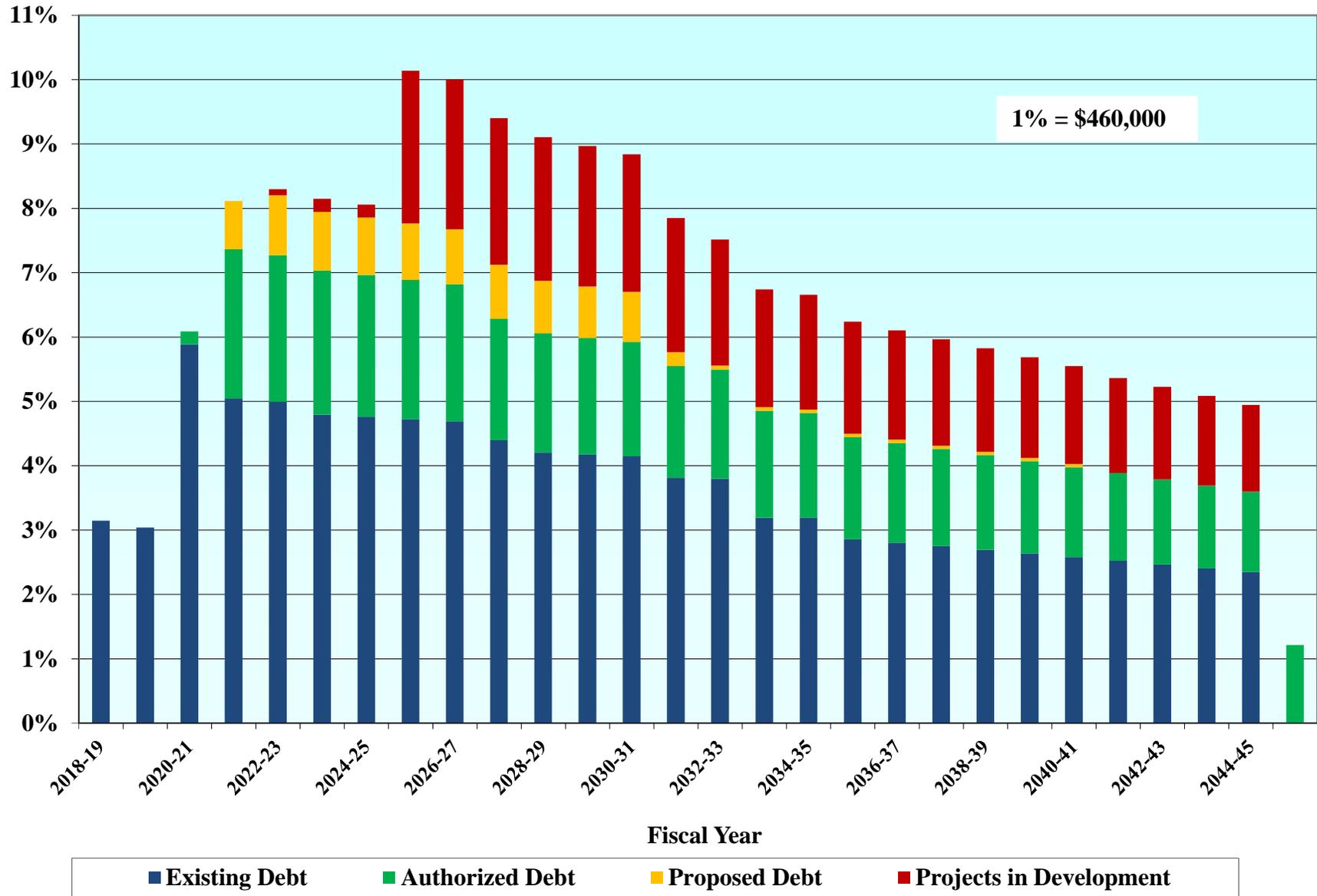
Town of Brunswick
Capital Improvement Program

Net Debt Service Effect on Tax Rate



Town of Brunswick
Capital Improvement Program

Net Debt Service Effect on Tax Rate
Including Projects in Development



Town of Brunswick, Maine
Capital Improvement Program
Assumptions

| Tier | Bond Years | Bond Year Start | | | | | | |
|------------------|--------------|-----------------|-------|-------|-------|-------|-------|-------|
| | | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| 5 | 0-5 | 1.75% | 1.85% | 1.95% | 2.05% | 2.15% | 2.25% | 2.35% |
| 10 | 6-10 | 2.25% | 2.35% | 2.45% | 2.55% | 2.65% | 2.75% | 2.85% |
| 15 | 11-15 | 2.50% | 2.60% | 2.70% | 2.80% | 2.90% | 3.00% | 3.10% |
| 20 | 16-20 | 2.75% | 2.85% | 2.95% | 3.05% | 3.15% | 3.25% | 3.35% |
| 25 | 21-25 | 3.00% | 3.10% | 3.20% | 3.30% | 3.40% | 3.50% | 3.60% |
| 30 | 26-30 | 3.25% | 3.35% | 3.45% | 3.55% | 3.65% | 3.75% | 3.85% |
| Base: | 2.50% | | | | | | | |
| Year Inc. | 0.10% | | | | | | | |
| Tier Inc: | 0.50% | | | | | | | |

| Bond Year | Fiscal Year | |
|-----------|-------------|--|
| 34 | 2019-20 | Harriet Beecher Stowe Elementary School |
| 35 | 2020-21 | State Subsidy: 87.04% |
| 36 | 2021-22 | |
| 37 | 2022-23 | Taxes |
| 38 | 2023-24 | One percent: \$460,000 |
| 39 | 2024-25 | |
| 40 | 2025-26 | |

- (a) The first year debt service payment is an estimate assuming level principal payments and the rates and terms shown.
 Actual rates and terms will be determined if and when bonds are issued.
- (b) Assumes a 1% Tax Rate increase equals: **\$460,000**
- (c) This is the estimated total debt service over the life of the bonds. It assumes the rates and terms shown.

Terms used in this Capital Improvement Program

CIP Project Classifications

CIP Projects are classified in one of four classifications:

CIP Projects Recommended for Funding - Projects and acquisitions included have been sufficiently developed and defined as to clearly identify the scope and cost of the project and the recommended funding sources. It is highly likely that projects in this class will eventually be authorized for completion and funding.

CIP Projects In Development - Projects and acquisitions of this class are under active consideration but have not been sufficiently developed or defined to clearly identify the scope or cost of the project. Typically, projects in this category are being evaluated from several alternatives, or there is not sufficient confidence in the cost estimates to determine whether the project should be recommended for funding.

CIP Projects Not Recommended - Projects and acquisitions of this class have been identified or requested by departments or others but are either insufficiently developed or defined, or have been deemed to be beyond the funding capacity of the Town. These projects may receive consideration at a future date should circumstances warrant.

CIP Projects Non-Town Funded - Projects to be completed and funded solely by entities other than the Town, with an estimated operational cost impact to the Town of less than \$25,000, are of interest to the Town in its planning efforts. However, as they have a minimal, or no, impact on Town finances, they are shown separately from Town funded projects.

Terms used in this Capital Improvement Program

CIP Definitions

Capital Project or Acquisition – A CIP project, item, or a network or system of items must have a cost of at least \$100,000 and a life expectancy of five years or more. The terms “project” and “projects” shall include items that are acquisitions.

Network or System of Items - Items that are intended to be a part of a larger network or system, that when purchased individually may have a cost of less than \$100,000. For example, a computer network may be comprised of several components, each of which cost less than \$100,000, but as a group comprise a network costing \$100,000 or more.

Vehicle/Equipment Replacement Program – A systematic annual funding process for the replacement of fleet vehicles and equipment. These programs shall be included as items in the CIP even when the annual funding is less than \$100,000.

Facilities Reserve Program- A systematic annual funding of a reserve fund for facilities maintenance projects costing less than \$100,000 and more than \$25,000. These projects are larger than minor capital projects which would typically be included in the Town's annual operating budget.

Work Programs – Refers to capital project work generally performed by department or contracted resources and funded annually. These programs shall be included as items in the CIP.

Minor Capital – Refers to items that, although capital in nature, do not meet the above definitions of a project or acquisition, or of a system or network of items. Minor capital items should be included in the Town's annual operating budget.

Operating costs – Refers to the ongoing annual costs associated with a capital project or acquisition. The Town shall identify the estimated annual operating cost impact (net increase or decrease) related to a project when those operating cost impact to the Town is estimated to be \$25,000 or greater.

Debt - Related Terminology

Existing Debt Service - The existing debt service costs taken from the current debt service schedules. It represents the actual current obligations of the Town.

Debt Authorized But Not Issued - This is an estimate of the debt service costs on projects that have been authorized but for which debt has not yet been issued. These are estimates. The actual costs will be determined by project costs, structure of the bond issues, and prevailing interest rates at the time the bonds are issued.

Proposed New Debt - The debt service costs for new projects proposed in the CIP. These are estimates. The actual costs will be determined by project costs, structure of the bond issues, and prevailing interest rates at the time the bonds are issued.

State School Construction Debt Service Subsidy - The State of Maine Department of Education (DOE) assists school units with state-approved construction projects under a complex arrangement. First, the DOE, after extensive review of a proposed school construction project, determines a level of project costs that it deems eligible for state subsidy. Then, the annual debt service for those eligible costs is included in the calculation of the unit's annual subsidy of all of its education costs, using the State's Essential Programs and Service (EPS) funding model. The EPS model uses a number of variables that will change annually. Further, the model is subject to change by the actions of the State Legislature and the DOE. Also, the annual level of EPS funding is determined in the State budget process. School debt service subsidy estimates are intended only for planning purposes. Future estimates and actual subsidy payments may be materially different.

TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year

WHEREAS, the Charter of the Town of Brunswick, Maine requires that the Town Council adopt an annual budget;
and

WHEREAS, A public hearing was held on a proposed budget at least ten days prior to the date of this resolution;

NOW THEREFORE BE IT RESOLVED:

That the following amounts be appropriated to the several departments or purposes herein, and that the revenue estimates be adopted in the following amounts, all for the fiscal year **July 1, 2020 to June 30, 2021**.

EXPENDITURES

General Government

| | | |
|------------------------|-----------|------------------|
| Administration | \$ | 569,964 |
| Finance | | 794,328 |
| Technology Services | | 360,528 |
| Municipal Officers | | 261,369 |
| Town Hall Building | | 169,650 |
| Risk Management | | 611,393 |
| Cable TV | | 95,133 |
| Assessing | | 304,876 |
| Town Clerk & Elections | | 422,470 |
| Engineering | | 276,999 |
| Planning | | 625,539 |
| Economic Development | | 142,999 |
| Subtotal | \$ | 4,635,248 |

Public Safety

| | | |
|-----------------------------|-----------|-------------------|
| Fire Department | \$ | 4,046,295 |
| Central Fire Station | | 46,775 |
| Emerson Fire Station | | 62,700 |
| Police Department | | 4,431,687 |
| Emergency Services Dispatch | | 973,899 |
| Police Station Building | | 119,306 |
| Marine Resources | | 117,696 |
| Streetlights | | 216,000 |
| Traffic Signals | | 33,000 |
| Fire Suppression (Hydrants) | | 600,000 |
| Emergency Management | | 2,000 |
| Subtotal | \$ | 10,649,358 |

TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year

Public Works

| | |
|------------------------------|---------------------|
| Administration | \$ 300,875 |
| General Maintenance | 1,933,515 |
| Refuse Collection & Disposal | 659,899 |
| Recycling | 496,518 |
| Central Garage | 665,178 |
| Subtotal | \$ 4,055,985 |

Human Services

| | |
|--------------------------|-------------------|
| General Assistance | \$ 732,159 |
| Health & Social Services | 102,250 |
| Subtotal | \$ 834,409 |

Education

| | |
|-------------------|----------------------|
| School Department | \$ 42,748,055 |
| Subtotal | \$ 42,748,055 |

Recreation & Culture

| | |
|---------------------------------|---------------------|
| Recreation Administration | \$ 484,168 |
| Buildings & Grounds Maintenance | 857,008 |
| Recreation Building | 233,573 |
| Teen Center | 18,051 |
| People Plus Center | 140,553 |
| Curtis Memorial Library | 1,533,441 |
| Subtotal | \$ 3,266,794 |

County Tax

| | |
|-----------------|---------------------|
| Subtotal | \$ 1,674,551 |
|-----------------|---------------------|

Unclassified

| | |
|------------------------------|-------------------|
| Promotion & Development | \$ 308,209 |
| Additional School Assistance | 10,000 |
| Cemetery Care | 3,200 |
| Contingency Reserve | 200,000 |
| Subtotal | \$ 521,409 |

Debt Service

| | |
|-------------------------------|-------------------|
| Principal & Interest Payments | \$ 948,437 |
| Subtotal | \$ 948,437 |

| | |
|---------------------------|----------------------|
| TOTAL EXPENDITURES | \$ 69,334,246 |
|---------------------------|----------------------|

TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year

Other Uses of Funds

Transfer to Special Revenue

| | | | |
|---------------------------------|-----------------|-----------|----------|
| Property Tax Assistance Program | | \$ | - |
| | Subtotal | \$ | - |

Transfer to Capital Projects - Municipal

| | | | |
|---|-----------------|-----------|------------------|
| Sidewalk Construction/Reconstruction | | \$ | 40,000 |
| Street Resurfacing/Rehabilitation Program | | | 1,100,000 |
| Fire Vehicle Replacement | | | 113,000 |
| Police Vehicle Replacement | | | 160,000 |
| PW Equipment Replacement | | | 365,000 |
| P&R Vehicle Replacement | | | 60,000 |
| Facilities Repair Program | | | - |
| IT/Cable TV Equipment Replacement | | | - |
| | Subtotal | \$ | 1,838,000 |

Transfer to Enterprise Fund

| | | | |
|-------------------------------------|-----------------|-----------|---------------|
| Solid Waste Facilities Fund Subsidy | | \$ | - |
| Train Station/Visitors Center | | | 50,000 |
| | Subtotal | \$ | 50,000 |

TOTAL OTHER USES **\$ 1,888,000**

TOTAL EXPENDITURES & OTHER USES **\$ 71,222,246**

TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year

REVENUES

Taxes

| | |
|-----------------------------------|---------------------|
| Auto Excise Tax | \$ 3,275,000 |
| Watercraft Excise Tax | 24,000 |
| Aircraft Excise Tax | 8,000 |
| Interest on Taxes | 73,000 |
| Tax Lien Costs | 13,000 |
| Tax Lien Interest | 17,000 |
| Payments In Lieu Of Taxes (PILOT) | 390,000 |
| Subtotal | \$ 3,800,000 |

Intergovernmental

| | |
|-----------------------------|-------------------|
| State Tax Exemptions | \$ 55,000 |
| Highway Grant Fund | 200,000 |
| Snowmobile Receipts | 1,500 |
| Gen. Asst. Reimbursement | 400,000 |
| IFW- Mere Point Boat Launch | 9,999 |
| Subtotal | \$ 666,499 |

Administration

| | |
|-----------------|-----------------|
| Property Rental | \$ 7,092 |
| Subtotal | \$ 7,092 |

Finance Department

| | |
|-----------------------------|-------------------|
| Passport Fees | \$ 20,000 |
| Passport Photos | 6,500 |
| Auto Registration Fees | 70,000 |
| Boat, ATV, Snowmobile Regs. | 1,600 |
| Miscellaneous | 3,000 |
| Subtotal | \$ 101,100 |

Codes Enforcement

| | |
|--------------------|-------------------|
| Building Permits | \$ 220,000 |
| Electrical Permits | 40,000 |
| Plumbing Permits | 35,000 |
| Subtotal | \$ 295,000 |

TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year

Town Clerk

| | | |
|---------------------------------|-----------|----------------|
| Hunting & Fishing Licenses | \$ | 700 |
| Dog Licenses | | 2,600 |
| Vital Statistics | | 47,500 |
| General Licenses | | 31,225 |
| Victualer Licenses | | 23,785 |
| Shellfish Licenses | | 37,100 |
| Neutered/Spayed Dog License | | 4,500 |
| Mooring Fees | | 17,492 |
| Marijuana Licenses | | 10,800 |
| Unlicensed Dogs | | 3,750 |
| General License Late Penalty | | 225 |
| Mooring Fee Late Penalty | | 500 |
| Victualers License Late Penalty | | 270 |
| Miscellaneous | | 2,000 |
| Subtotal | \$ | 182,447 |

Planning Department

| | | |
|-----------------|-----------|---------------|
| Planning Fees | \$ | 40,000 |
| Miscellaneous | | 200 |
| Subtotal | \$ | 40,200 |

Fire Department

| | | |
|---------------------------|-----------|------------------|
| Fire Code Permits | \$ | 2,000 |
| Ambulance Service Fees | | 1,000,000 |
| Special Detail, Fire | | 1,500 |
| Fire False Alarms | | - |
| Fire Code Violation Fines | | - |
| Miscellaneous | | 1,000 |
| Subtotal | \$ | 1,004,500 |

Police Department

| | | |
|-------------------------------------|-----------|----------------|
| Concealed Weapons Permits | \$ | 400 |
| Parking Permit Fee | | 300 |
| Witness Fees | | 1,000 |
| Police Reports | | 4,500 |
| School Resource Officer | | 96,408 |
| Special Details | | 3,000 |
| Dispatch Services Fees | | 150,745 |
| Animal Control Officer Service Fees | | 19,000 |
| Ordinance Fines | | 200 |
| Parking Violations | | 30,000 |
| Leash Law Receipts | | 200 |
| False Alarm Fines | | 100 |
| Subtotal | \$ | 305,853 |

**TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year**

Public Works Department

| | |
|-----------------------|------------------|
| Opening Permits | \$ 30,000 |
| Solid Waste Recycling | 15,000 |
| Miscellaneous | 1,500 |
| Subtotal | \$ 47,500 |

Parks and Recreation

| | |
|----------------------------|-----------------|
| Rental of Property | \$ 2,000 |
| Parks and Recreation Misc. | 500 |
| Subtotal | \$ 2,500 |

Unclassified

| | |
|---------------------------|-------------------|
| CATV Fees | \$ 280,000 |
| Interest on General Funds | 100,000 |
| From BDC | 25,000 |
| Subtotal | \$ 440,000 |

Total Municipal Revenues **\$ 6,892,691**

Education Revenues

| | |
|---------------------------------|----------------------|
| State School Subsidy | \$ 12,400,021 |
| Tuition, etc. | 208,494 |
| Miscellaneous | 126,897 |
| Total Education Revenues | \$ 12,735,412 |

TOTAL REVENUES **\$ 19,628,103**

Other Sources

| | |
|-----------------------------|-------------------|
| Special Revenue (TIF) Funds | \$ 673,969 |
| Total Other Sources | \$ 673,969 |

Use of General Fund Balances

| | |
|---|---------------------|
| Unassigned Fund Balance | \$ 650,000 |
| State Revenue Sharing Balance | - |
| Restricted Fund Balances - Education | 1,811,364 |
| Total Use of General Fund Balances | \$ 2,461,364 |

TOTAL REVENUES, SOURCES AND USE OF BALANCES **\$ 22,763,436**

TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year

PROPERTY TAXES

| | |
|--|--------------------------|
| Total Expenditures and Other Uses | \$ 71,222,246 |
| Less Total Revenue, Sources, and Use of Balances | 22,763,436 |
| Net Before Deductions | 48,458,810 |
| Less State Revenue Sharing | 1,800,000 |
| Net Required from Property Taxes | 46,658,810 |
| Plus Allowance for Deferred Property Taxes | 200,000 |
| Plus Allowance for Tax Abatements | 75,000 |
| Other Property Tax Additions/Credits | 672 |
| TOTAL REQUIRED FROM PROPERTY TAXES | \$ 46,934,482 |

BE IT FURTHER RESOLVED,

A) In accordance with 36 M.R.S.A. Section 505(1), the tax lists cited in 36 M.R.S.A. Section 709 shall be committed on or before September 1, 2020;

B) In accordance with 36 M.R.S.A. Section 505(2), personal property taxes shall be due and payable in full on October 15, 2020 and real estate taxes shall be due and payable in two equal installments, with one-half due on October 15, 2020 and the second half due April 15, 2021.

C) In accordance with 36 M.R.S.A. Section 505(4) taxes shall be delinquent if not paid on or before the due date(s). Interest from the due date(s) shall be charged on all delinquent taxes at a rate of 8.0%;

D) In accordance with 36 M.R.S.A. Section 506, the Tax Collector and Town Treasurer are authorized to accept prepayment of taxes not yet committed and pay no interest thereon;

E) In accordance with 36 M.R.S.A. Section 506-A, a taxpayer who pays an amount in excess of that finally assessed shall be repaid the amount of overpayment plus interest from the date of overpayment at the annual rate of 4.0%.

TOWN OF BRUNSWICK, MAINE
BUDGET RESOLUTION
For the July 1, 2021 - June 30, 2021
Fiscal Year

BE IT FURTHER RESOLVED,

That the Town of Brunswick is authorized to accept payments from the State of Maine under any of the State's property tax exemption programs in order to provide the exemptions to those qualifying under the program(s).

BE IT FURTHER RESOLVED,

That the appropriation contained herein for the Brunswick School Department is subject to the resolutions prepared separately by the Brunswick School Department and adopted along with this resolution. In the event that the School Department budget is not approved at referendum, the non-school related expenditure appropriations and estimated revenues approved herein shall remain valid.

BE IT FURTHER RESOLVED,

That the amount appropriated for Additional School Assistance is to provide transportation of non-public school students as permitted by Title 30-A M.R.S.A. section 5724 ss 5.

BE IT FURTHER RESOLVED,

That the Town and the School Department are authorized to accept and expend any and all state and federal funds; and any grants or contributions received by the Town of Brunswick.

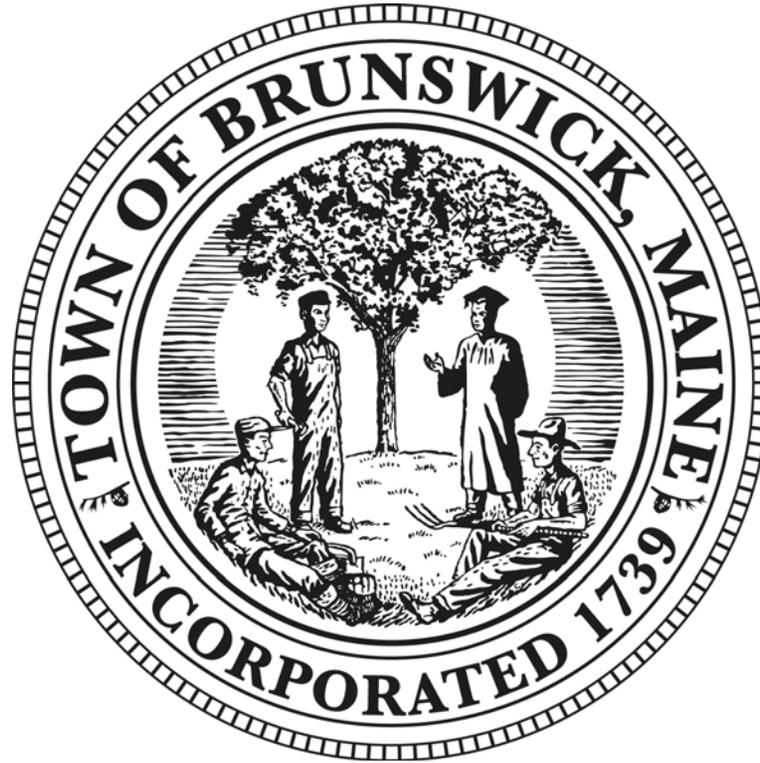
BE IT FURTHER RESOLVED,

That the Town Manager is authorized, for the purposes of adjusting salaries, wages or benefits, or fund unanticipated expenditures, to transfer appropriated amounts from the Contingency account to any of the functions or departments. The Town Manager is further authorized to reduce, within functions or departments, appropriations when the Town Manager deems there to be excess funding within the function or department, with the excess transferred to the Contingency account.

BE IT FURTHER RESOLVED,

That the amounts appropriated and transferred to other funds, including reserve funds, are, for budgetary purposes, considered to be expended from the General Fund and deemed committed for the purpose(s) of the receiving fund(s). They shall remain committed so long as the purpose remains for which they were transferred continues to exist. Further, the Town Manager is authorized to approve expenditures from the committed funds and to transfer amounts within and between the committed funds, so long as the transfers in total do not exceed the total amount appropriated, as the Town Manager determines is for the purpose of the funds and in the best interest of the Town.

TOWN OF BRUNSWICK, MAINE



SUMMARY MUNICIPAL BUDGET 2020-21 *For Adoption*

June 15, 2020

DRAFT – This document is not the full budget document. This draft is subject to revision and amendment.

Town of Brunswick, Maine
Revenue, Expenditure and Tax Comparison
Municipal Budget for July 1, 2020 - June 30, 2021

| | Adopted 2019-20 | Department 2020-21 | Manager 2020-21 | Council 2020-21 | Council Increase (Decrease) | Council Increase (Decrease) | |
|---|----------------------------|-------------------------------|----------------------------|----------------------------|--|--|--------------|
| <u>Revenues & Other Sources</u> | | | | | | | |
| Municipal (1) | 9,112,961 | 10,521,513 | 9,908,808 | 9,740,988 | 628,027 | 6.89% | |
| School (2) | 13,381,088 | 14,546,776 | 14,546,776 | 14,546,776 | 1,165,688 | 8.71% | |
| County | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| | 22,494,049 | 25,068,289 | 24,455,584 | 24,287,764 | 1,793,715 | 7.97% | |
| <u>Expenditures & Other Uses</u> | | | | | | | |
| Municipal | 26,185,774 | 29,132,486 | 27,413,814 | 26,799,640 | 613,866 | 2.34% | |
| School | 40,153,709 | 43,684,160 | 43,684,160 | 42,748,055 | 2,594,346 | 6.46% | |
| County | 1,590,123 | 1,674,551 | 1,674,551 | 1,674,551 | 84,428 | 5.31% | |
| | 67,929,606 | 74,491,197 | 72,772,525 | 71,222,246 | 3,292,640 | 4.85% | |
| <u>Net From Property Taxes</u> | | | | | | | |
| Municipal | 17,072,813 | 18,610,973 | 17,505,006 | 17,058,652 | (14,161) | (0.08%) | |
| School | 26,772,621 | 29,137,384 | 29,137,384 | 28,201,279 | 1,428,658 | 5.34% | |
| County | 1,590,123 | 1,674,551 | 1,674,551 | 1,674,551 | 84,428 | 5.31% | |
| | 45,435,557 | 49,422,908 | 48,316,941 | 46,934,482 | 1,498,925 | 3.30% | |
| <u>Tax Rate Valuation</u> | 2,304,034,323 | 2,304,098,293 | 2,304,098,293 | 2,304,098,293 | 63,970 | 0.00% | |
| <u>Tax Rates (per 1,000)</u> | | | | | | | |
| Municipal | 7.41 | 8.08 | 7.60 | 7.40 | (0.01) | (0.13%) | -0.04% |
| School | 11.62 | 12.65 | 12.65 | 12.24 | 0.62 | 5.34% | 3.14% |
| County | 0.69 | 0.73 | 0.73 | 0.73 | 0.04 | 5.80% | 0.20% |
| | 19.72 | 21.45 | 20.97 | 20.37 | 0.65 | 3.30% | 3.30% |

| | Adopted 2019-20 | Department 2020-21 | Manager 2020-21 | Council 2020-21 | Council Increase (Decrease) | Council Increase (Decrease) |
|---|----------------------------|-------------------------------|----------------------------|----------------------------|--|--|
| <u>Property Tax Revenue Calculation</u> | | | | | | |
| <u>Taxable Valuation (Net of Homestead & BETE)</u> | 2,208,128,793 | 2,208,128,793 | 2,208,128,793 | 2,208,128,793 | 0 | 0.00% |
| Tax Rate per (1,000) | 19.72 | 21.45 | 20.97 | 20.37 | 0.65 | 3.30% |
| Property Tax Commitment | 43,544,300 | 47,364,363 | 46,304,461 | 44,979,584 | 1,435,284 | 3.30% |
| <u>Homestead Reimbursement Calculation</u> | | | | | | |
| Homestead Exempt Value | 90,258,900 | 90,258,900 | 90,258,900 | 90,258,900 | 0 | 0.00% |
| Homestead Reimbursement % | 62.50% | 62.50% | 62.50% | 62.50% | 0 | 0.00% |
| Homestead Reimbursement | 1,112,441 | 1,210,033 | 1,182,956 | 1,149,109 | 36,668 | 3.30% |
| <u>BETE Reimbursement</u> | | | | | | |
| BETE Value | 74,850,400 | 74,850,400 | 74,850,400 | 74,850,400 | 0 | 0.00% |
| BETE Reimbursement % | 52.76% | 52.85% | 52.85% | 52.85% | 0 | 0.17% |
| BETE Reimbursement | 778,816 | 848,512 | 829,525 | 805,790 | 26,974 | 3.46% |
| Total From Property Taxes | 45,435,557 | 49,422,908 | 48,316,941 | 46,934,482 | 1,498,925 | 3.30% |
| Notes: | | | | | | |
| (1) Includes: | | | | | | |
| General Municipal Revenues | 6,770,691 | 7,371,691 | 7,017,691 | 6,892,691 | 122,000 | 1.80% |
| Allowance for Deferred Taxes | (200,000) | (200,000) | (200,000) | (200,000) | 0 | 0.00% |
| Allowance for Tax Abatements | (75,000) | (75,000) | (75,000) | (75,000) | 0 | 0.00% |
| Other Adjustments | (433,330) | 853 | (7,852) | (672) | 432,658 | (99.84%) |
| Use of Fund Balance | 500,000 | 500,000 | 500,000 | 650,000 | 150,000 | 30.00% |
| State Revenue Sharing & Balance | 1,912,000 | 2,250,000 | 2,000,000 | 1,800,000 | (112,000) | (5.86%) |
| Other Sources | 638,600 | 673,969 | 673,969 | 673,969 | 35,369 | 5.54% |
| | 9,112,961 | 10,521,513 | 9,908,808 | 9,740,988 | 628,027 | 6.89% |
| (2) Includes: | | | | | | |
| General Education Revenues | 11,269,724 | 12,735,412 | 12,735,412 | 12,735,412 | 1,465,688 | 13.01% |
| Education Balances | 2,111,364 | 1,811,364 | 1,811,364 | 1,811,364 | (300,000) | (14.21%) |
| | 13,381,088 | 14,546,776 | 14,546,776 | 14,546,776 | 1,165,688 | 8.71% |

**Town of Brunswick, Maine
Revenue Budget - Summary**

| | 2018-19 Actual | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Adjusted | 2019-20 Estimated | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|---------------------------------|-------------------|-------------------|------------------------|---------------------|----------------------|-----------------------|--------------------|--------------------|
| <u>Taxes</u> | | | | | | | | |
| Real and Personal Property | 43,145,866 | 44,727,227 | - | 44,727,227 | 45,273,176 | 49,148,761 | 48,034,089 | 46,658,810 |
| Interest on Delinquent Taxes | 110,890 | 82,000 | - | 82,000 | 79,843 | 92,000 | 90,000 | 90,000 |
| Tax Lien Costs | 14,691 | 14,000 | - | 14,000 | 13,901 | 14,000 | 13,000 | 13,000 |
| Payment in Lieu of Taxes | 395,066 | 380,000 | - | 380,000 | 357,455 | 390,000 | 390,000 | 390,000 |
| Auto Excise Tax | 3,768,844 | 3,490,000 | - | 3,490,000 | 2,990,000 | 3,550,000 | 3,350,000 | 3,275,000 |
| Watercraft Excise Tax | 26,334 | 24,000 | - | 24,000 | 22,734 | 25,000 | 24,000 | 24,000 |
| Aircraft Excise Tax | 10,046 | 3,000 | - | 3,000 | 21,333 | 8,000 | 8,000 | 8,000 |
| | 47,471,737 | 48,720,227 | - | 48,720,227 | 48,758,442 | 53,227,761 | 51,909,089 | 50,458,810 |
| <u>Licenses and Fees</u> | | | | | | | | |
| Finance Department | 32,480 | 24,000 | - | 24,000 | 21,990 | 26,500 | 26,500 | 26,500 |
| Codes Enforcement | 421,390 | 317,500 | - | 317,500 | 263,938 | 295,000 | 295,000 | 295,000 |
| Town Clerk | 176,615 | 165,525 | - | 165,525 | 132,367 | 175,702 | 175,702 | 175,702 |
| Planning & Development | 45,143 | 44,493 | - | 44,493 | 29,797 | 40,000 | 40,000 | 40,000 |
| Fire Department | 2,300 | 2,000 | - | 2,000 | 2,445 | 2,000 | 2,000 | 2,000 |
| Police Department | 689 | 700 | - | 700 | 460 | 700 | 700 | 700 |
| Public Works | 44,346 | 30,000 | - | 30,000 | 14,800 | 30,000 | 30,000 | 30,000 |
| | 722,963 | 584,218 | - | 584,218 | 465,797 | 569,902 | 569,902 | 569,902 |
| <u>Intergovernmental</u> | | | | | | | | |
| State Revenue Sharing | 1,258,491 | 1,800,000 | - | 1,800,000 | 1,600,000 | 2,250,000 | 2,000,000 | 1,800,000 |
| Public Safety | 80,332 | - | - | - | - | - | - | - |
| Public Works | 203,242 | 200,000 | - | 200,000 | 209,110 | 200,000 | 200,000 | 200,000 |
| Parks & Recreation | 10,000 | 9,999 | - | 9,999 | 9,999 | 9,999 | 9,999 | 9,999 |
| Other Municipal | 119,767 | 86,400 | - | 86,400 | 170,589 | 456,500 | 456,500 | 456,500 |
| Education Subsidy | 9,973,197 | 11,058,375 | - | 11,058,375 | 11,058,375 | 12,401,818 | 12,401,818 | 12,400,021 |
| | 11,645,029 | 13,154,774 | - | 13,154,774 | 13,048,073 | 15,318,317 | 15,068,317 | 14,866,520 |

**Town of Brunswick, Maine
Revenue Budget - Summary**

| | 2018-19 Actual | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Adjusted | 2019-20 Estimated | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|---|-------------------|-------------------|------------------------|---------------------|----------------------|-----------------------|--------------------|--------------------|
| <u>Charges for Services</u> | | | | | | | | |
| Auto registration | 53,453 | 50,000 | - | 50,000 | 60,000 | 70,000 | 70,000 | 70,000 |
| Boat, ATV, snowmobile registration | 1,627 | 1,500 | - | 1,500 | 1,151 | 1,600 | 1,600 | 1,600 |
| Property Rental | 5,900 | 3,200 | - | 3,200 | 4,151 | 9,092 | 9,092 | 9,092 |
| Emergency medical services | 1,079,235 | 1,000,000 | - | 1,000,000 | 1,056,039 | 1,000,000 | 1,000,000 | 1,000,000 |
| Fire department | 970 | 1,500 | - | 1,500 | 839 | 1,500 | 1,500 | 1,500 |
| Police department | 102,607 | 101,200 | - | 101,200 | 119,882 | 123,908 | 123,908 | 123,908 |
| Dispatch services | 156,830 | 157,195 | - | 157,195 | 150,792 | 150,745 | 150,745 | 150,745 |
| Public works | 2,402 | - | - | - | 1,908 | 1,000 | 1,000 | 1,000 |
| Recycling | 17,882 | 15,000 | - | 15,000 | 17,882 | 15,000 | 15,000 | 15,000 |
| Education - tuition, transportation | 153,373 | 128,349 | - | 128,349 | 128,349 | 208,494 | 208,494 | 208,494 |
| | 1,574,279 | 1,457,944 | - | 1,457,944 | 1,540,993 | 1,581,339 | 1,581,339 | 1,581,339 |
| <u>Fines and Penalties</u> | | | | | | | | |
| Town clerk | 7,075 | 6,995 | - | 6,995 | 5,165 | 4,745 | 4,745 | 4,745 |
| Fire department | 600 | 1,000 | - | 1,000 | - | - | - | - |
| Police department | 35,549 | 30,400 | - | 30,400 | 36,040 | 30,500 | 30,500 | 30,500 |
| | 43,224 | 38,395 | - | 38,395 | 41,205 | 35,245 | 35,245 | 35,245 |
| <u>Interest</u> | | | | | | | | |
| Interest earned | 425,712 | 220,000 | - | 220,000 | 306,486 | 300,000 | 150,000 | 100,000 |
| | 425,712 | 220,000 | - | 220,000 | 306,486 | 300,000 | 150,000 | 100,000 |
| <u>Donations and Contributions</u> | | | | | | | | |
| From BDC | 25,000 | 25,000 | - | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| From Portland - for Asylum Seekers | - | - | - | - | 35,000 | 35,000 | 35,000 | 35,000 |
| | 25,000 | 25,000 | - | 25,000 | 60,000 | 60,000 | 60,000 | 60,000 |

**Town of Brunswick, Maine
Revenue Budget - Summary**

| | 2018-19 Actual | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Adjusted | 2019-20 Estimated | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|---|-------------------|-------------------|------------------------|---------------------|----------------------|-----------------------|--------------------|--------------------|
| <u>Unclassified</u> | | | | | | | | |
| Cable TV franchise fees | 285,463 | 275,000 | - | 275,000 | 284,676 | 280,000 | 280,000 | 280,000 |
| Municipal miscellaneous | 39,324 | 9,084 | - | 9,084 | 37,338 | 8,200 | 8,200 | 8,200 |
| Education miscellaneous | 132,676 | 83,000 | - | 83,000 | 83,000 | 125,100 | 125,100 | 126,897 |
| Other | 36,224 | - | - | - | 8,533 | - | - | - |
| | 493,687 | 367,084 | - | 367,084 | 413,547 | 413,300 | 413,300 | 415,097 |
| <u>Other Sources</u> | | | | | | | | |
| Sale of assets | 5,464 | - | - | - | 41 | - | - | - |
| Transfers from other funds | 600,000 | 638,600 | - | 638,600 | 638,600 | 673,969 | 673,969 | 673,969 |
| | 605,464 | 638,600 | - | 638,600 | 638,641 | 673,969 | 673,969 | 673,969 |
| <u>Use of Fund Balances</u> | | | | | | | | |
| Unassigned Fund Balance | - | 500,000 | - | 500,000 | 500,000 | 500,000 | 500,000 | 650,000 |
| Encumbrances | - | - | 143,588 | 143,588 | 143,588 | - | - | - |
| State Revenue Sharing Balance | - | 112,000 | - | 112,000 | 112,000 | - | - | - |
| Restricted Fund Balances - Education | - | 2,111,364 | - | 2,111,364 | 2,111,364 | 1,811,364 | 1,811,364 | 1,811,364 |
| | - | 2,723,364 | 143,588 | 2,866,952 | 2,866,952 | 2,311,364 | 2,311,364 | 2,461,364 |
| Total Revenues, Other Sources and Use of Fund Balances | 63,007,095 | 67,929,606 | 143,588 | 68,073,194 | 68,140,136 | 74,491,197 | 72,772,525 | 71,222,246 |

**Town of Brunswick, Maine
Expenditure Budget - Summary**

| | 2018-19 Expended | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Available | 2019-20 Est Expended | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|----------------------------------|-----------------------------|---------------------------|--------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------|----------------------------|
| <u>General Government</u> | | | | | | | | |
| Administration | 653,237 | 595,913 | - | 595,913 | 595,806 | 656,696 | 570,964 | 569,964 |
| Finance | 736,468 | 774,536 | - | 774,536 | 749,711 | 796,328 | 796,328 | 794,328 |
| Technology Services | 390,101 | 355,386 | 16,863 | 372,249 | 369,626 | 360,778 | 360,778 | 360,528 |
| Municipal Officers | 82,815 | 237,915 | - | 237,915 | 241,842 | 261,369 | 261,369 | 261,369 |
| Town Hall Building | 145,124 | 177,899 | - | 177,899 | 171,500 | 169,650 | 169,650 | 169,650 |
| Risk Management | 446,183 | 505,005 | - | 505,005 | 469,921 | 611,393 | 611,393 | 611,393 |
| Cable TV | 79,003 | 92,001 | - | 92,001 | 89,630 | 95,383 | 95,383 | 95,133 |
| Assessing | 290,670 | 299,905 | 548 | 300,453 | 262,498 | 305,626 | 305,626 | 304,876 |
| Town Clerk & Elections | 345,295 | 401,760 | - | 401,760 | 396,781 | 426,470 | 426,470 | 422,470 |
| Engineering | - | 256,566 | - | 256,566 | 255,691 | 283,279 | 282,499 | 276,999 |
| Planning | 521,836 | 627,392 | 27,200 | 654,592 | 645,820 | 810,768 | 627,039 | 625,539 |
| Economic Development | 106,993 | 129,906 | - | 129,906 | 123,378 | 279,249 | 143,249 | 142,999 |
| | 3,797,725 | 4,454,184 | 44,611 | 4,498,795 | 4,372,204 | 5,056,989 | 4,650,748 | 4,635,248 |
| <u>Public Safety</u> | | | | | | | | |
| Fire Department | 3,390,180 | 3,837,278 | - | 3,837,278 | 3,932,807 | 4,455,926 | 4,066,545 | 4,046,295 |
| Central Fire Station | 34,072 | 46,600 | - | 46,600 | 31,525 | 46,775 | 46,775 | 46,775 |
| Emerson Fire Station | 65,124 | 61,675 | - | 61,675 | 70,650 | 62,700 | 62,700 | 62,700 |
| Police Department | 3,905,145 | 4,397,148 | - | 4,397,148 | 4,313,650 | 4,543,807 | 4,441,687 | 4,431,687 |
| Emergency Services Dispatch | 778,764 | 927,827 | - | 927,827 | 865,123 | 976,649 | 976,649 | 973,899 |
| Police Station Building | 105,408 | 114,619 | - | 114,619 | 117,386 | 119,493 | 119,493 | 119,306 |
| Coastal Resources | 169,640 | 120,082 | - | 120,082 | 110,245 | 142,414 | 119,946 | 117,696 |
| Streetlights | 197,340 | 216,000 | - | 216,000 | 204,000 | 216,000 | 216,000 | 216,000 |
| Traffic Signals | 30,089 | 32,500 | - | 32,500 | 32,600 | 33,000 | 33,000 | 33,000 |
| Fire Suppression (Hydrants) | 484,841 | 550,000 | - | 550,000 | 565,000 | 600,000 | 600,000 | 600,000 |
| Emergency Management | - | 2,000 | - | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | 9,160,603 | 10,305,729 | - | 10,305,729 | 10,244,986 | 11,198,764 | 10,684,795 | 10,649,358 |

**Town of Brunswick, Maine
Expenditure Budget - Summary**

| | 2018-19 Expended | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Available | 2019-20 Est Expended | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|--|-----------------------------|---------------------------|--------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------|----------------------------|
| <u>Public Works</u> | | | | | | | | |
| Administration | 530,288 | 361,004 | 25,404 | 386,408 | 388,051 | 371,508 | 371,508 | 300,875 |
| General Maintenance | 1,613,062 | 1,882,842 | - | 1,882,842 | 1,684,294 | 2,020,875 | 2,020,875 | 1,933,515 |
| Refuse Collection & Disposal | 591,947 | 654,554 | - | 654,554 | 602,847 | 659,899 | 659,899 | 659,899 |
| Recycling | 329,007 | 479,491 | - | 479,491 | 472,345 | 503,518 | 427,918 | 496,518 |
| Central Garage | 667,832 | 742,785 | - | 742,785 | 589,528 | 733,663 | 665,803 | 665,178 |
| | 3,732,136 | 4,120,676 | 25,404 | 4,146,080 | 3,737,065 | 4,289,463 | 4,146,003 | 4,055,985 |
| <u>Human Services</u> | | | | | | | | |
| General Assistance | 199,972 | 195,411 | - | 195,411 | 299,349 | 732,559 | 732,559 | 732,159 |
| Health & Social Services | 2,851 | 2,836 | - | 2,836 | 88,622 | 102,500 | 102,500 | 102,250 |
| | 202,823 | 198,247 | - | 198,247 | 387,971 | 835,059 | 835,059 | 834,409 |
| <u>Education</u> | | | | | | | | |
| School Department | 36,811,767 | 40,153,709 | - | 40,153,709 | 40,153,709 | 43,684,160 | 43,684,160 | 42,748,055 |
| | 36,811,767 | 40,153,709 | - | 40,153,709 | 40,153,709 | 43,684,160 | 43,684,160 | 42,748,055 |
| <u>Recreation & Culture</u> | | | | | | | | |
| Recreation Administration | 456,052 | 471,504 | - | 471,504 | 465,997 | 485,418 | 485,418 | 484,168 |
| Buildings & Grounds Maintenance | 806,348 | 984,929 | 29,180 | 1,014,109 | 898,035 | 1,109,481 | 1,016,951 | 857,008 |
| Recreation Building | 182,678 | 248,877 | 44,393 | 293,270 | 215,448 | 243,155 | 243,155 | 233,573 |
| Teen Center | 17,525 | 18,051 | - | 18,051 | 18,051 | 20,000 | 18,954 | 18,051 |
| People Plus Center | 132,370 | 136,553 | - | 136,553 | 136,553 | 150,000 | 147,081 | 140,553 |
| Curtis Memorial Library | 1,488,467 | 1,533,441 | - | 1,533,441 | 1,533,441 | 1,632,351 | 1,578,844 | 1,533,441 |
| | 3,083,440 | 3,393,355 | 73,573 | 3,466,928 | 3,267,525 | 3,640,405 | 3,490,403 | 3,266,794 |

**Town of Brunswick, Maine
Expenditure Budget - Summary**

| | 2018-19 Expended | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Available | 2019-20 Est Expended | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|--|-----------------------------|---------------------------|--------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------|----------------------------|
| <u>County Tax</u> | 1,565,279 | 1,590,123 | - | 1,590,123 | 1,590,123 | 1,674,551 | 1,674,551 | 1,674,551 |
| | 1,565,279 | 1,590,123 | - | 1,590,123 | 1,590,123 | 1,674,551 | 1,674,551 | 1,674,551 |
| <u>Unclassified</u> | | | | | | | | |
| Promotion & Development | 281,429 | 282,840 | (4,500) | 278,340 | 277,456 | 313,209 | 308,209 | 308,209 |
| Additional School Assistance | 10,000 | 10,000 | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Cemetery Care | 3,037 | 3,200 | - | 3,200 | 2,000 | 3,200 | 3,200 | 3,200 |
| Contingency Reserve | (94,544) | 254,000 | - | 254,000 | - | 200,000 | 200,000 | 200,000 |
| | 199,922 | 550,040 | (4,500) | 545,540 | 289,456 | 526,409 | 521,409 | 521,409 |
| <u>Debt Service</u> | | | | | | | | |
| Principal & Interest Payments | 992,458 | 970,543 | - | 970,543 | 970,543 | 948,437 | 948,437 | 948,437 |
| | 992,458 | 970,543 | - | 970,543 | 970,543 | 948,437 | 948,437 | 948,437 |
| Total Expenditures | 59,546,153 | 65,736,606 | 139,088 | 65,875,694 | 65,013,582 | 71,854,237 | 70,635,565 | 69,334,246 |
| <u>Other Uses of Funds</u> | | | | | | | | |
| To Other Funds - Special Revenue | 4,500 | 70,000 | 4,500 | 74,500 | 74,500 | 35,000 | 35,000 | - |
| To Other Funds - Capital | 1,475,958 | 1,898,000 | - | 1,898,000 | 1,898,000 | 2,376,960 | 2,051,960 | 1,838,000 |
| To Other Funds - Enterprise | 225,000 | 225,000 | - | 225,000 | 225,000 | 225,000 | 50,000 | 50,000 |
| Total Other Uses | 1,705,458 | 2,193,000 | 4,500 | 2,197,500 | 2,197,500 | 2,636,960 | 2,136,960 | 1,888,000 |
| TOTAL EXPENDITURES & OTHER USES | 61,251,611 | 67,929,606 | 143,588 | 68,073,194 | 67,211,082 | 74,491,197 | 72,772,525 | 71,222,246 |

**Town of Brunswick, Maine
Expenditure Budget - Summary**

| | 2018-19 Expended | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Available | 2019-20 Est Expended | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|--|-----------------------------|---------------------------|--------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------|----------------------------|
| TOTAL EXPENDITURES & OTHER USES | 61,251,611 | 67,929,606 | 143,588 | 68,073,194 | 67,211,082 | 74,491,197 | 72,772,525 | 71,222,246 |
| Revenues & Other Sources | 18,602,738 | 21,402,379 | 143,588 | 21,545,967 | 21,266,960 | 23,092,436 | 22,738,436 | 22,763,436 |
| Net Before SRS | 42,648,873 | 46,527,227 | - | 46,527,227 | 45,944,122 | 51,398,761 | 50,034,089 | 48,458,810 |
| State Revenue Sharing | 1,258,491 | 1,800,000 | - | 1,800,000 | 1,600,000 | 2,250,000 | 2,000,000 | 1,800,000 |
| NET REQUIRED FROM PROPERTY TAXES | | 44,727,227 | | | | 49,148,761 | 48,034,089 | 46,658,810 |
| Plus Allowances: | | | | | | | | |
| Deferred Property Taxes | | 200,000 | | | | 200,000 | 200,000 | 200,000 |
| Tax Abatements | | 75,000 | | | | 75,000 | 75,000 | 75,000 |
| Other | | 433,330 | | | | (853) | 7,852 | 672 |
| TOTAL FROM PROPERTY TAXES | | 45,435,557 | | | | 49,422,908 | 48,316,941 | 46,934,482 |
| TAXABLE VALUATION | | 2,208,128,793 | | | | 2,208,128,793 | 2,208,128,793 | 2,208,128,793 |
| Plus State Share Homestead | | 56,411,813 | | | | 56,411,813 | 56,411,813 | 56,411,813 |
| Plus State Share BETE | | 39,493,717 | | | | 39,557,688 | 39,557,688 | 39,557,688 |
| TAX RATE VALUATION | | 2,304,034,323 | | | | 2,304,098,293 | 2,304,098,293 | 2,304,098,293 |
| TAX RATE | | 19.72 | | | | 21.45 | 20.97 | 20.37 |
| | | | | | | <i>(estimated)</i> | <i>(estimated)</i> | <i>(estimated)</i> |
| | | | | | | 8.77% | 6.34% | 3.30% |

**Town of Brunswick, Maine
Expenditure Budget - Summary**

| | 2018-19 Expended | 2019-20 Budget | 2019-20 Adjustments | 2019-20 Available | 2019-20 Est Expended | 2020-21 Department | 2020-21 Manager | 2020-21 Council |
|--|-----------------------------|---------------------------|--------------------------------|------------------------------|---------------------------------|-------------------------------|----------------------------|----------------------------|
| REIMBURSEMENT CALCULATIONS | | | | | | | | |
| Homestead Reimbursement Calculation | | | | | | | | |
| Homestead Exempt Value | | 90,258,900 | | | | 90,258,900 | 90,258,900 | 90,258,900 |
| Homestead Reimbursement % | | 62.50% | | | | 62.50% | 62.50% | 62.50% |
| Homestead Reimbursement | | 1,112,441 | | | | 1,210,033 | 1,182,956 | 1,149,109 |
| BETE Reimbursement Calculation | | | | | | | | |
| BETE Exempt Value | | 74,850,400 | | | | 74,850,400 | 74,850,400 | 74,850,400 |
| BETE Reimbursement % | | 52.76% | | | | 52.85% | 52.85% | 52.85% |
| BETE Reimbursement | | 778,816 | | | | 848,512 | 829,525 | 805,790 |
| Property Tax Commitment | | 43,544,300 | | | | 47,364,362 | 46,304,461 | 44,979,583 |

**Town of Brunswick
General Fund Budget Comparisons**

| | Fiscal 2011-12 | Fiscal 2012-13 | Fiscal 2013-14 | Fiscal 2014-15 | Fiscal 2015-16 | Fiscal 2016-17 | Fiscal 2017-18 | Fiscal 2018-19 | Fiscal 2019-20 | Fiscal 2020-21 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| <u>Revenues & Other Sources</u> | | | | | | | | | | |
| Municipal (1) | 6,077,468 | 7,000,478 | 8,205,876 | 7,307,107 | 7,393,370 | 7,174,897 | 7,935,060 | 8,268,418 | 9,112,961 | 9,740,988 |
| School (2) | 16,542,861 | 14,363,666 | 13,957,519 | 13,538,831 | 13,208,190 | 13,721,765 | 13,260,447 | 12,651,579 | 13,381,088 | 14,546,776 |
| County | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 22,620,329 | 21,364,144 | 22,163,395 | 20,845,938 | 20,601,560 | 20,896,662 | 21,195,507 | 20,919,997 | 22,494,049 | 24,287,764 |
| | -6.21% | -5.55% | 3.74% | -5.94% | -1.17% | 1.43% | 1.43% | -1.30% | 7.52% | 7.97% |
| <u>Expenditures & Other Uses</u> | | | | | | | | | | |
| Municipal | 18,975,178 | 20,001,238 | 20,786,269 | 21,002,606 | 21,710,589 | 22,369,571 | 23,429,716 | 24,288,847 | 26,185,774 | 26,799,640 |
| School | 33,301,672 | 33,491,029 | 35,570,775 | 35,763,587 | 36,525,855 | 37,695,535 | 37,878,469 | 38,132,210 | 40,153,709 | 42,748,055 |
| County | 1,187,020 | 1,183,264 | 1,249,487 | 1,333,350 | 1,360,042 | 1,410,855 | 1,517,700 | 1,565,279 | 1,590,123 | 1,674,551 |
| | 53,463,870 | 54,675,531 | 57,606,531 | 58,099,543 | 59,596,486 | 61,475,961 | 62,825,885 | 63,986,336 | 67,929,606 | 71,222,246 |
| | 0.20% | 2.27% | 5.36% | 0.86% | 2.58% | 3.15% | 2.20% | 1.85% | 6.16% | 4.85% |
| <u>Net From Property Taxes</u> | | | | | | | | | | |
| Municipal | 12,897,710 | 13,000,760 | 12,580,393 | 13,695,499 | 14,317,219 | 15,194,674 | 15,494,656 | 16,020,429 | 17,072,813 | 17,058,652 |
| School | 16,758,811 | 19,127,363 | 21,613,256 | 22,224,756 | 23,317,665 | 23,973,770 | 24,618,022 | 25,480,631 | 26,772,621 | 28,201,279 |
| County | 1,187,020 | 1,183,264 | 1,249,487 | 1,333,350 | 1,360,042 | 1,410,855 | 1,517,700 | 1,565,279 | 1,590,123 | 1,674,551 |
| | 30,843,541 | 33,311,387 | 35,443,136 | 37,253,605 | 38,994,926 | 40,579,299 | 41,630,378 | 43,066,339 | 45,435,557 | 46,934,482 |
| | 5.49% | 8.00% | 6.40% | 5.11% | 4.67% | 4.06% | 2.59% | 3.45% | 5.50% | 3.30% |
| <u>Tax Rate Valuation</u> | | | | | | | | | | |
| | 1,302,514,410 | 1,337,806,720 | 1,335,461,050 | 1,359,620,623 | 1,374,997,238 | 1,382,599,632 | 2,266,215,455 | 2,276,233,559 | 2,304,034,323 | 2,304,098,293 |
| Percent Increase | 1.88% | 2.71% | -0.18% | 1.81% | 1.13% | 0.55% | 63.91% | 0.44% | 1.22% | 0.00% |
| <u>Tax Rates (per 1,000)</u> | | | | | | | | | | |
| Municipal | 9.90 | 9.72 | 9.42 | 10.06 | 10.41 | 10.99 | 6.84 | 7.04 | 7.40 | 7.40 |
| School | 12.87 | 14.30 | 16.18 | 16.35 | 16.96 | 17.34 | 10.86 | 11.19 | 11.63 | 12.24 |
| County | 0.91 | 0.88 | 0.94 | 0.98 | 0.99 | 1.02 | 0.67 | 0.69 | 0.69 | 0.73 |
| | 23.68 | 24.90 | 26.54 | 27.40 | 28.36 | 29.35 | 18.37 | 18.92 | 19.72 | 20.37 |
| Percent Increase | 3.54% | 5.15% | 6.59% | 3.24% | 3.50% | 3.49% | -37.41% | 2.99% | 4.23% | 3.30% |
| (1) Includes: | | | | | | | | | | |
| General Municipal Revenues | 4,852,413 | 5,081,229 | 5,242,994 | 5,312,462 | 5,375,310 | 5,545,860 | 5,984,708 | 6,213,175 | 6,770,691 | 6,892,691 |
| Allow for Deferred Taxes | (200,000) | (200,000) | (200,000) | (200,000) | (200,000) | (200,000) | (200,000) | (200,000) | (200,000) | (200,000) |
| Allow for Tax Abatements | (75,000) | (75,000) | (75,000) | (75,000) | (75,000) | (75,000) | (75,000) | (75,000) | (75,000) | (75,000) |
| Other Adjustments | (358,445) | (571,751) | 180,316 | (476,026) | (170,090) | (319,800) | (8,498) | (8,607) | (433,330) | (672) |
| Use of Fund Balance | 140,000 | 1,000,000 | 1,000,000 | 1,000,000 | 825,000 | 600,000 | 550,000 | 500,000 | 500,000 | 650,000 |
| State Rev Sharing & Reserve | 1,500,000 | 1,550,000 | 1,079,000 | 1,027,671 | 1,138,150 | 1,109,837 | 1,138,850 | 1,238,850 | 1,912,000 | 1,800,000 |
| Other Sources and C. Unit | 218,500 | 216,000 | 978,566 | 718,000 | 500,000 | 514,000 | 545,000 | 600,000 | 638,600 | 673,969 |
| | 6,077,468 | 7,000,478 | 8,205,876 | 7,307,107 | 7,393,370 | 7,174,897 | 7,935,060 | 8,268,418 | 9,112,961 | 9,740,988 |
| (2) Includes: | | | | | | | | | | |
| General Education Revenues | 13,042,861 | 10,877,666 | 11,157,519 | 10,201,831 | 10,021,081 | 11,122,402 | 10,649,083 | 10,040,215 | 11,269,724 | 12,735,412 |
| Education Balances | 3,500,000 | 3,486,000 | 2,800,000 | 3,337,000 | 3,187,109 | 2,599,363 | 2,611,364 | 2,611,364 | 2,111,364 | 1,811,364 |
| | 16,542,861 | 14,363,666 | 13,957,519 | 13,538,831 | 13,208,190 | 13,721,765 | 13,260,447 | 12,651,579 | 13,381,088 | 14,546,776 |

TOWN OF BRUNSWICK, MAINE

**Supplemental Budget Resolution Appropriating \$641,000 from
Available Unassigned Balance of the General Fund to Fund Capital Projects**

WHEREAS, the Town of Brunswick (the “Town”) has prepared a Capital Improvements Program for the fiscal years ending June 30, 2021 - 2025 (the “CIP”); and

WHEREAS, the CIP proposes certain projects in year one of the CIP (2019-20) to be by an appropriation from the unassigned balance of the Town’s General Fund; and

WHEREAS, the Town Council has reviewed year one of the CIP and wants to authorize and fund certain acquisitions and projects;

NOW THEREFORE THE FOLLOWING RESOLUTION IS ADOPTED:

Section 1. The sum of \$641,000 is appropriated from the Town’s unassigned General Fund Balance for the following acquisitions and projects as further defined in the CIP:

- a. LED Streetlights, \$381,000 – This project funds the first year of of a two-year project to convert the Town’s streetlights to municipally owned and maintained LED fixtures.
- b. Self-Contained Breathing Apparatus (SCBA) Replacement, \$260,000 – This project is for the Fire Department’s replacement of 40 air packs, which were originally purchased in 2005 and are now reaching end of life.

Section 2. The appropriation in section 1 is in total and the costs cited are estimates. The Town Manager is authorized to allocate more or less funding to the various projects as the Town Manager determines to be in the best interest of the Town. The Town Manager is further authorized to abandon or discontinue any project, either prior to, or at any point in the life of the project.

Section 3. The Town is authorized to establish a capital project fund to account for these acquisitions and projects. No interest shall accrue to this fund. Upon a determination by the Finance Director that the acquisitions or projects are complete or abandoned, any remaining balance in the capital projects fund shall be transferred to the Town’s General Fund. Fund balances will roll forward from year to year.

Section 4. Acquisition and project costs for each individual project described in Section 1 shall include any, and all, costs determined by the Town’s Finance Director to be acquisition and project costs.

Section 5. The Town Manager or the Town Manager’s designee is authorized to execute contracts and take any other steps they deem necessary in order to proceed with the acquisitions and projects. Any action taken by the Town of Brunswick relating to these acquisition and projects, including the solicitation of proposals, or participation in any process that solicited proposals, as well as any subsequent negotiations or contracts with vendors, are hereby ratified, confirmed, and approved.

Section 6. In the event that as of June 30, 2020, unassigned General Fund Balance is not above the target defined in the Town’s Fund Balance Policy, the Treasurer is authorized the discretion to reduce the appropriation in section 1.

Proposed to Town Council: April 21, 2020
Public Hearing: June 1, 2020
Adopted by Town Council:

TOWN OF BRUNSWICK, MAINE

Supplemental Budget Resolution Appropriating Available Tax Increment Financing Revenues for the Purpose of Funding Qualified Capital Projects and Acquisitions.

WHEREAS, the Town of Brunswick (the “Town”) has established several Tax Increment Financing (“TIF”) Districts, the revenues from which may be used for the purposes outlined in the Development Programs of each District; and

WHEREAS the Town has prepared a Capital Improvements Program for fiscal years ending June 30, 2021 – 2025 (the “CIP”), which proposes certain projects to be funded through TIF revenues; and

WHEREAS, the Town’s 2020-21 Municipal Budget includes a TIF budget outlining the proposed uses of TIF revenues;

NOW THEREFORE THE FOLLOWING RESOLUTION IS ADOPTED:

Section 1. The sum of \$721,922 is appropriated from the Town’s available TIF revenues in the following TIF districts, for the following acquisitions and projects as further defined in the CIP:

- A. Downtown Development and Transit-Oriented TIF District
 - a. \$15,000 for the Cedar Street Parking project. This appropriation funds the Town’s estimated 20% match of the Maine DOT grant for the second phase of the MDOT parking lot on Cedar Street, including a right of way for pedestrian access.
 - b. \$46,922 for the Pleasant Street Corridor Study. This funding is the Town’s 50% match of the Maine DOT PPI grant for a study which will provide concept plans and budgets to be used in negotiation with MaineDOT to be included in the MaineDOT Work Plan.
 - c. \$100,000 for Downtown Sidewalks and Lighting. This project is for upgrades to sidewalks and lighting along the downtown section of Maine Street. The CIP indicates funding through the issuance of debt, with debt service to be paid from TIF revenues. The Town Manager has recommended that currently available Downtown TIF revenues be used to fund the project and minimize the amount to be borrowed.
- B. Brunswick Landing and Brunswick Executive Airport TIF Districts
 - a. \$240,000 for Fire Engine 2. This project funded the 2018 replacement of Engine 2 for a total of \$636,962. Funding was authorized from the issuance of debt, with the option to finance the project through advances from the general fund. The Town Manager recommended that the advance from the general fund be repaid using TIF revenues over several years, rather than by issuing debt for this project. This appropriation represents the second year of repayment, leaving a balance of \$156,962.
 - b. \$200,000 for Landing Drive construction. This project is for the new road connecting Admiral Fitch to Gurnet Road, and was authorized from the issuance of debt, with the option to finance the project through advances from the general fund. The Town Manager recommended that the advance from the general fund be repaid using TIF revenues over several years, rather than by issuing debt for this project. This appropriation represents the second year of repayment, leaving an estimated balance of \$490,000.
- C. Cook’s Corner TIF District
 - a. \$120,000 for Bath Road Corridor Signal Upgrades. This project would improve the efficiency of the signal timing and coordinate the signals to reduce travel times and delays in Cook’s Corner and in and out of Brunswick Landing.

Section 2. The Town is authorized to establish a capital project fund to account for these acquisitions and projects. No interest shall accrue to this fund. Upon a determination by the Finance Director that the

acquisitions or projects are complete or abandoned, any remaining balance in the capital projects fund shall be transferred back to the original TIF Fund. Fund balances will roll forward from year to year.

Section 3. Acquisition and project costs for each individual project described in Section 1 shall include any, and all, costs determined by the Town's Finance Director to be acquisition and project costs.

Section 4. The Town Manager or the Town Manager's designee is authorized to execute contracts and take any other steps they deem necessary in order to proceed with the acquisitions and projects. Any action taken by the Town of Brunswick relating to these acquisition and projects, including the solicitation of proposals, or participation in any process that solicited proposals, as well as any subsequent negotiations or contracts with vendors, are hereby ratified, confirmed, and approved.

Section 5. In the event that the Town's 2020 tax commitment does not generate sufficient revenues in the TIF Districts, the Treasurer is authorized the discretion to reduce the appropriations in section 1.

Proposed to Town Council: April 21, 2020
Public Hearing: June 1, 2020
Adopted by Town Council:

ITEM 90
BACKUP

Town of Brunswick, Maine

INCORPORATED 1739

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Brunswick Town Council
John Eldridge, *Town Manager*

FROM: Jay Astle, *Public Works Director*
Ryan Barnes, *Town Engineer*

DATE: June 10, 2020

SUBJECT: Emergency funding for Mill Street catch basin replacement

A collapsed catch basin has occurred on Mill Street, across from Swett Street, restricting its function and creating a safety hazard. A sinkhole has developed adjacent to the guardrail, just outside of the southbound travel lane.



The catch basin is approximately 8' below grade. This makes it impossible for us to do the replacement with our own personnel and equipment, and will force us to hire a contractor to perform the emergency work. Additionally, we anticipate replacing the 24" outfall pipe as part of this project due to the age of the existing corrugated metal pipe.

Cost estimates range from \$46,000-\$66,000. We do not have funds budgeted for a repair of this size, and we are therefore requesting emergency funding for \$75,000 which will cover the high estimate as well as a 15% contingency for unknown issues discovered during the project.

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$75,000 from Available Unassigned General Fund Revenues in Order to Replace a Catch Basin on Mill Street

WHEREAS, the Town of Brunswick (the “Town”) through its Engineering and Public Works Departments (the “Departments”) has determined that a catch basin on Mill Street has collapsed and the entire unit, along with its outfall pipe, needs replacement; and

WHEREAS, the Departments have determined that due to the depth of the catch basin and its outfall pipe, we do not have the ability to successfully complete the Project with our Public Works crew and equipment; and

WHEREAS, the Departments estimate that it will expend up to \$75,000 on contracted labor, equipment, and materials related to the Project; and

WHEREAS, the Departments do not have funds budgeted for the Project; and

WHEREAS, the Town Manager has determined that the need to fund the costs associated with the Project is an emergency within the meaning of section 510 of the Charter; and

WHEREAS, the Town Manager has recommended that up to \$75,000 be appropriated from available unassigned General Fund revenues in order to complete the Project; and

WHEREAS, the Town Council concurs that the need to appropriate up to \$75,000 towards the Project is an emergency within the meaning of section 510 of the Charter;

NOW THEREFORE BE IT RESOLVED, that the Town Manager or Departments be authorized to execute any and all agreements determined, in the Town Manager’s or Departments’ judgment, to be in the best interest of the Town of Brunswick in order to complete the Project; and

BE IT FURTHER RESOLVED, that the Town appropriates and authorizes the expenditure of up to \$75,000 from available unassigned General Fund revenues to accomplish the Project;

BE IT FURTHER RESOLVED, that the Town is authorized to establish a capital projects account to record revenues and expenditures and other financial information related to the Project;

BE IT FURTHER RESOLVED, that any actions taken to date by the Town Manager or Departments in connection with the development and completion of the Project are hereby ratified, confirmed, and approved.

Proposed to Town Council – June 15, 2020

Adopted by Town Council – XXX

ITEM 91
BACKUP

BRUNSWICK TOWN COUNCIL
Statement on Criminal Justice and Policing

The Brunswick Town Council condemns the murder of George Floyd in Minneapolis. We also condemn the murders of Ahmaud Arbery in Georgia and Breonna Taylor in Kentucky before him. Mr. Floyd's murder and the protests it ignited are a flashpoint in the long-standing battle against systemic racism in our criminal justice system and country at large. The protests have shone a light on systemic racism and the current and historically disparate treatment of African Americans and people of color in our country.

We as a Council support and commit to calling out hate and discrimination when we see it and help promote our core American value that no one should be targeted because of their identity. Hate will not be tolerated here in Brunswick and we will stand together to fight any form of bigotry, discrimination, or hate, in speech or action, against any group, from whatever the source.

Condemning Mr. Floyd's senseless murder is not enough. The true challenge is changing the entrenched and unjust racism that pervades our society as a whole and our criminal justice system specifically. We must commit ourselves to working on ways in which we can engage our communities to address and uproot institutionalized racism and implicit bias and offer spaces for dialogue, trainings, and understanding.

There can be no overnight change to the inequities in our system, but concrete steps can be made. A functioning criminal justice system requires the fair and humane treatment of everyone at every stage of the process: on the street during an arrest, in the courthouse, and in jails and prisons. We believe the following are the beginning steps to accomplish this:

- Police departments must treat all allegations of misconduct against officers seriously and handle investigations with accountability and transparency.
- The State should maintain a database of complaints against officers that can be viewed by the public.
- Police departments should regularly review this database and terminate police officers with a history of excessive force and racial insensitivity.
- The State must mandate training and continuing education for all police agency personnel on racism, implicit bias and use of force.
- Every police officer in Maine should be required to wear a body camera that cannot be turned off at the officer's discretion.

This is the bare minimum of what is required to maintain the public's trust in law enforcement. We look forward to hearing from our Police Department, the current command staff and our incoming Chief of Police Scott Stewart to hearing their recommendations on the steps needed to move forward to reassure our citizens that the Brunswick Police Department hears its voices and concerns. Members of our community have raised their voices and it is time for our law enforcement agencies and our State leaders to join us in efforts to end the excessive use of force, racial insensitivity and police misconduct here in Maine. The excessive force, violence, and unequal treatment must end.

As public servants we have an even greater responsibility to speak out against racism, discrimination, bias, and hatred because when the unacceptable becomes the norm in our society, human rights for all are threatened. It is our duty to maintain constant vigilance with regard to its own public safety policies and actions and do everything in its power to make certain that Brunswick is and will remain a welcoming town opposed to acts of racism and bigotry. We affirm and are committed to protect the rights of all people, including the Black Lives Matter Movement, and justice allies and activists in our community who speak up and protest and demand justice for all. Black lives matter to the town of Brunswick.

This statement was adopted by the Town Council at its meeting on June 15, 2020.

John Perreault, Chair

James Mason, Vice Chair

DRAFT

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
April 21, 2020
6:30 P.M. – Regular Meeting

MEETING VIA ELECTRONIC DEVICES
All Votes Taken Via Roll Call

Councilors Present: W. David Watson, Stephen S. Walker, Dan Jenkins, John M. Perreault, Christopher Watkinson, Toby McGrath, James Mason, Kathy Wilson, and Dan Ankeles

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Ryan Leighton, Assistant Town Manager; Matt Panfil, Director of Planning and Development; Julia Henze, Finance Director; Ken Brilliant, Fire Chief; Tom Farrell, Director of Parks and Recreation; and TV video crew

Chair Perreault provided roll call and acknowledged the meeting was properly noticed.

Pledge of Allegiance

Adjustments to Agenda: To Add #60 To make an appointment to Marine Resources Committee

MANAGER’S REPORT *(This item was discussed at 6:34 p.m.)*

a) Financial Update

Manager Eldridge provided this update.

b) Municipal Budget and CIP

Manager Eldridge and Kelly Wentworth, School Business Manager, provided this update.

c) Police Department and Special Olympics

Manager Eldridge provided this update.

d) Paving and Road Rehabilitation

Manager Eldridge provided this update, and responded to questions from Councilor McGrath.

e) People Plus Parking Lot

Manager Eldridge provided this update.

f) Farmers Markets

Manager Eldridge provided this update.

g) Veterans Plaza

Manager Eldridge provided this update.

TABLED

- 40. The Town Council will consider setting a public hearing for May 4, 2020 for a proposed Shoreland Protection Overlay map amendment regarding a change in the mapped wetland boundary, and will take any appropriate action. (Planning Board)**
(This item was discussed at 6:48 p.m.)

Manager Eldridge introduced this item.

Chair Perreault moved, Councilor Wilson seconded, to set a public hearing for May 4, 2020, for an amendment to the Shoreland Protection Overlay (SPO) regarding a change in mapped wetland boundary to reflect verified field conditions. The motion carried with nine (9) yeas.

PUBLIC HEARING

- 53. The Town Council will hear public comments regarding establishing a 4-way stop at the intersection of Weymouth and Armory Streets, and will take any appropriate action. (Councilor Toby McGrath)** *(This item was discussed at 6:50 p.m.)*

Chair Perreault opened the public hearing.

Councilor McGrath introduced this item.

Councilor Wilson, Councilor Watson, Councilor Mason, and Councilor Ankeles spoke regarding this item.

Manager Eldridge spoke on this item.

Public Comments via phone call

Peggy Brown, 35 Weymouth Street

Janet Roberts, 40 Weymouth Street

Chair Perreault closed the public hearing.

There was no objection to suspending the rules to vote tonight.

Councilor McGrath moved, Councilor Wilson seconded, to adopt an ordinance to establish a 4-way stop at the intersection of Weymouth and Armory Streets. The motion carried with nine (9) yeas.

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

Town Council Minutes

April 21, 2020

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- 54. The Town Council will hear public comments on an “Ordinance Authorizing Various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Projects Costs Not to Exceed \$153,777, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266)”, and will take any appropriate action. (School Board) (This item was discussed at 7:15 p.m.)**

Chair Perreault opened the public hearing.

Kelly Wentworth, Business Manager for the School Department, presented a power point explaining the School Revolving Renovation Fund for Brunswick Junior High School. The repairs now are needed for health and safety issues. They applied for five projects and received \$160,790 for ADA stair rails, abating the hazmat asbestos in the cafeteria floor, fixing life safety signage and adding a safety kiln enclosure, which adds up to \$153,777. The loan forgiveness would add up to \$58,266. Loan repayment would be \$95,511 over five years at zero percent interest. There is an assumption that the approval of the project would decrease any future bond request for BJHS. If the project is under \$100,000 there would be a requirement for three proposals. Projects over \$100,000 would require a competitive bidding process.

Manager Eldridge asked what the deadline is for the paperwork, to which Ms. Wentworth responded July 31, 2020.

Chair Perreault asked if there were any questions from the Council.

Councilor Ankeles asked if the projected costs could be overestimated, to which Ms. Wentworth responded it is possible, but they would only be borrowing what they spend.

Councilor Watkinson asked for an explanation about why certain parts of the project were not accepted for the fund, to which Ms. Wentworth responded there is a cap on the amount you can borrow in this round and they prioritized the projects.

Celina Harrison, School Board member, says they support this project since the building is not safe in certain ways. This is money well spent.

Councilor Wilson asked if this is the project that includes repairing a wall that is sinking into the ground.

Chair Perreault said they were able to stabilize that wall.

Councilor Wilson asked if this project is part of those renovations and if they have to move students out, to which Paul Perzanoski, Superintendent, responded, yes, it is and they may have to move students out.

Teresa Gillis, School Board member, said she has two children who attended the junior high and this keeps getting deferred and put on the bottom of the list. This is not the best message to be sending to teachers, students and staff.

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April 21, 2020

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Chair Perreault said the public is welcome to call in and asked if the council had questions and if there was any objection by the Council to vote on this tonight.

Councilor Wilson spoke regarding this item.

Chair Perreault closed the public hearing.

There was no objection to suspending the rules to vote tonight.

Councilor Ankeles spoke regarding this item.

Councilor Ankeles moved, Councilor Watkinson seconded, to adopt “Ordinance Authorizing various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Project Costs Not to Exceed \$153,777, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266)”. The motion carried with nine (9) yeas.

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

55. The Town Council will hear public comments on an “Ordinance Authorizing Health Improvements at the Coffin Elementary School, with Total Project Costs Not to Exceed \$296,006, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$183,849 (following loan forgiveness of \$112,157)”, and will take any appropriate action. (School Board) *(This item was discussed at 7:37 p.m.)*

Chair Perreault opened the public hearing.

Ms. Wentworth explained that on January 31, 2020, an award of \$296,096 was granted to Coffin School to improve indoor air quality. There is \$112,517 loan forgiveness as a state subsidy. There would be a \$183,849 loan with a zero percent interest rate that would be repaid over five years. The ventilation system has not been working for several years now. This is one of the projects that was part of the original application. There’s a July 31, 2020 deadline for the application and the project needs to be complete by July 31, 2021. The project would require a bid and would need a request for architectural designs.

Chair Perreault asked if there were any questions from the Council.

Councilor Wilson said she was told the building was beyond repair and that is why she supported building the new school. She acknowledged that they needed to keep the cafeteria, but that the school was not safe for kids. She did not understand why that changed.

Sarah Singer, School Board member, said she understood that perspective. There are over 400 students there. Some of the issues that made Coffin unfit was that every classroom has a door, which isn’t considered safe any more considering security. The kindergarten wing doesn’t have a sprinkler system and the walls are made of wood. Four classrooms are across the street and require students to cross a road. If you consider using the building as an office building for adults, some of the issues aren’t as problematic. She stated she was never in favor of tearing Coffin down. But the cost to do repairs to bring it to where it needed to be as a school would be

Town Council Minutes

April 21, 2020

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\$20 million dollars, so it made more sense to build a new one for \$28 million. She could see having administration offices there and give Hawthorne to the town to develop. Regarding the argument of why would we put a new ventilation system in the school building, we have issues of bad air quality when a large group of people are present in the gymnasium, if this were to be used for community events.

Councilor Walker said it would be nice to have another gym but he suggested waiting a year with the economy in its current state.

Mr. Perzanoski said they would not lose the opportunity, but would have to wait for the money to be available again.

Jean Powers, 40 Redwood Lane, said the economy is extremely bad and the town should not be spending money on a school that is closed. The Town Council should vote no.

Councilor Mason said if we delay there is going to be a higher level of cost, to which Ms. Wentworth responded it would be subject to building cost.

Councilor Watkinson asked how long the project would take to complete, to which Ms. Wentworth responded they did not have an estimate, but it would have to be done by July 31, 2021.

Councilor Watkinson said he is split on this. He acknowledged the financial benefits, but would feel a lot more comfortable if he knew the plan and understood the need for this. Reusing the building for administrative offices makes sense. With the health and economic crisis, he is not sure this is something he can get behind.

Councilor Watson asked if the school department is going to come up with a plan for the building, to which Mr. Perzanoski responded that they would be talking about it at a future meeting.

Councilor Wilson said a couple of years ago the estimate to repair the school was \$21 million and she was told the building had heating issues, to which Mr. Perzanoski said the heating pipe has already been fixed. She could not support spending money with something that did not have a plan. She could see putting the administration offices in it.

Councilor Ankeles said he was worried that long term thinking might get cast aside because of the crisis. He supported moving forward with a long-term plan and it would be efficient to bring more offices into this building to consolidate. We could turn the Hawthorne building into a revenue generating situation that would easily pay for this project. He will support this project.

Ms. Singer said the \$20 million renovation included a new library and addition and was basically rebuilding the school.

Councilor McGrath asked if there is any opportunity for the middle school to utilize the gym and how, to which Ms. Singer said that the gym could help with conflicts that exist in use of the gym, but the air quality needs to be fixed if it is to be used as a gym.

Town Council Minutes

April 21, 2020

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Public Comment

Curt Dale Clark, 11 Cedar street, agreed with Councilor Ankeles. That money will not exist anytime soon because of COVID and the school board should not be punished because of the out of order discussions due to what's going on.

Beth Bisson pointed out that there is a stage in that space, as well.

Chair Perreault asked if there is time to apply if a decision is not made tonight, to which Ms. Wentworth responded that this is the required public hearing and they need to complete the application by July 31st.

Kelly Wentworth said we should let Julia Henze weigh in on this. Julia Henze said we are fine to wait, she would not finish the application until June.

Chair Perreault inquired about what activities will happen, to which Ms. Singer responded the only plan is to have the Jr high students use the cafeteria and possibly two classrooms for fine arts classes.

Councilor Watson said it needs to be done in order and the Council needs to know what is going to happen prior to approving it.

Ed Cowan, Brunswick resident, indicated that his business is down 60% right now and he cannot support spending money on a building that was deemed unsafe for children two years ago.

Chair Perreault closed the public hearing.

Councilor Mason moved, Councilor Wilson seconded, to table to first available meeting after the School Board makes their decision for a plan. The motion carried with eight (8) yeas. Councilor McGrath was opposed.

NEW BUSINESS

56. The Town Council will consider setting a public hearing for May 4, 2020 regarding a Community Development Block Grant for Wild Oats, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:25 p.m.)

Sally Costello, Director of Economic Development, introduced this item.

Councilor Ankeles spoke regarding this item.

Chair Perreault moved, Councilor Watson seconded, to set a public hearing for May 4, 2020 for a Community Development Block Grant application for Natural Selection, Inc., d/b/a Wild Oats. The motion carried with nine (9) yeas.

57. The Town Council will consider a "Resolution Authorizing an Appropriation of \$25,000 from Cook's Corner Tax Increment Financing (TIF) Revenues for the Purpose of Providing Capital to the Brunswick Development Corporation (BDC) for

BDC’s Emergency Loan Program”, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:32 p.m.)

Ms. Costello introduced this item, and responded to questions from Councilor Ankeles.

Chair Perreault moved, Councilor Watkinson seconded, to adopt a “Resolution Authorizing an Appropriation of \$25,000 from Cook’s Corner Tax Increment Financing (TIF) Revenues for the Purpose of Providing Capital to the Brunswick Development Corporation (BDC) for BDC’s Emergency Loan Program”. The motion carried with nine (9) yeas.

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

58. The Town Council will consider changes to Chapter 7 of the Brunswick Town Ordinance “Fire Prevention and Protection”, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:36 p.m.)

Manager Eldridge introduced this item.

Councilor Watkinson moved, Councilor Mason seconded, to set a public hearing for May 4, 2020, for proposed changes to Chapter 7, “Fire Prevention and Protection” of the Brunswick Code of Ordinances. The motion carried with nine (9) yeas.

59. The Town Council will discuss the COVID-19 pandemic, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:40 p.m.)

Manager Eldridge introduced this item.

Chair Perreault, Councilor Wilson, Councilor Watson, Councilor McGrath, and Councilor Ankeles spoke regarding this item.

Steve Langsdorf, Town Attorney, spoke regarding this item

Madeleine Hill, 731 River Road, spoke regarding this item.

Chair Perreault, Councilor Wilson, Councilor Watkinson, Councilor Walker, Councilor Ankeles, Councilor Watson, Councilor McGrath, and Councilor Jenkins spoke regarding this item.

Councilors discussed having realtors be designated essential businesses and voted in support of adding this to the order. They also discussed allowing non-essential businesses to do curbside if they comply with the rest of the Governor’s order; and wearing masks.

Dr. Kristin Jhamb spoke regarding this issue and responded to questions from the Council.

Rae Duval, 505 Old Bath Road, spoke regarding this item.

Councilor Wilson, Councilor Watkinson, Councilor Walker, Councilor McGrath, Councilor Jenkins, Councilor Watson, Councilor Ankeles, and Councilor Mason spoke regarding this item.

Town Council Minutes

April 21, 2020

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Ken Brilliant, Fire Chief, spoke regarding this item.

Motion 1:

Councilor Walker moved, Councilor Wilson seconded, to require the use of face coverings in all enclosed indoor public spaces with employees and customers interacting, to be in place by Friday.

Councilor Wilson, Councilor Jenkins, Councilor Watkinson, and Councilor Ankeles spoke regarding this item.

Vote on Motion 1:

Councilor Walker moved, Councilor Wilson seconded, to require the use of face coverings in all enclosed indoor public spaces with employees and customers interacting, to be in place by Friday at 7 a.m. The motion failed with four (4) yeas. Councilor Watkinson, Chair Perreault, Councilor McGrath, Councilor Mason, and Councilor Ankeles were opposed.

Motion 2 with vote:

Councilor Watkinson moved, Councilor Mason seconded, to require all employees in public spaces where customers are being served to wear facial coverings starting Friday at 7 a.m., and to ask customers to follow CDC recommendations. The motion carried with nine (9) yeas.

Motion 3 with vote:

Councilor Jenkins moved, Councilor Perreault seconded, to allow for businesses to have delivery or shipping of any goods.

The Council discussed this motion.

Councilor Jenkins and Chair Perreault withdrew the motion so that it can be looked at with more information on Monday.

Chair Perreault moved, Councilor Mason seconded, to extend the Council resolution as it is for now, along with adding facial coverings and having realtors designated as essential businesses, good until Tuesday, April 28. The motion carried with nine (9) yeas.

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

60. (ADDED) The Town Council will consider appointment to the Marine Resource Committee, and will take any appropriate action.) *(This item was discussed at 8:39 p.m.)*

This item was done prior to 59.

Councilor Ankeles nominated Anthony Yuodsnukis to be on the Marine Resources Committee.

The Council unanimously supported this nomination.

Town Council Minutes

April 21, 2020

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CONSENT AGENDA

a) Approval of the minutes of March 16, March 30, and April 6, 2020

b) Approval of election workers

Councilor Watson moved, Councilor Mason seconded, to approved the Consent Agenda. The motion carried with nine (9) yeas.

Councilor Watson moved, Councilor Walker seconded, to adjourn the meeting.

The meeting adjourned at 10:42 p.m.

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

Frances M. Smith

Town Clerk

June 2, 2020

June 15, 2020

Date of Approval

Council Chair

Draft
BRUNSWICK TOWN COUNCIL
June 1, 2020
Minutes
Regular Meeting – 6:30 P.M.
Council Chambers
Town Hall
85 Union Street

MEETING VIA ELECTRONIC DEVICES

All Votes Taken Via Roll Call

Councilors Present: W. David Watson, Stephen S. Walker, Dan Jenkins, Christopher Watkinson, John M. Perreault, Toby McGrath, James Mason, Kathy Wilson, and Dan Ankeles

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Ryan Leighton, Assistant Town Manager; Ken Brilliant, Fire Chief; Julia Henze, Finance Director; Matt Panfil, Director of Planning and Development; Taylor Burns, Assessor; Sally Costello, Economic Development Director, Ryan Barnes, Town Engineer; and TV video crew

Chair John Perreault opened the meeting.

Adjustments to Agenda:

To add executive session after item #78

MANAGER’S REPORT *(This item was discussed at 6:41 p.m.)*

Manager Eldridge provide a few announcements.

PUBLIC HEARINGS

- 77. The Town Council will hear public comments regarding the proposed 2020-2021 Municipal Budget, which includes the school budget portion of the overall municipal budget, and Capital Improvement Plan 2021-2025, and will take any appropriate action. (Town Manager Eldridge) *(This item was discussed at 6:50 p.m.)***

Chair Perreault opened the public hearing.

There were presentations by Manager Eldridge, Paul Perzanoski, School Superintendent, and Kelly Wentworth, Business Manager for School Department.

Staff responded to questions from Councilor Ankeles and Councilor Watkinson.

Public comments:

Jean Powers, 40 Redwood Lane

Stacy Frizzle, People Plus, spoke and responded to questions from Councilor Ankeles and Chair Perreault

Joel Harrington, 7 Sandhill Drive

Deborah King, BDA, spoke and responded to questions from Councilor Watkinson

Liz Doucett, Library Director, spoke and responded to questions from Councilor Watkinson, Councilor Mason and Councilor Ankeles.

- 78. The Town Council will hear public comments on amendments to the Business Licensing Ordinance to extend the due date for license payment from June 30, 2020 until no later than December 31, 2020, and will take any appropriate action. (Town Clerk) (This item was discussed at 8:20 p.m.)**

Chair Perreault opened the public hearing.

Fran Smith, Town Clerk, introduced this item.

Chair Perreault closed the public hearing.

There was no objection to voting this evening.

Councilor Wilson moved, Councilor Ankeles seconded, to adopt amendments to the Business Licensing Ordinance to extend the due date for license payment from June 30, 2020, until no later than December 31, 2020. The motion carried with nine (9) yeas.

NEW BUSINESS

Executive session

Chair Perreault moved, Councilor Watson seconded, to go into executive session to discuss a personnel matter of hiring a Police Chief per 1 M.R.S.A. §405(6)(A). The motion carried with nine (9) yeas.

- 79. The Town Council will consider ratifying the appointment of a Police Chief, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:54 p.m.)**

Manager Eldridge introduced this item.

Councilor Ankeles, Councilor Walker, and Councilor Watkinson asked questions, to which the new Police Chief, Scott Stewart, responded.

Councilor Walker spoke regarding this item.

Chair Perreault moved, Councilor Wilson seconded, to consent to the appointment of Scott Stewart as the Brunswick Police Chief. The motion carried with eight (8) yeas. Councilor Walker was opposed.

80. The Town Council will consider appointments to the Town's Boards and Committees, and will take any appropriate action. (Appointments Committee)
(This item was discussed at 9:14 p.m.)

Councilor Ankeles made the following nominations:

- David Shaughnessy for reappointment to a full three-year term on the Trust Fund Advisory Committee
- Charles Priest for re-appointment to a new three-year term on the Sewer District Board of Trustees
- Wallace Pinfold for reappointment to a new three-year term on the Tree Committee
- Mark Worthing for reappointment to a three-year term on the Rivers and Coastal Waters Commission as a full member (citizen)
- Jane Scease for appointment to a five-year term on the Housing Authority
- Shaun Hogan for appointment to serve a three-year term on the Personnel Board as an Alternate member
- Keith Bisson for appointment to serve the balance of a term on the Trust Fund Advisory Committee, that expires in May of 2021.

This slate was supported with nine (9) yeas.

Councilor Ankeles also nominated:

- Jackie Sartoris for re-appointment to a new three-year term on the Sewer District Board of Trustees

The Council supported this nomination with eight (8) yeas. Councilor Walker abstained as Ms. Sartoris is his wife.

CONSENT AGENDA *(This item was discussed at 9:17 p.m.)*

a) Approval of the minutes of May 18, 2020

Town Council Minutes

June 1, 2020

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

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

The meeting adjourned at 9:20 p.m.

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

Frances M. Smith

Town Clerk

June 4, 2020

June 15, 2020

Date of Approval

CONSENT AGENDA - B BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE FINANCE DIRECTOR

MEMORANDUM

TO: Brunswick Town Council

FROM: Julia Henze
Finance Director

DATE: June 4, 2020

SUBJECT: Abatement of uncollectable Real Estate and Personal Property taxes

Pursuant to section 841(3) of title 36 M.R.S.A., I request that certain outstanding personal property taxes and real estate taxes be abated. These taxes cannot be collected due to absence or insolvency of the taxpayer.

| | | |
|------------|-------------------------------|---------------------|
| Absence | 23 Personal Property Accounts | \$ 9,881.29 |
| Absence | 1 Real Estate Account | 703.05 |
| Insolvency | 1 Personal Property Account | 322.54 |
| Insolvency | 1 Real Estate Account | <u>67.42</u> |
| | Total 26 accounts: | <u>\$ 10,974.30</u> |