

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**July 20, 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>

**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 850 9893 5906 and the password 455027 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

**MANAGER'S REPORT**

- a) Financial update
- b) Nomination papers

**PUBLIC HEARING**

102. The Town Council will hear public comments on an initial alcoholic beverage license, and will take any appropriate action. (Town Manager Eldridge)

**Full-Time Spirituous, Vinous & Malt**

El Rodeo Brunswick, LLC  
D/B/A: El Rodeo Brunswick  
238 Bath Road

Juan Sanchez Mata/Ilse Fernandez

**HEARING/ACTION**

**NEW BUSINESS**

103. The Town Council will consider adopting 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)

**ACTION**

104. The Brunswick Fire Department will be receiving a Best Practices Award from the Maine Fire Protection Services Commission, and the Town Council will take any appropriate action. (Town Manager Eldridge)

**ACTION**

105. The Town Council will consider setting a public hearing for August 3, 2020 regarding an amendment to the Marijuana Licensing Ordinance, and will take any appropriate action. (Town Clerk)

**ACTION**

106. The Town Council will consider a “Resolution Calling on the Legislature to Pass LD 433, The Maine ERA”, and will take any appropriate action. (Councilor Kathy Wilson)

**ACTION**

**CONSENT AGENDA**

- a) Approval of a Utility Location Permit (ULP) requested by Central Maine Power for authorization to install a new pole on Bull Rock Road
- b) Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Dunning Street to provide access to additional customers
- c) Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Oak Street to provide access to additional customers
- d) Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Kyle Street to provide access to additional

customers

- e) Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Nathan Court to provide access to additional customers

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

**Agenda Notes  
Council Agenda  
July 20, 2020  
Council Notes and Suggested Motions**

**MANAGER'S REPORT**

- a) **Financial update:** A copy of the financial reports are included in the packet.
- b) **Nomination papers:** Town Manager Eldridge will give this update.

**PUBLIC HEARING**

102. **Notes:** El Rodeo Brunswick, LLC, 238 Bath Road, is requesting an initial liquor license for their restaurant. A copy of their application and the public hearing notice is included in the packet.

**Suggested Motion:**

Motion to approve an initial liquor license for El Rodeo Brunswick, LLC, 238 Bath Road.

**NEW BUSINESS**

103. **Notes:** The School Board is requesting that the Town Council authorize the acceptance of a School Revolving Renovation Fund Eligibility Certificate for a project totaling \$296,006 for repairs to Coffin School, and to authorize borrowing from the bond bank to proceed with the project. The School Board, at its meeting on March 11, 2020, voted by a majority of the Board to accept the School Revolving Renovation Fund Eligibility Certificate, and the Town Council held a public hearing at its meeting on April 21, 2020, and decided to vote on this item at a future meeting.

**Suggested Motion:**

Motion to adopt “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)”.

104. **Notes:** Chief Dan Brooks from Winthrop Fire Department, representing the Maine Fire Protection Services Commission, will present a Best Practices award to the Brunswick Fire Department.

**Suggested Motion:**

There is no suggested motion.

105. **Notes:** The Town Clerk is requesting that the Town Council set a public hearing for an amendment to the Marijuana Establishment Licensing Ordinance to remove the requirement that an applicant for a marijuana establishment license be a Maine resident. This is a recommendation from the Town Attorney. A memo from Town Clerk Fran Smith and a copy of the ordinance with the changes are included in the packet.

**Suggested Motion:**

Motion to set a public hearing for August 3, 2020 regarding an amendment to the Marijuana

Establishment Licensing Ordinance.

106. **Notes:** Councilor Wilson has requested that the attached resolution be considered by the Town Council. A copy of a memo from Town Manager Eldridge and the draft resolution are included in the packet.

**Suggested motion:**

Motion to adopt “Resolution Calling on the Legislature to Pass LD 433, The Maine ERA”.

**CONSENT AGENDA**

- a) **Approval of a Utility Location Permit (ULP) requested by Central Maine Power for authorization to install a new pole on Bull Rock Road:** CMP seeks authorization to install a new utility pole 85’ south of utility pole 13 on Bull Rock Road. A copy of a memo from Town Engineer Ryan Barnes and their application is included in the packet.
- b) **Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Dunning Street to provide access to additional customers:** Maine Natural Gas seeks authorization to install a new gas main along Dunning Street beginning at Cushing Street and extending to Union Street. A copy of a memo from Town Engineer Ryan Barnes and their application is included in the packet.
- c) **Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Oak Street to provide access to additional customers:** Maine Natural Gas seeks authorization to install a new gas main along Oak Street beginning at Cushing Street and extending 820 feet east. A copy of a memo from Town Engineer Ryan Barnes and their application is included in the packet.
- d) **Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Kyle Street to provide access to additional customers:** Maine Natural Gas seeks authorization to install a new gas main along Kyle Street beginning at Robin Drive and extending 1,000 feet north. A copy of a memo from Town Engineer Ryan Barnes and their application is included in the packet.
- e) **Approval of a Utility Location Permit (ULP) requested by Maine Natural Gas for authorization to install a new gas main along Nathan Court to provide access to additional customers:** Maine Natural Gas seeks authorization to install a new gas main along Nathan Court beginning at Kyle Street and extending 400 feet south. A copy of a memo from Town Engineer Ryan Barnes and their application is included in the packet.

**Suggested Motion:**

Motion to approve the Consent Agenda

**Suggested Motion:**

Motion to adjourn

# MANAGER'S REPORT - A BACK UP MATERIALS

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
00 Fill							
19000 General Fund Transfers Out	2,193,000	3,175,000	3,175,000.00	75,000.00	.00	.00	100.0%
TOTAL Fill	2,193,000	3,175,000	3,175,000.00	75,000.00	.00	.00	100.0%
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10 General Government							
11000 Administration	595,913	615,913	588,733.70	67,142.21	345.00	26,834.30	95.6%
11100 Finance Department	774,536	774,536	724,849.52	62,501.33	.00	49,686.48	93.6%
11150 Technology Services Dept	355,386	372,248	315,681.84	18,421.15	16,568.92	39,997.70	89.3%
11200 Municipal Officers	237,915	252,915	217,240.57	39,004.21	.00	35,674.43	85.9%
11210 Munic Bldg - 85 Union	177,899	177,899	165,114.41	16,388.10	.00	12,784.59	92.8%
11230 Risk Management	505,005	540,005	538,244.67	.00	.00	1,760.33	99.7%
11240 Employee benefits	0	0	-174,789.65	103,483.87	.00	174,789.65	100.0%
11250 Cable TV	92,001	92,001	80,743.49	8,624.32	937.01	10,320.50	88.8%
11300 Assessing	299,905	300,453	255,598.91	32,466.29	1,000.00	43,854.09	85.4%
11600 Town Clerk & Elections	401,760	411,760	360,585.48	48,534.83	11,041.00	40,133.52	90.3%
11800 Engineering	256,566	256,566	230,815.94	28,891.09	77.52	25,672.54	90.0%
11900 Planning Department	627,392	654,592	547,240.14	40,764.17	73,250.85	34,101.01	94.8%
11950 Economic Development Dept	129,906	129,906	110,312.97	12,557.42	.00	19,593.03	84.9%
TOTAL General Government	4,454,184	4,578,794	3,960,371.99	478,778.99	103,220.30	515,202.17	88.7%
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20 Public Safety							
12100 Fire Department	3,837,278	3,937,278	3,815,502.52	366,304.92	17,292.95	104,482.53	97.3%
12150 Central Fire Station	46,600	46,600	30,985.76	1,977.23	442.00	15,172.24	67.4%
12160 Emerson Fire Station	61,675	61,675	52,838.24	1,299.40	1,600.00	7,236.76	88.3%
12200 Police Department	4,397,148	4,297,148	4,098,040.56	442,837.81	23,837.01	175,270.43	95.9%
12210 Police Special Detail	0	0	46,965.38	10,748.78	.00	-46,965.38	100.0%
12220 Emergency Services Dispatch	927,827	927,827	844,534.83	81,142.21	.00	83,292.17	91.0%
12250 Police Station Building	114,619	129,619	113,713.97	12,519.28	.00	15,905.03	87.7%
12280 Marine Resources	120,082	120,082	97,123.99	11,404.83	3,472.00	19,486.01	83.8%
12310 Streetlights	216,000	216,000	200,252.69	16,133.40	.00	15,747.31	92.7%
12320 Traffic Signals	32,500	32,500	23,593.43	1,008.65	.00	8,906.57	72.6%
12330 Hydrants	550,000	550,000	412,654.80	.00	.00	137,345.20	75.0%
12340 Civil Emergency Preparedness	2,000	2,000	1,070.00	.00	.00	930.00	53.5%

FOR 2020 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Public Safety	10,305,729	10,320,729	9,737,276.17	945,376.51	46,643.96	536,808.87	94.8%
<hr/> 30 Public Works							
13100 Public Works Administration	361,004	406,408	378,133.09	21,987.92	.00	28,274.91	93.0%
13110 PW General Maintenance	1,882,842	1,832,842	1,714,884.19	158,965.14	46,716.64	71,241.17	96.1%
13130 Refuse Collection	654,554	604,554	509,459.03	38,677.83	.00	95,094.97	84.3%
13140 Recycling	479,491	479,491	413,036.36	37,729.28	.00	66,454.64	86.1%
13150 PW Central Garage	742,785	692,785	566,815.55	30,341.99	22,771.16	103,198.29	85.1%
TOTAL Public Works	4,120,676	4,016,080	3,582,328.22	287,702.16	69,487.80	364,263.98	90.9%
<hr/> 40 Human Services							
14100 General Assistance	195,411	335,411	265,693.66	21,403.03	22,276.20	47,441.14	85.9%
14120 Health & Social Services	2,836	102,836	89,021.40	8,740.62	.00	13,814.60	86.6%
TOTAL Human Services	198,247	438,247	354,715.06	30,143.65	22,276.20	61,255.74	86.0%
<hr/> 45 Education							
14500 School Department	40,153,709	40,153,709	34,768,880.38	3,441,101.41	.00	5,384,828.62	86.6%
TOTAL Education	40,153,709	40,153,709	34,768,880.38	3,441,101.41	.00	5,384,828.62	86.6%
<hr/> 50 Recreation and Culture							
15000 Recreation Administration	471,504	471,504	450,452.51	52,715.74	1,554.04	19,497.45	95.9%
15050 Rec Buildings and Grounds	984,929	1,014,109	840,193.50	123,489.33	51,797.07	122,118.43	88.0%
15250 Rec Building 211	248,877	293,270	195,077.26	17,640.26	14,450.18	83,742.99	71.4%
15300 Teen Center	18,051	18,051	18,051.00	.00	.00	.00	100.0%
15310 People Plus	136,553	141,553	137,332.40	.00	395.19	3,825.41	97.3%
15400 Curtis Memorial Library	1,533,441	1,533,441	1,522,448.66	126,120.08	.00	10,992.34	99.3%
TOTAL Recreation and Culture	3,393,355	3,471,928	3,163,555.33	319,965.41	68,196.48	240,176.62	93.1%
<hr/> 60 Intergovernmental							

FOR 2020 12

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,590,123	1,590,123	1,590,123.00	.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,590,123	1,590,123	1,590,123.00	.00	.00	.00	100.0%
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70	Unclassified							
17000	Promotion and Development	282,840	278,340	267,395.52	.00	4,658.14	6,286.34	97.7%
17010	Additional School Assistance	10,000	10,000	10,000.00	.00	.00	.00	100.0%
17020	Cemetery Care	3,200	3,200	500.00	.00	.00	2,700.00	15.6%
17030	Wage Adjustment Account	254,000	44,000	.00	.00	.00	44,000.00	.0%
	TOTAL Unclassified	550,040	335,540	277,895.52	.00	4,658.14	52,986.34	84.2%
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80	Debt Service							
18020	2006 CIP G/O Bonds	212,000	212,000	212,000.00	.00	.00	.00	100.0%
18030	2011 GO CIP Bonds	210,045	210,045	210,045.00	.00	.00	.00	100.0%
18040	Police Station Bond	378,125	378,125	378,125.02	.00	.00	-.02	100.0%
18050	2010 Elementary School Bond	0	0	.00	-181,045.31	.00	.00	.0%
18070	2017 CIP GO Bonds	170,373	170,373	170,373.00	-4,564.50	.00	.00	100.0%
	TOTAL Debt Service	970,543	970,543	970,543.02	-185,609.81	.00	-.02	100.0%
GRAND TOTAL		67,929,606	69,050,694	61,580,688.69	5,392,458.32	314,482.88	7,155,522.32	89.6%

\*\* END OF REPORT - Generated by Branden Perreault \*\*

FOR 2020 12

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes								
111190	41101	Property Taxes	43,099,741	43,099,741	43,559,174.35	.00	-459,433.35	101.1%*
111190	41103	Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190	41104	Tax Abatements	-75,000	-75,000	-88,787.59	-68,060.97	13,787.59	118.4%
111190	41105	Interest on Taxes	65,000	65,000	73,266.32	11,976.68	-8,266.32	112.7%*
111190	41106	Tax Lien Costs Revenu	14,000	14,000	13,150.80	.00	849.20	93.9%*
111190	41107	Tax Lien Interest Rev	17,000	17,000	17,437.41	.00	-437.41	102.6%*
111190	41109	Payment in Lieu of Ta	380,000	380,000	363,155.34	317,500.00	16,844.66	95.6%*
111190	41197	BETE reimbursement	778,816	778,816	779,148.00	.00	-332.00	100.0%*
111190	41198	Homestead exemption r	1,112,441	1,112,441	846,719.00	.00	265,722.00	76.1%*
111190	41199	Miscellaneous tax adj	11,229	11,229	.00	.00	11,229.00	.0%*
111191	41110	Excise Tax - Auto	3,490,000	3,490,000	3,553,114.87	550,277.43	-63,114.87	101.8%*
111191	41111	Excise Tax Boat/ATV/S	24,000	24,000	24,000.45	7,051.40	-.45	100.0%*
111191	41112	Excise Tax - Airplane	3,000	3,000	21,332.91	.00	-18,332.91	711.1%*
		TOTAL Taxes	48,720,227	48,720,227	49,161,711.86	818,744.54	-441,484.86	100.9%
		TOTAL REVENUES	48,720,227	48,720,227	49,161,711.86	818,744.54	-441,484.86	
20 Licenses & Fees								
121111	42207	Passport Fees	18,000	18,000	17,220.00	.00	780.00	95.7%*
121111	42209	Passport Picture Reve	6,000	6,000	4,785.00	.00	1,215.00	79.8%*
121411	42100	Building Permits	236,000	236,000	195,349.86	14,396.15	40,650.14	82.8%*
121411	42101	Electrical Permits	46,500	46,500	42,123.75	4,167.05	4,376.25	90.6%*
121411	42102	Plumbing Permits	35,000	35,000	50,925.20	6,328.50	-15,925.20	145.5%*
121611	42200	Hunting & Fishing Lic	600	600	482.25	.00	117.75	80.4%*
121611	42201	Dog License Fee	2,750	2,750	2,678.00	15.00	72.00	97.4%*
121611	42202	Vital Statistics	47,500	47,500	39,141.40	2,407.80	8,358.60	82.4%*
121611	42203	General Licenses	32,875	32,875	26,085.50	4,097.50	6,789.50	79.3%*
121611	42204	Victulars/Innkeepers	22,685	22,685	18,630.00	11,245.00	4,055.00	82.1%*
121611	42205	Shellfish Licenses	36,675	36,675	36,800.00	4,575.00	-125.00	100.3%*
121611	42206	Neutered/Spayed Dog L	4,840	4,840	4,860.00	18.00	-20.00	100.4%*
121611	42210	Mooring fees	16,200	16,200	18,042.00	378.00	-1,842.00	111.4%*
121611	42215	Marijuana Licenses	1,400	1,400	10,825.00	3,250.00	-9,425.00	773.2%*
121911	42300	Planning Board Appl F	44,493	44,493	32,819.35	1,500.00	11,673.65	73.8%*
122121	42400	Fire Permits	2,000	2,000	3,485.00	550.00	-1,485.00	174.3%*
122221	42500	Conc Weapons Permits	400	400	330.00	45.00	70.00	82.5%*
122221	42501	Parking Permit fee	300	300	350.00	125.00	-50.00	116.7%*
123131	42600	Public Works Opening	30,000	30,000	26,613.48	750.00	3,386.52	88.7%*

FOR 2020 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL Licenses & Fees	584,218	584,218	531,545.79	53,848.00	52,672.21	91.0%
TOTAL REVENUES	584,218	584,218	531,545.79	53,848.00	52,672.21	
<u>30 Intergovernmental</u>						
131132 43103 Highway Grant Fund	200,000	200,000	209,110.00	.00	-9,110.00	104.6%*
131142 43104 State General Assista	35,000	35,000	88,420.09	14,112.57	-53,420.09	252.6%*
131152 43108 IFW-MerePoint Boat La	9,999	9,999	9,999.99	.00	-.99	100.0%*
131190 43102 State Tax Exemption R	50,000	50,000	29,607.58	.00	20,392.42	59.2%*
131192 43101 State Revenue Sharing	1,800,000	1,800,000	1,939,959.47	187,829.54	-139,959.47	107.8%*
131192 43105 Emergency Management	0	0	32,980.54	.00	-32,980.54	100.0%*
131192 43106 Snowmobile Receipts	1,400	1,400	1,588.80	.00	-188.80	113.5%*
134546 43120 State Education Subsi	11,058,375	11,058,375	10,263,307.81	.00	795,067.19	92.8%*
TOTAL Intergovernmental	13,154,774	13,154,774	12,574,974.28	201,942.11	579,799.72	95.6%
TOTAL REVENUES	13,154,774	13,154,774	12,574,974.28	201,942.11	579,799.72	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	50,000	50,000	60,292.78	9,351.94	-10,292.78	120.6%*
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500	1,195.00	358.00	305.00	79.7%*
141211 44121 Rental of Property	1,200	1,200	4,151.10	591.85	-2,951.10	345.9%*
141611 44131 Advertising Fees	0	0	2,669.26	449.41	-2,669.26	100.0%*
142121 44155 Ambulance Service Fee	1,000,000	1,000,000	1,122,657.36	98,125.59	-122,657.36	112.3%*
142121 44166 Special Detail - Fire	1,500	1,500	5,037.12	.00	-3,537.12	335.8%*
142221 44161 Witness Fees	2,000	2,000	1,824.30	550.00	175.70	91.2%*
142221 44162 Police Reports	3,500	3,500	6,345.77	366.00	-2,845.77	181.3%*
142221 44163 School Resource Offic	92,700	92,700	92,700.00	.00	.00	100.0%*
142221 44165 Special Detail - Poli	3,000	3,000	39,696.00	1,372.50	-36,696.00	1323.2%*
142221 44167 Dispatch Services fee	157,195	157,195	150,792.00	12,566.00	6,403.00	95.9%*
142221 44168 ACO Services fees	0	0	17,903.74	.00	-17,903.74	100.0%*
143131 44174 PW Labor & Materials	0	0	1,907.58	.00	-1,907.58	100.0%*
143431 44175 Recycling Revenue	15,000	15,000	18,556.60	3,777.15	-3,556.60	123.7%*
144545 44100 School Tuition, etc	128,349	128,349	198,774.29	-4,331.76	-70,425.29	154.9%*
145051 44121 Rental of Property	2,000	2,000	2,550.00	850.00	-550.00	127.5%*
TOTAL Charges for services	1,457,944	1,457,944	1,727,052.90	124,026.68	-269,108.90	118.5%
TOTAL REVENUES	1,457,944	1,457,944	1,727,052.90	124,026.68	-269,108.90	
<u>50 Fines &amp; Penalties</u>						
151611 45108 Gen License Late Pena	225	225	990.00	.00	-765.00	440.0%*

FOR 2020 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
151611 45109 Mooring Fee Late Pena	500	500	500.00	150.00	.00	100.0%*
151611 45110 Victualers Lic Late P	270	270	1,050.00	.00	-780.00	388.9%*
151621 45103 Unlicensed Dog Fines	6,000	6,000	3,100.00	25.00	2,900.00	51.7%*
152121 45104 False Alarm Fire	1,000	1,000	.00	.00	1,000.00	.0%*
152121 45107 Fire Code Violation F	0	0	100.00	100.00	-100.00	100.0%*
152221 45100 Ordinance Fines	200	200	1,490.00	.00	-1,290.00	745.0%*
152221 45101 Parking Tickets	30,000	30,000	36,230.50	630.00	-6,230.50	120.8%*
152221 45102 Leash Law Fines	100	100	350.00	50.00	-250.00	350.0%*
152221 45105 False Alarm Police	100	100	50.00	5.00	50.00	50.0%*
TOTAL Fines & Penalties	38,395	38,395	43,860.50	960.00	-5,465.50	114.2%
TOTAL REVENUES	38,395	38,395	43,860.50	960.00	-5,465.50	
60 Interest earned						
161193 46100 Interest Earned	220,000	220,000	292,591.20	7,853.84	-72,591.20	133.0%*
TOTAL Interest earned	220,000	220,000	292,591.20	7,853.84	-72,591.20	133.0%
TOTAL REVENUES	220,000	220,000	292,591.20	7,853.84	-72,591.20	
70 Donations						
171012 47000 Contrib from Portland	0	0	35,000.00	.00	-35,000.00	100.0%*
171952 47000 BDC Contrib to Econ D	25,000	25,000	25,000.00	.00	.00	100.0%*
TOTAL Donations	25,000	25,000	60,000.00	.00	-35,000.00	240.0%
TOTAL REVENUES	25,000	25,000	60,000.00	.00	-35,000.00	
80 Use of fund balance						
181100 48000 Unapprop General Fund	500,000	1,477,500	.00	.00	1,477,500.00	.0%*
181100 48001 Bal of State Revenue	112,000	112,000	.00	.00	112,000.00	.0%*
184500 48004 School Balance Forwar	2,111,364	2,111,364	.00	.00	2,111,364.00	.0%*
TOTAL Use of fund balance	2,723,364	3,700,864	.00	.00	3,700,864.00	.0%
TOTAL REVENUES	2,723,364	3,700,864	.00	.00	3,700,864.00	
90 Other						
191011 49000 Administration Miscel	0	0	418.00	.00	-418.00	100.0%*

FOR 2020 12

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111	49000	Finance Miscellaneous	3,000	3,000	8,929.17	.00	-5,929.17	297.6%*
191111	49106	W/C Proceeds	0	0	17,305.46	182.98	-17,305.46	100.0%*
191192	49100	Cable Television	275,000	275,000	215,950.80	.00	59,049.20	78.5%*
191194	49150	Gen Govt Asset Sales	0	0	41.28	.00	-41.28	100.0%*
191611	49000	Town Clerk Miscellane	2,200	2,200	1,847.50	163.50	352.50	84.0%*
191911	49000	Planning Miscellaneou	384	384	109.81	5.00	274.19	28.6%*
192121	49000	Fire Miscellaneous	1,000	1,000	630.00	.00	370.00	63.0%*
192221	49000	Police Miscellaneous	0	0	25,709.32	.00	-25,709.32	100.0%*
193131	49000	Public Works Miscella	1,500	1,500	4,150.60	.00	-2,650.60	276.7%*
194141	49103	General Assistance Re	0	0	865.80	.00	-865.80	100.0%*
194545	49000	School Miscellaneous	83,000	83,000	85,591.85	897.40	-2,591.85	103.1%*
195051	49000	Recreation Miscellane	1,000	1,000	.00	.00	1,000.00	.0%*
199980	48100	General Fund Transfer	638,600	638,600	678,945.53	40,345.53	-40,345.53	106.3%*
TOTAL Other			1,005,684	1,005,684	1,040,495.12	41,594.41	-34,811.12	103.5%
TOTAL REVENUES			1,005,684	1,005,684	1,040,495.12	41,594.41	-34,811.12	
GRAND TOTAL			67,929,606	68,907,106	65,432,231.65	1,248,969.58	3,474,874.35	95.0%

\*\* END OF REPORT - Generated by Branden Perreault \*\*

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

**ITEM 102**  
**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 July 20, 2020 on the following license application:

**Full Time Spirituous, Vinous & Malt**

El Rodeo Brunswick, LLC  
D/B/A: El Rodeo Brunswick  
238 Bath Rd.

Juan Sanchez Mata/Ilse Fernandez

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): El Rodeo Brunswick, LLC	Business Name (D/B/A):
Individual or Sole Proprietor Applicant Name(s):	Physical Location: 238 Bath Road, Brunswick, ME 04011
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different:
Mailing address, if different from DBA address:	Email Address: juangdl@live.com
Telephone #      Fax #: (614) 254-4976	Business Telephone #      Fax #:
Federal Tax Identification Number: 84-4102466	Maine Seller Certificate # or Sales Tax #: Applied For
Retail Beverage Alcohol Dealers Permit:	Website address:

1. New license or renewal of existing license?       New     Renewal

If a renewal, please provide the following information:

Your current license expiration date: \_\_\_\_\_

The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: \$ 8,000.00      Beer, Wine or Spirits: \$ 2,000.00      Guest Rooms: \_\_\_\_\_

2. Please indicate the type of alcoholic beverage to be sold: (check all that apply)

Malt Liquor (beer)       Wine       Spirits

3. 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 with auxiliary and mobile cart options (Class I, II, III, IV)
  Tavern (Class IV)
- Qualified Caterer
  Self-Sponsored Events (Qualified Caterers Only)
- Other: \_\_\_\_\_

*Refer to Section V for the License Fee Schedule*

4. If application is for a **new** license or the business is under new ownership, indicate starting date:

06/01/2020

5. Business records are located at the following address:

238 Bath Road, Brunswick, ME 04011

6. 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

7. Do you own or have any interest in any another Maine Liquor License?  Yes  No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
El Grand Rodeo	CAR201810888	147 Western Ave., South Portland, ME 04106
Azul Tequila	CAR202012405	29 School St., Gorham, ME 04038

8. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Juan Sanchez Mata	08/19/1986	Guanajuato, Mexico
Ilse Priscila Fernandez Herrera	04/21/1989	Guadalajara, Mexico

Residence address on all the above for previous 5 years

Name Juan Sanchez Mata	Address: Scarborough, ME
Name Ilse Priscila Fernandez Herrera	Address: Scarborough, ME
Name	Address:
Name	Address:

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

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

11. 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

12. Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?  Yes  No

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:

Legacy Partners of New Hampshire, LLC, 6 Foster St., Wakefield, MA 01880

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

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)

Retail Restaurant/Bar Area

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: Real School

Distance: 1

**Section II: Signature; Fee; Delivery of application**

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: 05/13/2020

  
\_\_\_\_\_  
Signature of Duly Authorized Person\*

\_\_\_\_\_  
Signature of Duly Authorized Person\*

Juan Sanchez Mata  
\_\_\_\_\_  
Printed Name Duly Authorized Person

\_\_\_\_\_  
Printed Name of Duly Authorized Person

\*The person signing this application must appear in Section VII on this application.



**A.** The bureau shall prepare and supply application forms.

**B.** The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

**C.** If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

**D.** If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

**2. Findings.** In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

**A.** Conviction of the applicant of any Class A, Class B or Class C crime;

**B.** Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

**C.** Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

**D.** Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

**D-1.** Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

**E.** A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

**3. Appeal to bureau.** Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

**A. Repealed**

**B.** If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

**4. Repealed**

**5. Appeal to District Court.** Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

#### **Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine**

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
  - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

## Section V: Fee Schedule

**Filing fee required.** In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

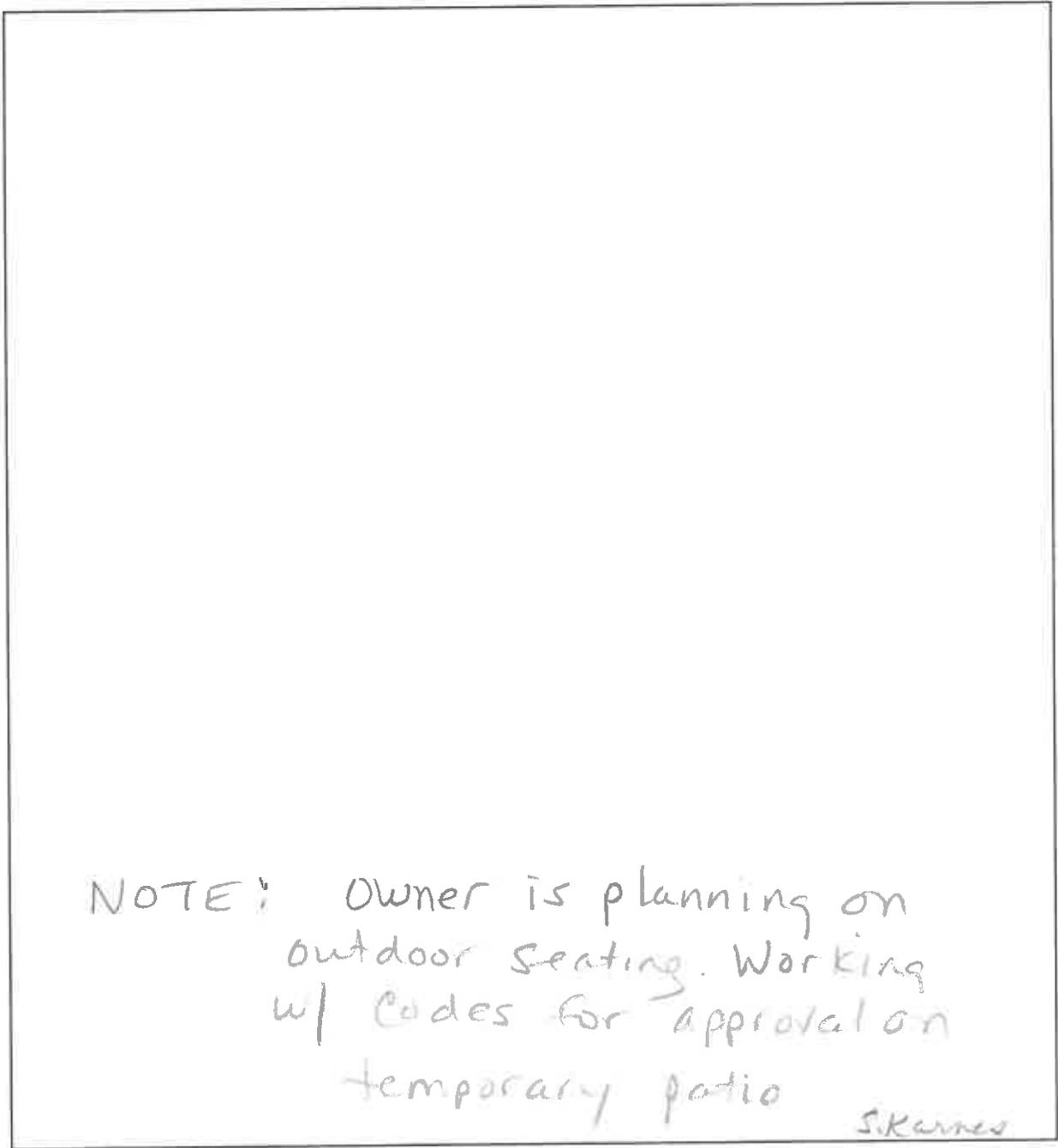
**Please note:** For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

<b>Class of License</b>	<b>Type of liquor/Establishments included</b>	<b>Fee</b>
<b>Class I</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
<b>Class I-A</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only hotels that do not serve three meals a day.	\$1,100.00
<b>Class II</b>	<b>For the Sale of Spirits Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
<b>Class III</b>	<b>For the Sale of Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class IV</b>	<b>For the Sale of Malt Liquor Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
<b>Class III and IV</b>	<b>For the Sale of Malt Liquor and Wine Only</b> This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
<b>Class V</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Club without catering privileges.	\$ 495.00
<b>Class X</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Class A Lounge	\$2,200.00
<b>Class XI</b>	<b>For the sale of liquor (malt liquor, wine and spirits)</b> This class includes only a Restaurant Lounge	\$1,500.00
<b>Self-Sponsored Events</b>	This class is for Qualified Caterers Only	\$ 700.00

**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.



NOTE: Owner is planning on outdoor seating. Working w/ codes for approval on temporary patio

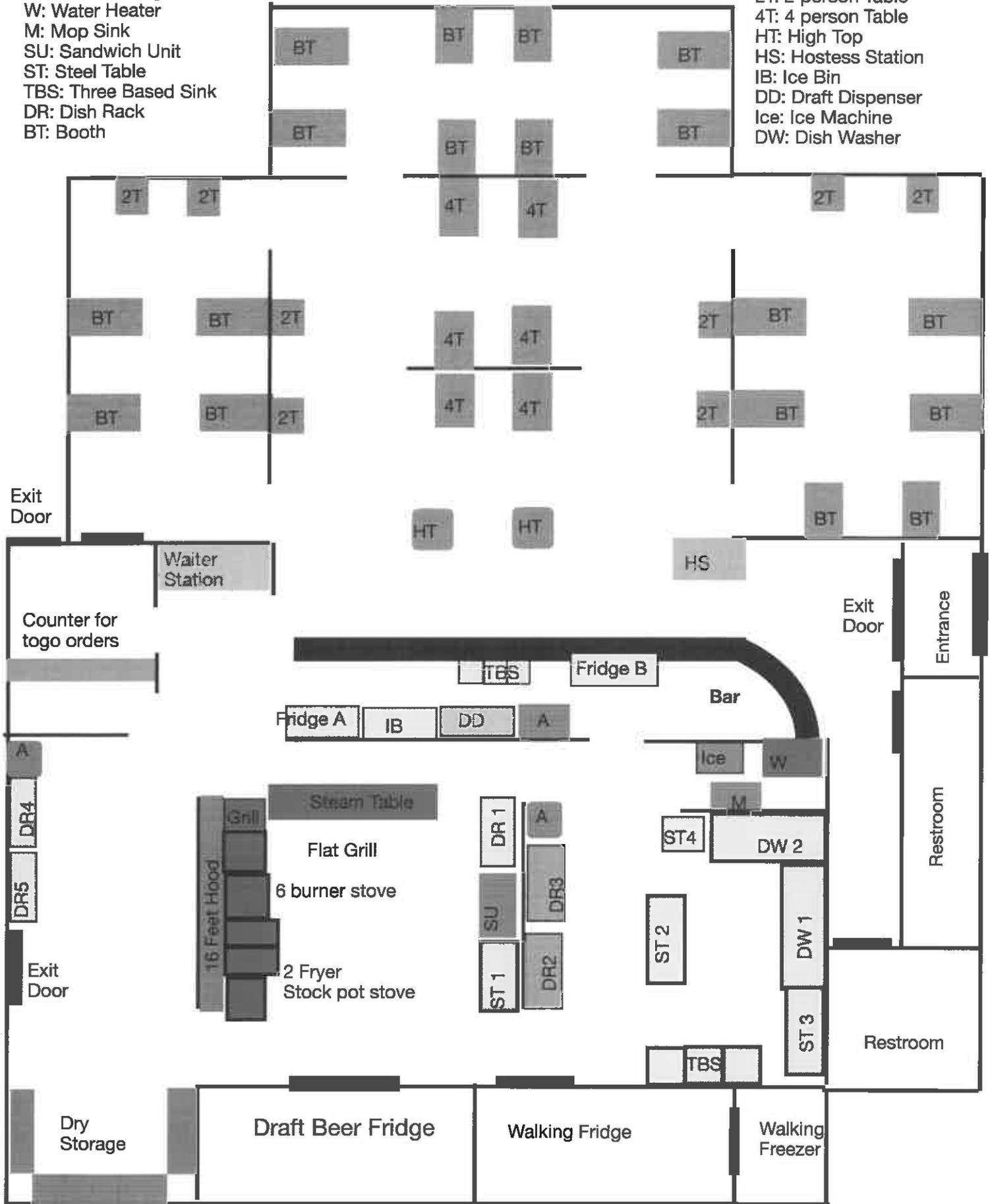
S. Karnes  
7/10/20

**Abbreviations**

- A: Hand Washing Sink
- W: Water Heater
- M: Mop Sink
- SU: Sandwich Unit
- ST: Steel Table
- TBS: Three Based Sink
- DR: Dish Rack
- BT: Booth

**Abbreviations**

- 2T: 2 person Table
- 4T: 4 person Table
- HT: High Top
- HS: Hostess Station
- IB: Ice Bin
- DD: Draft Dispenser
- Ice: Ice Machine
- DW: Dish Washer



**Bar Area**

TBS: Three Based Sink 20 inches by 60 inches

Fridge B : 24 inches by 86 inches

Fridge A: 33 inches by 74 inches

Bar: 37 inches by 280 inches

**Kitchen**

Steam table: 32 inches by 79 inches

Sandwich Table: 34 inches by 73 inches

Flat top grill: 33 inches by 48 inches

Stove: 36 inches by 31 inches

Grill: 26 inches by 24 inches

Stock pot: 18 inches by 21 inches

Fryer: 15 inches by 30 inches each

Steel Table 1: Prep Table 74 inches by 30 inches

DR 1: Drying Rack 24 inches by 74 inches by 48 inches

**Dish Washer Area**

TBS: Three Based Sink: 90 inches by 26 inches

ST 2: Steel table: 70 inches by 30 inches

ST3: Steel table 30 inches by 48 inches

DW1: Dish washer 30 inches by 100 inches

DW2: Dish washer 28 inches by 69 inches

A: Hand washing sinks: 17 inches by 15 inches (all hand washing sinks)

DR3: Drying Rack: 75 inches by 24 inches by 60 inches

DR2: Drying Rack: 60 inches by 24 inches by 97 inches

ST\$: Steel table 30 inches by 34 inches

**Back Entrance Side**

DR4: Drying Rack 60 inches by 69 inches by 24 inches

DR5: Drying Rack 24 inches by 74 inches by 60 inches

**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: El Rodeo Brunswick, LLC
2. Doing Business As, if any: \_\_\_\_\_
3. Date of filing with Secretary of State: 12/16/2019 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
Juan Sanchez Mata	Scarborough, ME	08/19/1986	Manager	50.0000
Isle Priscila Fernandez Herrera	Scarborough, ME	04/21/1989	Manager	50.0000

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



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

TELEPHONE: (207) 624-7220

FAX: (207) 287-3434

EMAIL INQUIRIES: [maineliquor@maine.gov](mailto:maineliquor@maine.gov)

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
  - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
  - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany **all** applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

**Important** – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
8 State House Station  
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations  
Division of Liquor Licensing and Enforcement  
10 Water Street  
Hallowell, ME 04347

**The following licenses/permits may be required prior to be licensing as an on-premises licensee with the Bureau**

<b>Obtained ✓</b>	<b>License/Permit</b>	<b>State/Federal Agency to Contact</b>	<b>Telephone Number</b>	<b>Physical Location</b>
	Seller Certificate or Sales Tax Number	Maine Revenue Services <a href="http://www.maine.gov/revenue">www.maine.gov/revenue</a>	(207) 624-9693	51 Commerce Dr, Augusta
	Health License	Health and Human Services <a href="http://www.maine.gov/dhhs">www.maine.gov/dhhs</a>	(207) 287-5671	286 Water St, 3 <sup>rd</sup> floor, Augusta
	Victualer's License	Municipality where premise is located.	Contact your town office or county office	Contact your town office or county office
	Shellfish License	Marine Recourses <a href="http://www.maine.gov/dmr">www.maine.gov/dmr</a>	(207) 624-6550	<ul style="list-style-type: none"> <li>• 32 Blossom Lane, Augusta</li> <li>• 194 McKown Point Rd, West Boothbay Harbor</li> <li>• Lamoine State Park, Lamoine</li> <li>• 650 State St, Bangor</li> <li>• 317 Whitneyville Rd, Jonesboro</li> </ul>
	Dance or Entertainment License	Fire Marshall's Office <a href="http://www.maine.gov/dps/fmo">www.maine.gov/dps/fmo</a>	(207) 626-3882	45 Commerce Drive, Suite 1, Augusta
	Federal I.D. Number	<a href="http://www.irs.gov">www.irs.gov</a>	(800) 829-4933	
	Legal business names for corporations and limited liability companies and "Doing Business As" Names (assumed names)	Secretary of State, Bureau of Corporations, Elections and Commissions <a href="http://www.maine.gov/sos/cec">www.maine.gov/sos/cec</a>	(207) 624-7752	111 Sewall St, 3 <sup>rd</sup> Fl, Augusta
	Retail Beverage Alcohol Dealers Permit	Alcohol and Tobacco Tax and Trade Bureau (TTB) <a href="https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers">https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers</a>	(877) 882-3277	

**ITEM 103  
BACKUP**



PAUL K. PERZANOSKI  
*Superintendent of Schools*

SHAWN L. LAMBERT  
*Assistant Superintendent*

BARBARA J. GUNN  
*Director of Student Services*

## BRUNSWICK SCHOOL DEPARTMENT

Office of the Superintendent  
46 Federal Street  
Brunswick, Maine 04011  
Telephone (207) 319-1900  
FAX (207) 725-1700

KELLY WENTWORTH  
*Business Manager*

SHANNA CROFTON  
*Director of Curriculum, Assessment,  
Instruction, & Professional Development*

SUE WOODHAMS  
*Director of Technology Integration*

March 12, 2020

Town of Brunswick  
Attn: Mr. John Eldridge  
Town Manager  
85 Union Street  
Brunswick, ME 04011

Dear Mr. Eldridge:

The School Board, at its regularly scheduled meeting March 11, 2020, by a majority vote of the entire Board and by unanimous vote of all Board members present, voted to accept School Revolving Renovation Fund Eligibility Certificate for project 1431 totaling \$296,006 for Coffin Elementary School, and to proceed with the work authorized therein. A copy of the certificate and the Department of Education forwarding letter are attached.

It is requested that the Town Council concur in this action and authorize borrowing from the bond bank, and that the Town Finance Director prepare and submit the required financing application.

Thank you for your assistance in this matter.

Sincerely,

Paul K. Perzanoski  
Superintendent



PAUL K. PERZANOSKI  
*Superintendent of Schools*

SHAWN L. LAMBERT  
*Assistant Superintendent*

BARBARA J. GUNN  
*Director of Student Services*

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*Director of Curriculum, Assessment,  
Instruction, & Professional Development*

SUE WOODHAMS  
*Director of Technology Integration*

May 4, 2020

Dear Brunswick Town Councilors and Town Manager;

Thank you for all of your work around the COVID pandemic. The School Board shares your commitment and passion for working in the best interests of the town of Brunswick and its citizens.

When schools are permitted to re-open their physical plants, it is likely that the educational program will look different than in previous history. Social distancing may be still in effect as well as a limit of the number of people allowed in a group.

With this uncertainty the School Board unanimously endorsed at their April 30, 2020 meeting a timeline and plan that allows the use of classrooms at Coffin School for students and staff that may be affected by the state guidelines in the fall. The plan also calls for discussion to begin with stakeholder groups on future uses for Coffin School. Some of the suggestions we have heard over time include the following:

- Develop the gymnasium as a shared community/town facility for community events, sports, and performances.
- Develop Coffin as a community center that co-locates school administration offices with various organizations and non-profits that serve families in the community. Turn Hawthorne over to the town.
- Create community gardens on the property and community outdoor space.
- Move the REAL School from Brunswick Landing to Coffin School.
- Utilize the cafeteria and several classrooms by BJHS freeing up space for the music and art program in the junior high and allowing a set of portables to be decommissioned.
- Move the Teen Center from Union Street to Coffin so BJHS students could walk over after school.
- Utilize space for a Performing and Visual Arts Program.
- Establish a school-based medical clinic.
- Utilize space for the presentation of Adult Education classes.

May 4, 2020

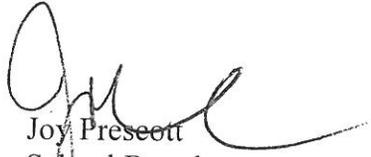
Page 2

We send you this correspondence not just to inform you of our plans but to also give you information to make a decision on the Revolving Renovation Project in the Coffin gymnasium. We look forward to your response and will move forward with our plan as we attempt to prepare for the uncertain future.

Sincerely,



Jim Grant  
School Board  
Chair



Joy Prescott  
School Board  
Vice-Chair



Sarah Singer  
School Board  
Facilities Committee Chair

## Timeline and Proposal for the Use of Coffin School

### 2020 May – August

- ~ Maintain Food Service Office and storage areas (permanent).
- ~ Prepare cafeteria and two classrooms for use by BJHS.
- ~ Move designated furniture to Kate Furbish Elementary School.
- ~ Remove designated portables and renovate sites.
- ~ Repair ventilation system for community and student use (Revolving Renovation).
- ~ Install wireless access points.
- ~ Utilize classrooms for overflow when the schools are opened after the pandemic.

### 2020 September – December

- ~ Begin discussion and possible planning for Coffin School by working with stakeholder groups on various uses in the near future. Begin cost analysis for future uses.
- ~ Utilize classrooms for overflow when the schools are opened after the pandemic.

### 2021 January – June

- ~ Finalize space recommendations for all interested parties.
- ~ Begin any possible building renovations and price out budget items for the 2022 budget, including moves.

### 2021 July - August

- ~ Complete any needed renovations for occupancy.
- ~ Adjust and finalize any use of space by BJHS.

**TOWN OF BRUNSWICK, MAINE**

**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).**

**WHEREAS**, the Town Council (the “Town Council”) of the Town of Brunswick (the “Town”) has determined that the Town needs to address improvements at the Coffin Elementary School; and

**WHEREAS**, the Town’s School Department has received an eligibility certificate from the Maine Department of Education approving an Indoor Air Quality improvement project to be part of the Maine Municipal Bond Bank’s School Revolving Renovation Fund program and an estimated 37.89% of total cost loan forgiveness; and

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

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

**Section 1. Authorization for Project, Appropriation and Funding** **Appropriation through Bonds.** That Indoor Air Quality improvements in the Coffin Elementary School, including but not limited to the engineering, planning, development, construction, any necessary equipping, and financing costs associated with the project described (the “Project”) are hereby approved, and that \$296,006 is hereby appropriated to fund the Project. In order to fund the appropriation, the Treasurer and the Chair of the Town Council are hereby authorized and empowered in the name and on behalf of the Town of Brunswick (the “Town”) to borrow up to \$296,006 through the Maine Municipal Bond Bank’s School Revolving Renovation Fund, (\$112,157 of which is to be forgiven pursuant to the terms of a Loan Agreement (the “Loan Agreement”) with the Maine Municipal Bond Bank (the “Bank”) leaving a total principal debt liability to the Town of \$183,849).

**Section 2. Loan Agreement.** That the Town Council hereby delegates authority and authorizes the Treasurer to enter into a Loan Agreement and the issuance, sale and delivery to the Bank, as evidence of the aforesaid loan and against payment therefor, of a 2020 School Revolving Renovation Fund Bond (the “Bond”) of the Town in the aggregate principal amount for this Project not to exceed \$183,849, such Loan Agreement and Bond to be signed by the Treasurer and countersigned by the Chair of the Town Council and attested by its Town Clerk; and to contain such terms and provisions as the officials executing the same may approve, their approval to be conclusively evidences by their execution thereof. If the Treasurer, Chair of the Town Council or Town Clerk are for any reason unavailable to approve and execute the bonds or other documentation in connection with the Project, execution and delivery of the bonds, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had performed such act.

**Section 3. Full Faith and Credit.** That the Bond shall be issued as a general obligation of the Town payable from the property taxes levied in the Town and for which payment the full faith and credit and taxing power of the Town are hereby pledged. That the Town covenants and agrees that it will, at all

times so long as the Bond is outstanding, collect taxes in such an amount that together with all other monies available to the Town will be fully sufficient to permit the performance of all covenants and obligations of the Town established herein and in the Loan Agreement and the Bond, including the prompt payment of principal of and interest on the Bond as and when due and payment of principal and interest on all other indebtedness of the Town as and when due.

**Section 4. Delegation to Execute Documents.** The Treasurer and Chair of the Town Council and all other proper officials of the Town, be and hereby are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things as may be deemed necessary or desirable in order to effect the borrowing authorized by this vote, including without limitation the execution and delivery of such further agreements, documents, certificates and other instruments as may be necessary or appropriate in connection herewith.

**Section 5. Advances and Declaration of Official Intent.** The Town is authorized to make advances from the Town's general fund in an aggregate amount not to exceed \$296,006 in anticipation of the receipt of bond or note proceeds for the Project. Advances used in lieu of bonds or notes authorized hereunder are appropriated to finance the cost, or any part thereof, of the Project. The Treasurer is authorized to establish and amend all details of any advances including, but not limited to the term, interest rates and payment schedule. Advances from the Town's general fund may finance the original expenditures related to the Project. It is expected that those advances will be reimbursed in part or in whole by the issuance of or receipt of proceeds for bonds or notes authorized hereunder. It is the intent of the Town Council that this Ordinance shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

**Section 6. Abandonment of Borrowing Authority.** The Treasurer is empowered to declare abandoned, the authority to issue any bonds or notes the Treasurer deems to be in excess of the amount necessary to complete the Project. Such a declaration once made may not be reversed other than by ordinance.

Proposed to Town Council:      March 16, 2020  
Public Hearing:  
Adopted by Town Council:

**TOWN OF BRUNSWICK  
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on Monday, April 21, 2020 at 6:30 p.m. in the Council Chambers of the Brunswick Town Hall, 85 Union Street, to consider the following:

**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).**

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 (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

\_\_\_\_\_, 2020

Printed in the *Times Record* on \_\_\_\_\_, 2020

**ITEM 104**  
**NO BACKUP**

**ITEM 105**  
**BACKUP**

# Town of Brunswick, Maine

OFFICE OF THE TOWN CLERK

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## MEMORANDUM

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**TO:** Town Council

**FROM:** Fran Smith, Town Clerk

**DATE:** July 16, 2020

**SUBJECT:** Amendment to the Marijuana Establishment Licensing Ordinance

---

Please find attached the proposed amendments to this ordinance. Due to a recent court case, the Town Attorney is recommending we remove the requirement that an applicant for a marijuana establishment license be a Maine resident.

The action for this meeting will be to set a public hearing for August 3, 2020.

**Amendments to Marijuana Establish Ordinance  
Eliminating requirement to be Maine Resident  
Drafted 7-15-2020**

Sec. 10-26. - Required; fees.

- (a) A person or organization may not engage in any of the businesses or occupations listed below without first obtaining a license from the town according to the provisions stated below, with fees paid in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances. In addition, the applicant is responsible for compliance with all pertinent town ordinances and state laws. Except as otherwise stated, the license shall expire on June 30 annually.
- (b) *The fees.* in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances, include an application fee which is nonrefundable if the license is not approved. Unless otherwise designated, the initial license shall be assessed on a semi-annual basis. There will be a late fee assessed to licenses that have expired. The fine will double after the license has been expired for more than thirty (30) days.

(16) *Marijuana establishments.*

- h. *Denial, suspension or revocation of a license.* A license application for a marijuana establishment shall be denied by the licensing authority, and an existing license may be suspended or revoked by the town council after notice and hearing, if the applicant, or any owner of the applicant or licensee:
  - i. Fails to meet the requirements of this subsection.
  - ii. Is not at least twenty-one (21) years of age.
  - ~~iii. Is not a resident of the State of Maine.~~
  - ~~iv.~~ iii Has had a license for a marijuana establishment revoked by the town or by the state.
  - iv. Has not acquired all necessary state and local approvals prior to issuance of the license.
  - vi. Has been convicted of a criminal violation arising out of operation of a marijuana establishment.
  - ~~vii.~~ Has provided false or misleading application in connection with the license

**ITEM 106**  
**BACKUP**

# Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

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## MEMORANDUM

---

**TO:** Town Council

**FROM:** John Eldridge  
Town Manager

**DATE:** March 11, 2020

**SUBJECT:** Equal Rights Amendment - Resolution

---

Councilor Wilson has requested that the attached resolution be considered by the Town Council. Council leadership has included it as an agenda item for the March 16<sup>th</sup> Council meeting.

Councilor Wilson will speak to the resolution.

attachments

# Town of Brunswick, Maine



## TOWN COUNCIL

### ***Resolution Calling on the Legislature to Pass LD 433, The Maine ERA***

***Whereas***, at the State of Maine's founding women were not recognized as citizens under the new Constitution and were unable to vote;

***Whereas***, it was not until one hundred years after Maine became a state that most women earned the right to vote through the ratification of the 19<sup>th</sup> Amendment;

***Whereas***, the right to vote remains women's only constitutionally enumerated right, in Maine and nationally;

***Whereas***, all other rights that women have won have come as a result of legislation, legal decisions, or regulation, and those rights are more easily reversed;

***Whereas***, Maine's legislature ratified the federal Equal Rights Amendment in a bipartisan vote in 1974;

***Whereas***, there exists no language in Maine's Constitution prohibiting discrimination on the basis of sex;

***Whereas***, the final decision of whether to amend Maine's Constitution is not in the hands of the legislature, but of the voters;

***Whereas***, an amendment passed in this session can be on the ballot on November 3, 2020;

***Now therefore, be it resolved***, in Maine's bicentennial year, and the centennial of woman suffrage, the Brunswick Town Council calls on the Maine legislature to pass LD 433, the Maine Equal Rights Amendment, which reads simply, Equality of rights under the law may not be denied or abridged by the State or any political subdivision of the State based on the sex of an individual. The legislature has the power to enforce this section by appropriate legislation.

*Voted by the Town Council of Brunswick, Maine this      day of      , 2020*

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*John M. Perreault, Chair – Town Council*

# CONSENT AGENDA - A BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

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## MEMORANDUM

---

**TO:** John Eldridge, Town Manager

**FROM:** Ryan Barnes, Town Engineer

**DATE:** July 8, 2020

**SUBJECT:** Utility Location Permit Application, Permit # ULP-20-07  
Central Maine Power  
Utility Pole Installation – Bull Rock Road

---

Attached, for presentation to the Town Council is an application for a Utility Location Permit received from Central Maine Power.

Central Maine Power seeks authorization to install one (1) new utility pole (pole 13.1), 85' south of utility pole 13 on Bull Rock Road.

Brunswick Public Works Department has no objection to these above ground utility lines as proposed, providing it is approved subject to the following conditions:

1. The final location governed by the utility location permit is subject to adjustment, as determined necessary by the Town Engineer, to provide adequate clearance from any underground facilities located by field verification by each utility.
2. All work is subject to compliance with the Town's Street Opening and road restoration requirements.

Town of Brunswick  
Public Works Department

**Application for Utility Location Permit**

DATE 7/2/2020

Permit Number: ULP-20-07  
(to be provided by Town)

The Central Maine Power and Consolidated Comm  
(Name of Utility) Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and  
operate Electric  
(Type of Utility)

within the Right of Way of highways within the State, hereby applies, pursuant to Title 35A M.R.S.A., Section 2503, and 17-229 C.M.R. Chapter 205, for a Location Permit for the following installation in the Town of Brunswick.

Provide a Brief Description. (Attach both a general location map and a detailed plan of the installation indicating the exact utility location with offsets for centerline or edge or right of way provided.):

Name of Street: Thomas Point Rd (aka Bull Rock Road)  
Starting Point: POLE 013 End Point: POLE 013.1

Minimum Depth of Cover \_\_\_\_\_ (if applicable) Maximum PSI \_\_\_\_\_ (if applicable)

"Any person, firm or corporation owning property which abuts the public way described above and claiming to be adversely affected by this proposed location, may file a written objection with the Town of Brunswick Public Works Dept, 9 Industry Rd, Brunswick, ME 04011, stating the cause of said objection within fourteen (14) days after the publication of this notice. The written objection must be served by delivery in hand or by registered certified mail".

The text of this application  will  will not be published\*: Publish Date: \_\_\_\_\_

Name of Newspaper: \_\_\_\_\_

Signature of Utility: James Lemieux

Print Name and Title: James Lemieux CMP Line Supervisor Brunswick

\*If publication is chosen, the entire application above the double line is to be published. Submit completed applications to the address provided above in the objection statement.

Form 4503

Notification: 10300663146  
Work Order: 801000297656

LOCATION PERMIT

Upon the Application of Center Maine Power Company and FairPoint New England

dated 07/06/2020, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Brunswick approximately located as follows:

- 1. Starting Point: Pole 013
- 2. Road (State & CMP): Thomas Point Road aka Bull Rock Road
- 3. Direction: Southerly
- 4. Distance: 85 feet
- 5. Number of Poles: 1

Facilities shall consist of wood poles and appurtenances with a minimum of wire and cable not less than 18 feet over the public highway and/or buried cables or conduit and appurtenances placed a minimum depth of 36 inches under pavement and 30 inches elsewhere, all in a manner conforming to the National Electric Safety Code.

By: \_\_\_\_\_  
By: \_\_\_\_\_  
By: \_\_\_\_\_  
By: \_\_\_\_\_  
By: \_\_\_\_\_  
Municipal Officers

Office of the \_\_\_\_\_

Received and Recorded in Book \_\_\_\_\_, Page \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk



Form 4501

Notification: 10300683146

Work Order: 801000297656

CENTRAL MAINE POWER COMPANY

APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Brunswick, Maine

To the: [ ] City [x] Town [ ] County of: Cumberland, Maine

- [x] Central Maine Power hereby applies for permission to: [x] Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below. [ ] Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

[x] Central Maine Power Company and FairPoint New England

jointly apply for permission to construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

- 1. Starting Point: Pole 013
2. Road (State & CMP): Thomas Point Road aka Bull Rock Road
3. Direction: Southerly
4. Distance: 85' feet
5. Number of Poles: 1

- [x] Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code. [ ] Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

Any person, firm, or corporation to be adversely affected by this proposed location shall file a written objection with the State Department of Transportation, City, Town or County stating the cause of said objection within fourteen (14) days after the publication of this notice or ninety (90) days after installation of facilities without publication.

[ ] Public Notice of this application has been given by publishing the text of the same [x] Not Published

In: [ ]
On: [ ]

CENTRAL MAINE POWER COMPANY

FairPoint New England

By: Wanye Potvin Date: 07/06/2020 By: Date:

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# CONSENT AGENDA - B BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

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## MEMORANDUM

---

**TO:** John Eldridge, Town Manager  
**FROM:** Ryan Barnes, Town Engineer  
**DATE:** July 8, 2020  
**SUBJECT:** Utility Location Permit Application, Permit # ULP-20-03  
Maine Natural Gas  
Gas Main Extension – Dunning Street

---

Attached, for presentation to the Town Council is an application for a Utility Location Permit received from Maine Natural Gas.

Maine Natural Gas seeks authorization to install a new gas main along Dunning Street beginning at Cushing Street and extending 815 feet east to Union Street, the main will provide access to nineteen additional customers.

Brunswick Public Works Department has no objection to these underground utility lines as proposed, providing it is approved subject to the following conditions:

1. The final location governed by the utility location permit is subject to adjustment, as determined necessary by the Town Engineer, to provide adequate clearance from any underground facilities located by field verification by each utility.
2. All work is subject to compliance with the Town's Street Opening and road restoration requirements.

**Town of Brunswick  
Public Works Department**

***Application for Utility Location Permit***

DATE: \_\_\_\_\_

Permit Number: \_\_\_\_\_  
(to be provided by Town)

\_\_\_\_\_ and \_\_\_\_\_  
(Name of Utility) Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

\_\_\_\_\_  
(Type of Utility)

within the Right of Way of highways within the State, hereby applies, pursuant to Title 35A M.R.S.A., Section 2503, and 17-229 C.M.R. Chapter 205, for a Location Permit for the following installation in the Town of Brunswick.

Provide a Brief Description. (Attach both a general location map and a detailed plan of the installation indicating the exact utility location with offsets for centerline or edge or right of way provided):

Name of Street: \_\_\_\_\_

Starting Point: \_\_\_\_\_ End Point: \_\_\_\_\_

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Union Street and extends approximately 815 ft west up Dunning Street in the north sidewalk. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: \_\_\_\_\_ (if applicable) Maximum PSI: \_\_\_\_\_ (if applicable)

"Any person, firm or corporation owning property which abuts the public way described above and claiming to be adversely affected by this proposed location, may file a written objection with the Town of Brunswick Public Works Dept, 9 Industry Rd, Brunswick, ME 04011, stating the cause of said objection within fourteen (14) days after the publication of this notice. The written objection must be served by delivery in hand or by registered certified mail".

The text of this application  will  will not be published\*: Publish Date: \_\_\_\_\_

Name of Newspaper: \_\_\_\_\_

Signature of Utility: \_\_\_\_\_  


Print Name and Title: \_\_\_\_\_

\*If publication is chosen, the entire application above the double line is to be published. Submit completed applications to the address provided above in the objection statement.



PROPOSED GAS MAIN EXPANSION  
SUMMARY OF UTILITY COORDINATION

LOCATION OF APPLICATION: Dunning Street  
DATE OF SUBMITTIAL: 6-22-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
<b>Brunswick Sewer District</b> Robert Pontau	Email response 6-17-2020	729-0148	If within 10' call Wes Wharff at 841-1872 or <a href="mailto:wwharff@bsewer.org">wwharff@bsewer.org</a>
<b>Brunswick &amp; Topsham Water District</b> TC Schofield	Email response 6-17-2020	729-9956	No objections.
<b>Fairpoint</b> Lillian Stiles		797-1866	No response as of 6-22-2020
<b>Central Maine Power</b>		721-8006	No response as of 6-22-2020
<b>Town of Brunswick</b> Ryan Barnes	Email response 6-17-2020	725-6654	No objections.
<b>Comcast</b> Kendall Blodgett			No response as of 6-22-2020



# CONSENT AGENDA - C BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

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## MEMORANDUM

---

**TO:** John Eldridge, Town Manager

**FROM:** Ryan Barnes, Town Engineer

**DATE:** July 8, 2020

**SUBJECT:** Utility Location Permit Application, Permit # ULP-20-04  
Maine Natural Gas  
Gas Main Extension – Oak Street

---

Attached, for presentation to the Town Council is an application for a Utility Location Permit received from Maine Natural Gas.

Maine Natural Gas seeks authorization to install a new gas main along Oak Street beginning at Cushing Street and extending 820 feet east, the main will provide access to twenty additional customers.

Brunswick Public Works Department has no objection to these underground utility lines as proposed, providing it is approved subject to the following conditions:

1. The final location governed by the utility location permit is subject to adjustment, as determined necessary by the Town Engineer, to provide adequate clearance from any underground facilities located by field verification by each utility.
2. All work is subject to compliance with the Town's Street Opening and road restoration requirements.





PROPOSED GAS MAIN EXPANSION  
SUMMARY OF UTILITY COORDINATION

LOCATION OF APPLICATION: Oak Street

DATE OF SUBMITTIAL: 6-22-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
<b>Brunswick Sewer District</b> Robert Pontau	Email response 6-17-2020	729-0148	No objections.
<b>Brunswick &amp; Topsham Water District</b> TC Schofield	Email response 6-17-2020	729-9956	No objections.
<b>Fairpoint</b> Lillian Stiles		797-1866	No response as of 6-22-2020
<b>Central Maine Power</b>		721-8006	No response as of 6-22-2020
<b>Town of Brunswick</b> Ryan Barnes	Email response 6-17-2020	725-6654	No objections.
<b>Comcast</b> Kendall Blodgett			No response as of 6-22-2020



# CONSENT AGENDA - D BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

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## MEMORANDUM

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**TO:** John Eldridge, Town Manager

**FROM:** Ryan Barnes, Town Engineer

**DATE:** July 8, 2020

**SUBJECT:** Utility Location Permit Application, Permit # ULP-20-05  
Maine Natural Gas  
Gas Main Extension – Kyle Street

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Attached, for presentation to the Town Council is an application for a Utility Location Permit received from Maine Natural Gas.

Maine Natural Gas seeks authorization to install a new gas main along Kyle Street beginning at Robin Drive and extending 1,000 feet north, the main will provide access to thirteen additional customers.

Brunswick Public Works Department has no objection to these underground utility lines as proposed, providing it is approved subject to the following conditions:

1. The final location governed by the utility location permit is subject to adjustment, as determined necessary by the Town Engineer, to provide adequate clearance from any underground facilities located by field verification by each utility.
2. The contractor shall review any necessary tree trimming within the right of way with the Town Arborist prior to beginning work.
3. All work is subject to compliance with the Town's Street Opening and road restoration requirements.



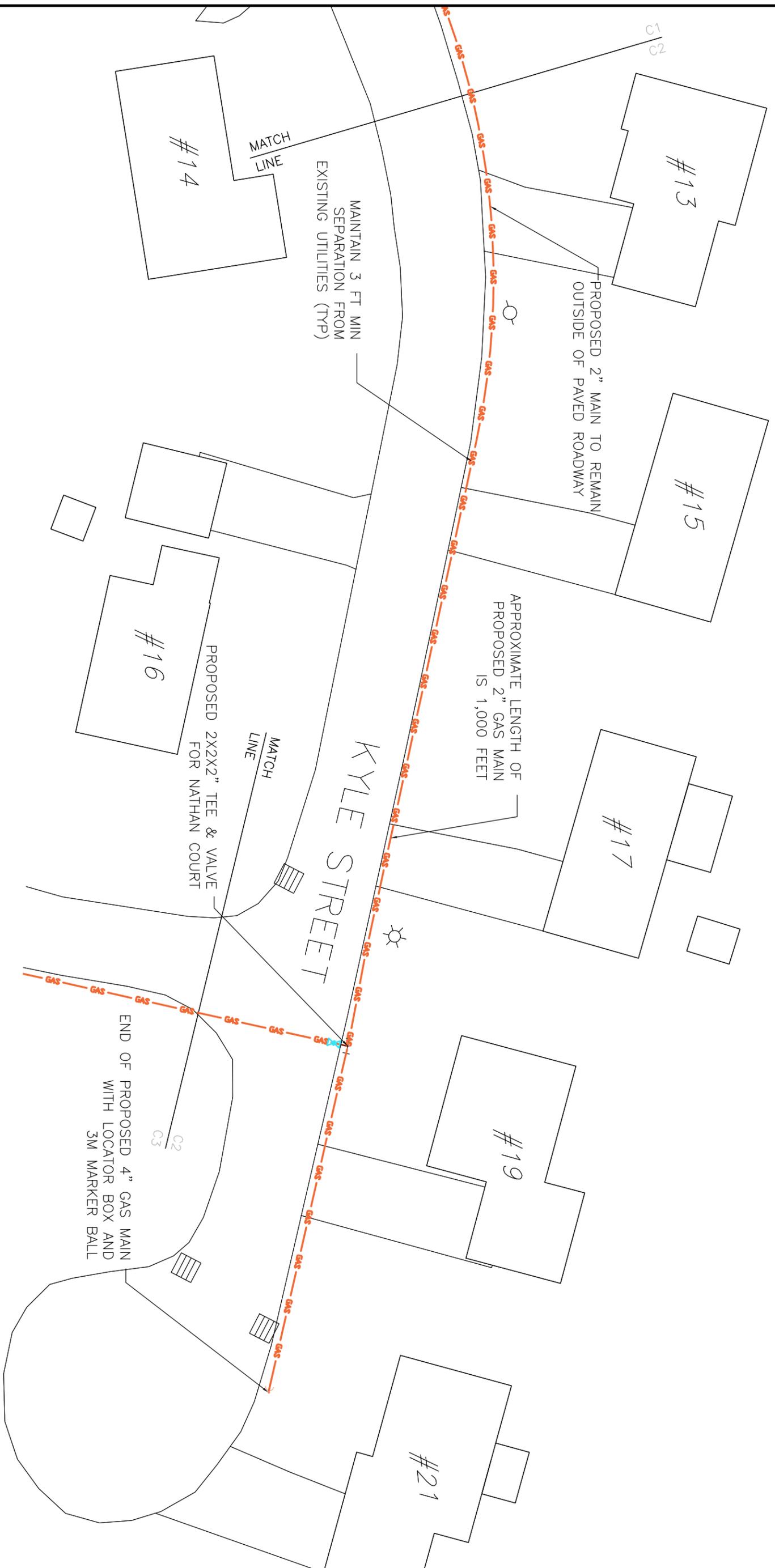


PROPOSED GAS MAIN EXPANSION  
SUMMARY OF UTILITY COORDINATION

LOCATION OF APPLICATION: Kyle Street  
DATE OF SUBMITTIAL: 6-22-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
<b>Brunswick Sewer District</b> Robert Pontau	Email response 6-17-2020	729-0148	No objections.
<b>Brunswick &amp; Topsham Water District</b> TC Schofield	Email response 6-17-2020	729-9956	No objections.
<b>Fairpoint</b> Lillian Stiles		797-1866	No response as of 6-22-2020
<b>Central Maine Power</b>		721-8006	No response as of 6-22-2020
<b>Town of Brunswick</b> Ryan Barnes	Email response 6-17-2020	725-6654	No Objections.
<b>Comcast</b> Kendall Blodgett			No response as of 6-22-2020





MAINE NATURAL GAS  
GAS CONSTRUCTION MAPPING  
BRUNSWICK, ME

KYLE STREET



9 Industrial Parkway, Brunswick, Maine 04011

DRAWN BY: JRG  
CHECKED BY: SBM  
DATE: 6/8/2020  
APPROVED BY:  
DATE:  
BOOK NO.:  
PROJECT NO.: N/A  
SCALE: N.T.S.

NO	SUBMISSIONS/REVISIONS	APP'D	DATE
1	PERMIT DRAWING		6-8-2020

PLOTTED 6-8-2020

DRAWING

C-2

# CONSENT AGENDA - E BACK UP MATERIALS

# Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

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## MEMORANDUM

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**TO:** John Eldridge, Town Manager

**FROM:** Ryan Barnes, Town Engineer

**DATE:** July 8, 2020

**SUBJECT:** Utility Location Permit Application, Permit # ULP-20-06  
Maine Natural Gas  
Gas Main Extension – Nathan Court

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Attached, for presentation to the Town Council is an application for a Utility Location Permit received from Maine Natural Gas.

Maine Natural Gas seeks authorization to install a new gas main along Nathan Court beginning at Kyle Street and extending 400 feet south, the main will provide access to seven additional customers.

Brunswick Public Works Department has no objection to these underground utility lines as proposed, providing it is approved subject to the following conditions:

1. The final location governed by the utility location permit is subject to adjustment, as determined necessary by the Town Engineer, to provide adequate clearance from any underground facilities located by field verification by each utility.
2. All work is subject to compliance with the Town's Street Opening and road restoration requirements.





PROPOSED GAS MAIN EXPANSION  
SUMMARY OF UTILITY COORDINATION

LOCATION OF APPLICATION: Nathan Court

DATE OF SUBMITTIAL: 6-22-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
<b>Brunswick Sewer District</b> Robert Pontau	Email response 6-17-2020	729-0148	No objections.
<b>Brunswick &amp; Topsham Water District</b> TC Schofield	Email response 6-17-2020	729-9956	No objections.
<b>Fairpoint</b> Lillian Stiles		797-1866	No response as of 6-22-2020
<b>Central Maine Power</b>		721-8006	No response as of 6-22-2020
<b>Town of Brunswick</b> Ryan Barnes	Email response 6-17-2020	725-6654	No Objections.
<b>Comcast</b> Kendall Blodgett			No response as of 6-22-2020

