

BRUNSWICK TOWN COUNCIL
Agenda
October 19, 2020
Regular Meeting – 6:30 P.M.
EXECUTIVE SESSION WILL FOLLOW BUSINESS MEETING
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 835 5346 5949 and the passcode 263455 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.

Roll Call of Members/Acknowledgement Notice

Pledge of Allegiance

Adjustments to Agenda

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

MANAGER'S REPORT

- a) Financial Update
- b) Absentee Ballots
- c) Financial Statement Audit
- d) Solid Waste Alternatives

PUBLIC HEARING

144. The Town Council will hear public comments on “An Ordinance Authorizing the Funding and Acquisition of a New Fire Tank Truck, With Total Project Costs Not to Exceed \$425,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$425,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder”, and will take any appropriate action. (Town Manager Eldridge)

HEARING/ACTION

145. The Town Council will hear public comments for proposed zoning ordinance text amendments regarding lengthening the timeline for Major Development Review and the Common Development Plan review applications, and will take any appropriate action. (Planning Board)

HEARING/ACTION

146. The Town Council will hear public comments on amendments to the General Assistance Maximums, and will take and appropriate action. (Town Manager Eldridge)

HEARING/ACTION

147. The Town Council will consider an application for a new liquor license for Fat Boy, 111 Bath Road, and will take any appropriate action. (Town Manager Eldridge)

Full Time Vinous & Malt

Fat Boy Drive-In, LLC
D/B/A: Fat Boy
111 Bath Road

James Jerome

HEARING/ACTION

NEW BUSINESS

148. The Town Council will consider adopting “A Resolution Authorizing an Appropriation and Grant of Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority” for Tax Increment Financing funds in an amount up to \$732,800.00, and will take any appropriate action. (TIF Committee)

ACTION

149. The Town Council will consider approval of an “Agreement Between Municipalities in Cumberland County to Provide Mutual Aid”, and will take any appropriate action. (Police Department)

ACTION

150. The Town Council will consider accepting a grant of \$211,665.50 from the Center for Tech and Civic Life COVID-19 Response for the purpose of secure election administration, and will take any appropriate action. (Town Clerk)

ACTION

151. The Town Council will consider a “Resolution Designating “Trick or Treat” Hours and Encouraging Caution with Halloween Activities”, and take any appropriate action.
(Town Manager Eldridge)

DISCUSSION/ACTION

CONSENT AGENDA

- a) Adoption of “Small Business Saturday” Proclamation
- b) Firehouse Subs Grant to Police Department

EXECUTIVE SESSION: Union Negotiations per 1 M.R.S.A. §405(6)(D)

**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
October 19, 2020
Council Notes and Suggested Motions**

MANAGER’S REPORT

A memo from Town Manager Eldridge with more details about Manager’s Report items is included in the packet.

- a) **Financial update:** Copies of the financial reports are included in the packet.
- b) **Absentee Ballots:** Town Manager Eldridge will give this reminder.
- c) **Financial Statement Audit:** Town Manager Eldridge will provide this information.
- d) **Solid Waste Alternatives:** Town Manager Eldridge will provide this information.

PUBLIC HEARINGS

144. **Notes:** This is the public hearing to consider an ordinance for the funding and acquisition of a new fire tank truck, the replacement of Tank Truck #2, which was included in the adopted 2021-2025 Capital Improvement Program (CIP). Tank 2 was originally scheduled to be replaced two (2) years ago. The project budget is \$425,000, and would be financed with the issue of general obligation bonds. A copy of a memo from Fire Chief Ken Brilliant, the proposed ordinance and the public hearing notice are included in the packet.

Recommended 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.

Suggested Motion:

Motion to adopt “An Ordinance Authorizing the Funding and Acquisition of a New Fire Tank Truck, With Total Project Costs Not to Exceed \$425,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$425,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder”.

145. **Notes:** The Department of Planning and Development is proposing text amendments to the Town of Brunswick Zoning Ordinance to increase the time period for standard Major Development Review and Common Development Plan (CDP) review, in order to provide the highest quality of development review and to accommodate the needs of the Planning Board and Town Staff. They are proposing to increase the time period for standard Major Development Review, both Sketch Plan and Final Plan, and CDP review from three (3) weeks to five (5) weeks. Planning Board held a workshop on July 28, 2020 to review staff’s proposed text amendments, and also held a public hearing on August 25, 2020, with no public comment. A memo from the Planning Board and Matt Panfil,

Director of Planning and Development, and the proposed text amendments are included in the packet.

Recommended 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.

Suggested Motion:

Motion to adopt proposed text amendments to the Brunswick Zoning Ordinance related to increasing the time period for Major Development Review and Common Development Plan review.

146. **Notes:** This is the required public hearing regarding changes to the current General Assistance Maximums, as required by state law. This is the annual adoption of the limits, with changes to GA overall and housing maximums. Copies of a memo and current and proposed Overall Maximum levels are included in your packet.

Recommended 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.

Suggested Motion:

Motion to adopt the annual General Assistance Maximums, as required by state law.

147. **Notes:** Fat Boy is applying for an initial liquor license, which needs to be approved by the Town Council. A copy of their application and the public hearing notice are included in the packet.

Suggested Motion:

Motion to approve an initial liquor license for Fat Boy, 111 Bath Road.

NEW BUSINESS

148. **Notes:** The Tax Increment Financing (TIF) Committee met on October 15, 2020, to consider a request from the Midcoast Regional Redevelopment Authority (MRRA) for tax increment financing (TIF) monies for projects on the Landing in accordance with Brunswick Landing TIF District and the Brunswick Executive Airport TIF District Development Programs and the Credit Enhancement Agreement (CEA) between the Town and MRRA. The Committee supported the recommendation to the Town Council to approve MRRA's request for FY 2021 funding up to \$732,800.00. A copy of a memo from Town Manager Eldridge, MRRA's letter of request for funds and the draft resolution are included in your packet.

Suggested Motion:

Motion to adopt "A Resolution Authorizing an Appropriation and Grant of Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority".

149. **Notes:** Law enforcement agencies in Cumberland County would like to work together by providing each other with easy access to police resources that may be needed in an emergency, and to provide emergency service resources beyond the means of any single department. Brunswick Police Chief Scott Stewart is requesting authorization to sign a memorandum of understanding (MOU) for these measures that will provide police assistance in Cumberland County. This agreement would replace a prior agreement that was dated September 30, 2010. A copy of a memo from Police Chief Scott Stewart and the MOU are included in the packet.

Suggested Motion:

Motion to authorize Police Chief Scott Stewart to sign an “Agreement Between Municipalities in Cumberland County to Provide Mutual Aid”.

150. **Notes:** With an imminent application deadline, the Town Manager authorized the Town Clerk’s request to apply for the Center for Tech and Civic Life COVID-19 Response grant for secure election administration in Brunswick in 2020. The Town Manager was notified on October 6, 2020 that Brunswick had received a grant of \$211,665.50 to pay for reimbursable expenses for the July primary and the November election, and these reimbursable expenditures are detailed in the grant award letter. The Town Manager and the Town Clerk are requesting authorization to approve the grant application and acceptance for specific purposes defined in the grant, such as temporary staffing, supplies and equipment. A copy of a memo from Town Clerk Fran Smith and the application award letter are included in the packet.

Suggested Motion:

Motion to accept and expend a grant for secure elections for \$211,665.50 from the Center for Tech and Civic Life COVID-19 Response.

151. **Notes:** Because “trick or treating” is considered to be a higher risk activity during the COVID-19 pandemic, Town Manager Eldridge has created a draft resolution promoting and encouraging safety that the Town Council may want to consider. A draft resolution is included in the packet.

Suggested Motion 1:

No suggested motion.

Suggested Motion 2:

Motion to adopt a “Resolution Designating “Trick or Treat” Hours and Encouraging Caution with Halloween Activities”.

CONSENT AGENDA

- a) **Adoption of “Small Business Saturday” Proclamation:** This annual proclamation is part of a nationwide event to support local businesses that create jobs, boost the economy and preserve neighborhoods. The date for the event this year is November 28, 2020. A copy of the proclamation is included in the packet.
- b) **Firehouse Subs Grant to Police Department:** The Police Department recently learned they were the recipients of a grant for the purchase of a Rescue Phone Quad Negotiation Console

& Rescue Phone System for \$26,490.00 from Firehouse Subs Public Safety Foundation Board of Directors. A copy of a memo from Lieutenant Gregory D. Mears and a memo from Police Chief Scott Stewart 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.

EXECUTIVE SESSION: Union Negotiations per 1 M.R.S.A. §405(6)(D)

Suggested Motion:

Motion to adjourn.

MANAGER'S REPORT MEMO

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: October 15, 2020

SUBJECT: Town Manager's Report
October 19, 2020 – Town Council Meeting

Financial Update (a)

Your packets include revenue and expenditure control reports through the end of September. Excise tax was exceptionally strong in July. That was most likely due to the holdovers from May and June. Excise in August and September was more in-line with what we might expect. Revenue sharing is trending as expected.

Absentee Ballots (b)

Absentee ballots are available. The Town Clerk will provide information on how they may be obtained, when they are due, etc.

Financial Statement Audit (c)

Runyon Kersteen Ouellette (RKO), the accounting firm that audits the Town's financial statements, has finished its field review and is now reviewing the draft financial reports prepared by the Finance Department. I believe this is the earliest that field work has been completed in many years. Kudos to Julia and Branden for putting those materials together ahead of schedule.

Solid Waste Alternatives (d)

In 2016, when we were analyzing the implications of closing the Graham Road Landfill, we reviewed potential waste disposal options post closure. At the time, the most cost-effective approach was thought to be a long-term contract that would provided for both collection and disposal. The thinking was that the winning bidder would choose the disposal site.

Over the past few months, the Recycling and Sustainability Committee has been expressing a preference for incineration over landfilling of trash. Were the Town to select incineration only the collection and disposal contracts would most likely need to be separated. The Committee has also expressed a desire for the Town to construct a transfer station.

Recently, staff had a meeting with select members of the Committee and agreed to conduct another analysis of disposal options. We believe it is likely that the combined collection and disposal contract will still be the least expensive option. If so, it would be used as a baseline so that the Town would calculate the cost of any "premium" related to the other options.

Memo to Town Council

October 15, 2020

Re: Manager's Report – October 19, 2020

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You may recall, the Town currently has a contract in place with Casella to provide collection and disposal beginning in April 2021, to coincide with our landfill closure. The Casella contract has renewal opportunities for three years. Nonetheless, the Town will need to conduct this new analysis and select a disposal option fairly quickly, as today's opportunities may not be there for very long.

MANAGER'S REPORT - A BACK UP MATERIALS

FOR 2021 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
00 Fill							
19000 General Fund Transfers Out	1,888,000	2,529,000	2,529,000.00	.00	.00	.00	100.0%
TOTAL Fill	1,888,000	2,529,000	2,529,000.00	.00	.00	.00	100.0%
<hr/>							
10 General Government							
11000 Administration	569,964	569,964	101,303.31	32,752.85	3,657.20	465,003.49	18.4%
11100 Finance Department	794,328	794,328	175,743.99	53,738.12	89.20	618,494.81	22.1%
11150 Technology Services Dept	360,528	360,528	128,971.19	14,947.45	25,688.07	205,868.74	42.9%
11200 Municipal Officers	261,369	261,369	10,867.95	10,386.06	.00	250,501.05	4.2%
11210 Munic Bldg - 85 Union	169,650	169,650	36,019.26	10,095.42	18,774.61	114,856.13	32.3%
11230 Risk Management	611,393	611,393	162,360.80	.00	.00	449,032.20	26.6%
11240 Employee benefits	0	0	-126,683.38	-43,849.37	.00	126,683.38	100.0%
11250 Cable TV	95,133	95,133	20,591.82	7,528.19	32.40	74,508.78	21.7%
11300 Assessing	304,876	304,876	68,020.12	21,825.74	1,160.00	235,695.88	22.7%
11600 Town Clerk & Elections	422,470	422,470	105,546.20	33,846.52	13,361.56	303,562.24	28.1%
11800 Engineering	276,999	276,999	68,207.26	20,941.68	2,170.83	206,620.91	25.4%
11900 Planning Department	625,539	625,539	129,529.43	47,467.01	1,056.98	494,952.59	20.9%
11950 Economic Development Dept	142,999	142,999	27,134.95	9,486.80	.00	115,864.05	19.0%
TOTAL General Government	4,635,248	4,635,248	907,612.90	219,166.47	65,990.85	3,661,644.25	21.0%
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20 Public Safety							
12100 Fire Department	4,046,295	4,046,295	911,533.84	308,837.91	47,759.48	3,087,001.68	23.7%
12150 Central Fire Station	46,775	46,775	5,574.63	1,658.40	772.08	40,428.29	13.6%
12160 Emerson Fire Station	62,700	62,700	14,477.17	3,929.63	159.64	48,063.19	23.3%
12200 Police Department	4,431,687	4,431,687	1,032,120.77	346,358.38	60,316.29	3,339,249.94	24.7%
12210 Police Special Detail	0	0	8,793.41	532.95	.00	-8,793.41	100.0%
12220 Emergency Services Dispatch	973,899	973,899	190,989.51	69,088.88	.00	782,909.49	19.6%
12250 Police Station Building	119,306	119,306	38,165.64	17,978.89	2,080.28	79,060.08	33.7%
12280 Marine Resources	117,696	117,696	22,378.62	8,880.91	-1,972.00	97,289.38	17.3%
12310 Streetlights	216,000	216,000	48,989.38	16,661.08	.00	167,010.62	22.7%
12320 Traffic Signals	33,000	33,000	2,567.84	642.44	6,940.78	23,491.38	28.8%
12330 Hydrants	600,000	600,000	5,508.64	.00	.00	594,491.36	.9%
12340 Civil Emergency Preparedness	2,000	2,000	.00	.00	.00	2,000.00	.0%

FOR 2021 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Public Safety	10,649,358	10,649,358	2,281,099.45	774,569.47	116,056.55	8,252,202.00	22.5%
<hr/> 30 Public Works							
13100 Public Works Administration	300,875	300,875	68,046.71	24,023.27	.00	232,828.29	22.6%
13110 PW General Maintenance	1,933,515	1,933,515	284,919.23	90,856.61	28,727.29	1,619,868.48	16.2%
13130 Refuse Collection	659,899	659,899	89,730.26	76,641.46	.00	570,168.74	13.6%
13140 Recycling	496,518	496,518	77,546.60	77,296.60	358.35	418,613.05	15.7%
13150 PW Central Garage	665,178	665,178	104,447.07	43,886.82	10,430.47	550,300.46	17.3%
TOTAL Public Works	4,055,985	4,055,985	624,689.87	312,704.76	39,516.11	3,391,779.02	16.4%
<hr/> 40 Human Services							
14100 General Assistance	732,159	732,159	51,870.59	16,387.66	10,181.77	670,106.64	8.5%
14120 Health & Social Services	102,250	102,250	22,792.60	7,590.20	.00	79,457.40	22.3%
TOTAL Human Services	834,409	834,409	74,663.19	23,977.86	10,181.77	749,564.04	10.2%
<hr/> 45 Education							
14500 School Department	42,748,055	42,748,055	4,860,183.75	2,820,491.11	.00	37,887,871.25	11.4%
TOTAL Education	42,748,055	42,748,055	4,860,183.75	2,820,491.11	.00	37,887,871.25	11.4%
<hr/> 50 Recreation and Culture							
15000 Recreation Administration	484,168	484,168	112,288.81	33,867.82	.00	371,879.19	23.2%
15050 Rec Buildings and Grounds	857,008	857,008	225,680.51	75,805.73	-14,804.96	646,132.45	24.6%
15250 Rec Building 211	233,573	233,573	19,335.60	6,408.86	4,405.63	209,831.77	10.2%
15300 Teen Center	18,051	18,051	18,051.00	.00	.00	.00	100.0%
15310 People Plus	140,553	140,553	131,182.69	82.69	.00	9,370.31	93.3%
15400 Curtis Memorial Library	1,533,441	1,533,441	381,507.58	126,595.48	.00	1,151,933.42	24.9%
TOTAL Recreation and Culture	3,266,794	3,266,794	888,046.19	242,760.58	-10,399.33	2,389,147.14	26.9%
<hr/> 60 Intergovernmental							

FOR 2021 03

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,674,551	1,674,551	1,674,551.00	1,674,551.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,674,551	1,674,551	1,674,551.00	1,674,551.00	.00	.00	100.0%
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70	Unclassified							
17000	Promotion and Development	308,209	308,209	186,497.99	32.55	.00	121,711.01	60.5%
17010	Additional School Assistance	10,000	10,000	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,200	3,200	500.00	.00	.00	2,700.00	15.6%
17030	Wage Adjustment Account	200,000	200,000	.00	.00	.00	200,000.00	.0%
	TOTAL Unclassified	521,409	521,409	186,997.99	32.55	.00	334,411.01	35.9%
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80	Debt Service							
18020	2006 CIP G/O Bonds	204,000	204,000	.00	.00	.00	204,000.00	.0%
18030	2011 GO CIP Bonds	204,015	204,015	.00	.00	.00	204,015.00	.0%
18040	Police Station Bond	372,625	372,625	.00	.00	.00	372,625.00	.0%
18070	2017 CIP GO Bonds	167,797	167,797	.00	.00	.00	167,797.00	.0%
	TOTAL Debt Service	948,437	948,437	.00	.00	.00	948,437.00	.0%
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	GRAND TOTAL	71,222,246	71,863,246	14,026,844.34	6,068,253.80	221,345.95	57,615,055.71	19.8%

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

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes						
111190 41101 Property Taxes	44,274,973	44,274,973	45,715,709.20	45,708,606.20	-1,440,736.20	103.3%
111190 41103 Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190 41104 Tax Abatements	-75,000	-75,000	-10,173.84	-10,173.84	-64,826.16	13.6%
111190 41105 Interest on Taxes	73,000	73,000	29,573.17	779.11	43,426.83	40.5%
111190 41106 Tax Lien Costs Revenu	13,000	13,000	12,799.80	.00	200.20	98.5%
111190 41107 Tax Lien Interest Rev	17,000	17,000	21,925.38	.00	-4,925.38	129.0%
111190 41109 Payment in Lieu of Ta	390,000	390,000	.00	.00	390,000.00	.0%
111190 41197 BETE reimbursement	1,097,767	1,097,767	.00	.00	1,097,767.00	.0%
111190 41198 Homestead exemption r	1,561,742	1,561,742	1,202,567.00	.00	359,175.00	77.0%
111190 41199 Miscellaneous tax adj	-672	-672	.00	.00	-672.00	.0%
111191 41110 Excise Tax - Auto	3,275,000	3,275,000	1,202,727.94	358,302.37	2,072,272.06	36.7%
111191 41111 Excise Tax Boat/ATV/S	24,000	24,000	4,223.30	272.40	19,776.70	17.6%
111191 41112 Excise Tax - Airplane	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL Taxes	50,458,810	50,458,810	48,179,351.95	46,057,786.24	2,279,458.05	95.5%
TOTAL REVENUES	50,458,810	50,458,810	48,179,351.95	46,057,786.24	2,279,458.05	
20 Licenses & Fees						
121111 42207 Passport Fees	20,000	20,000	.00	.00	20,000.00	.0%
121111 42209 Passport Picture Reve	6,500	6,500	.00	.00	6,500.00	.0%
121411 42100 Building Permits	220,000	220,000	147,632.53	15,919.45	72,367.47	67.1%
121411 42101 Electrical Permits	40,000	40,000	19,514.43	9,248.10	20,485.57	48.8%
121411 42102 Plumbing Permits	35,000	35,000	23,374.50	14,302.50	11,625.50	66.8%
121611 42200 Hunting & Fishing Lic	700	700	2.00	2.00	698.00	.3%
121611 42201 Dog License Fee	2,600	2,600	61.00	18.00	2,539.00	2.3%
121611 42202 Vital Statistics	47,500	47,500	10,367.40	3,327.40	37,132.60	21.8%
121611 42203 General Licenses	31,225	31,225	4,165.00	1,180.00	27,060.00	13.3%
121611 42204 Victulars/Innkeepers	23,785	23,785	3,750.00	815.00	20,035.00	15.8%
121611 42205 Shellfish Licenses	37,100	37,100	400.00	50.00	36,700.00	1.1%
121611 42206 Neutered/Spayed Dog L	4,500	4,500	90.00	22.00	4,410.00	2.0%
121611 42208 Postage Fees	0	0	12.42	12.42	-12.42	100.0%
121611 42210 Mooring fees	17,492	17,492	162.00	.00	17,330.00	.9%
121611 42215 Marijuana Licenses	10,800	10,800	6,150.00	625.00	4,650.00	56.9%
121911 42300 Planning Board Appl F	40,000	40,000	40,466.90	7,270.00	-466.90	101.2%
122121 42400 Fire Permits	2,000	2,000	.00	.00	2,000.00	.0%
122221 42500 Conc Weapons Permits	400	400	165.00	90.00	235.00	41.3%
122221 42501 Parking Permit fee	300	300	150.00	.00	150.00	50.0%

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
123131 42600 Public Works Opening	30,000	30,000	1,485.00	-725.00	28,515.00	5.0%
TOTAL Licenses & Fees	569,902	569,902	257,948.18	52,156.87	311,953.82	45.3%
TOTAL REVENUES	569,902	569,902	257,948.18	52,156.87	311,953.82	
30 Intergovernmental						
131132 43103 Highway Grant Fund	200,000	200,000	.00	.00	200,000.00	.0%
131142 43104 State General Assista	400,000	400,000	10,547.65	10,547.65	389,452.35	2.6%
131152 43108 IFW-MerePoint Boat La	9,999	9,999	.00	.00	9,999.00	.0%
131190 43102 State Tax Exemption R	55,000	55,000	.00	.00	55,000.00	.0%
131192 43101 State Revenue Sharing	1,800,000	1,800,000	564,682.53	186,552.18	1,235,317.47	31.4%
131192 43106 Snowmobile Receipts	1,500	1,500	.00	.00	1,500.00	.0%
134546 43120 State Education Subsi	12,399,982	12,399,982	1,855,971.28	.00	10,544,010.72	15.0%
TOTAL Intergovernmental	14,866,481	14,866,481	2,431,201.46	197,099.83	12,435,279.54	16.4%
TOTAL REVENUES	14,866,481	14,866,481	2,431,201.46	197,099.83	12,435,279.54	
40 Charges for services						
141111 44110 Agent Fee Auto Reg	70,000	70,000	21,715.00	6,520.00	48,285.00	31.0%
141111 44111 Agent Fee Boat/ATV/Sn	1,600	1,600	333.00	43.00	1,267.00	20.8%
141211 44121 Rental of Property	7,092	7,092	1,775.55	591.85	5,316.45	25.0%
141611 44131 Advertising Fees	0	0	626.88	156.07	-626.88	100.0%
142121 44155 Ambulance Service Fee	1,000,000	1,000,000	312,595.77	124,240.30	687,404.23	31.3%
142121 44166 Special Detail - Fire	1,500	1,500	648.00	.00	852.00	43.2%
142221 44161 Witness Fees	1,000	1,000	.00	.00	1,000.00	.0%
142221 44162 Police Reports	4,500	4,500	964.00	463.00	3,536.00	21.4%
142221 44163 School Resource Offic	96,408	96,408	.00	.00	96,408.00	.0%
142221 44165 Special Detail - Poli	3,000	3,000	8,887.50	1,384.50	-5,887.50	296.3%
142221 44167 Dispatch Services fee	150,745	150,745	38,829.00	12,943.00	111,916.00	25.8%
142221 44168 ACO Services fees	19,000	19,000	.00	.00	19,000.00	.0%
143131 44174 PW Labor & Materials	1,000	1,000	.00	.00	1,000.00	.0%
143431 44175 Recycling Revenue	15,000	15,000	8,514.10	4,995.70	6,485.90	56.8%
144545 44100 School Tuition, etc	208,494	208,494	8,217.60	8,217.60	200,276.40	3.9%
145051 44121 Rental of Property	2,000	2,000	4,300.00	2,600.00	-2,300.00	215.0%
TOTAL Charges for services	1,581,339	1,581,339	407,406.40	162,155.02	1,173,932.60	25.8%
TOTAL REVENUES	1,581,339	1,581,339	407,406.40	162,155.02	1,173,932.60	
50 Fines & Penalties						
151611 45108 Gen License Late Pena	225	225	50.00	.00	175.00	22.2%

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
151611 45109 Mooring Fee Late Pena	500	500	50.00	.00	450.00	10.0%
151611 45110 Victualers Lic Late P	270	270	.00	.00	270.00	.0%
151621 45103 Unlicensed Dog Fines	3,750	3,750	200.00	75.00	3,550.00	5.3%
152121 45107 Fire Code Violation F	0	0	200.00	.00	-200.00	100.0%
152221 45100 Ordinance Fines	200	200	.00	.00	200.00	.0%
152221 45101 Parking Tickets	30,000	30,000	8,295.00	3,165.00	21,705.00	27.7%
152221 45102 Leash Law Fines	200	200	.00	.00	200.00	.0%
152221 45105 False Alarm Police	100	100	.00	.00	100.00	.0%
TOTAL Fines & Penalties	35,245	35,245	8,795.00	3,240.00	26,450.00	25.0%
TOTAL REVENUES	35,245	35,245	8,795.00	3,240.00	26,450.00	
60 Interest earned						
161193 46100 Interest Earned	100,000	100,000	7,211.17	.00	92,788.83	7.2%
TOTAL Interest earned	100,000	100,000	7,211.17	.00	92,788.83	7.2%
TOTAL REVENUES	100,000	100,000	7,211.17	.00	92,788.83	
70 Donations						
171012 47000 Contrib from Portland	35,000	35,000	35,000.00	35,000.00	.00	100.0%
171952 47000 BDC Contrib to Econ D	25,000	25,000	.00	.00	25,000.00	.0%
TOTAL Donations	60,000	60,000	35,000.00	35,000.00	25,000.00	58.3%
TOTAL REVENUES	60,000	60,000	35,000.00	35,000.00	25,000.00	
80 Use of fund balance						
181100 48000 Unapprop General Fund	650,000	1,291,000	.00	.00	1,291,000.00	.0%
184500 48004 School Balance Forwar	1,811,364	1,811,364	.00	.00	1,811,364.00	.0%
TOTAL Use of fund balance	2,461,364	3,102,364	.00	.00	3,102,364.00	.0%
TOTAL REVENUES	2,461,364	3,102,364	.00	.00	3,102,364.00	
90 Other						
191111 49000 Finance Miscellaneous	3,000	3,000	197.16	30.00	2,802.84	6.6%

FOR 2021 03

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111 49106 W/C Proceeds	0	0	-9,815.74	-9,884.41	9,815.74	100.0%
191111 49210 Insurance Proceeds	0	0	9,884.41	9,884.41	-9,884.41	100.0%
191192 49100 Cable Television	280,000	280,000	.00	.00	280,000.00	.0%
191611 49000 Town Clerk Miscellane	2,000	2,000	107.69	16.00	1,892.31	5.4%
191911 49000 Planning Miscellaneou	200	200	347.00	212.00	-147.00	173.5%
192121 49000 Fire Miscellaneou	1,000	1,000	808.00	808.00	192.00	80.8%
192221 49000 Police Miscellaneou	0	0	35.00	35.00	-35.00	100.0%
192294 49153 Police Vehicle Sales	1,500	1,500	.00	.00	1,500.00	.0%
194545 49000 School Miscellaneou	126,936	126,936	8,139.78	1,226.56	118,796.22	6.4%
195051 49000 Recreation Miscellane	500	500	5.00	.00	495.00	1.0%
199980 48100 General Fund Transfer	673,969	673,969	736,969.00	736,969.00	-63,000.00	109.3%
TOTAL Other	1,089,105	1,089,105	746,677.30	739,296.56	342,427.70	68.6%
TOTAL REVENUES	1,089,105	1,089,105	746,677.30	739,296.56	342,427.70	
GRAND TOTAL	71,222,246	71,863,246	52,073,591.46	47,246,734.52	19,789,654.54	72.5%

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

**MANAGER'S REPORT -
B, C, D - NO BACK UP**

ITEM 144
BACKUP

Town of Brunswick, Maine

Incorporated 1739

Brunswick Fire Department



"Working Today for a Safer Tomorrow"



KEN BRILLANT, CHIEF
JEFF EMERSON, DEPUTY CHIEF
DONALD KOSLOSKY, DEPUTY CHIEF

21 TOWN HALL PLACE
BRUNSWICK, ME 04011
TELEPHONE 207-725-5541
FAX # 207-725-6638
WWW.BRUNSWICKME.ORG

To: John Eldridge, Town Manager
From: Ken Brilliant, Fire Chief
Date: September 28, 2020
Reference: Tank 2 Replacement

As you are aware we are seeking funding to replace Tank 2, as identified in the CIP. Tank 2 is a 1994 Central States tanker. It was built on a Ford 8000 commercial cab and carries 1500 gallons of water with a 1250 gpm pump. The truck was originally scheduled to be replaced two years ago. We held off on replacement for a couple of reasons.

1. We did not want to build a truck to fit the old Central station
2. At the time we felt that the trucks condition was good and would last a couple more years.

We are now at a point where it is time to replace the truck. There are a number of issues with the truck, most of which is based on age and type of use.

- Tank cradle is getting bad and would require removal of the tank to properly fix it.
- The tank, even though made of poly is starting to develop cracks and wear points.
- There are body areas around the tank that are rusting through and are in need of repair.

This truck is our only tanker and is primarily used to shuttle water to fires outside of the hydrant district. It also is used as a backup engine when one or more pieces of apparatus are out of service for maintenance.

The plan for replacing this truck would be to keep it very similar to what we currently have, with a couple of changes. We would like to carry more water, preferably 2000 gallons, pump size 1500 gpm to match our other trucks and to have a set of ground ladders on the truck. I have had some conversation with a couple of fire apparatus dealers to help identify a price range for us. My original CIP budget figure was \$415,000. The high end price range the vendors have given is \$480,000. Some of this increase is based on unknowns. Will we need to have a tandem axle; this is primarily based on how much water we want, along with hose and equipment. The size of the motor will also be determined by how much the truck weighs and the pump requirements. There are a few other factors that can greatly affect price. My request would be for \$425,000 as I

believe we should be able to build a truck that will adequately meet the needs of the department and community for many years.

I have also had conversations with a couple of area fire departments who are also looking to replace their tank trucks this year and we feel we are looking for similar trucks. If we can work together on this purchase we may be able to realize some savings.

TOWN OF BRUNSWICK, MAINE

An Ordinance Authorizing the Funding and Acquisition of a New Fire Tank Truck, With Total Project Costs Not to Exceed \$425,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$425,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder

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

WHEREAS, the CIP recommends replacement of the Fire Department’s Tank Truck #2, (the “Tank 2 Replacement Project”) to be funded with general obligation debt in the 2020-21 fiscal year; and,

WHEREAS, the Fire Department has estimated the cost for a replacement Tank Truck, and has established a project budget of \$425,000, all of which is expected to be financed with the issue of general obligation bonds; 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. Funding Sources and Appropriations.

- a. A total of four hundred and twenty-five thousand (\$425,000), plus any additional amounts authorized under this ordinance, are appropriated to finance the acquisition of a tanker truck to replace Tank 2, (the “Project”).
- b. The issue and sale of the Town’s general obligation bonds or notes (and notes in anticipation thereof) is authorized in an aggregate principal amount not to exceed four hundred and twenty-five thousand (\$425,000), plus the cost of issuance. The proceeds of the bonds and notes are appropriated to finance the costs of the Project. The bonds and notes may also be used to reimburse the Town for any prior expenditures on the Project, or to refinance notes or advances as authorized herein.

Section 2. Authorization for Project. The Town Manager is authorized to negotiate, execute, and deliver, in the name of and on behalf of the Town, such contracts, agreements, and other documents and certificates as the Town Manager may determine to be necessary or appropriate in connection with the Project. The aforementioned items shall be in such form and contain such terms and conditions as may be approved by the Town Manager. Such approval shall be conclusively evidenced by the Town Manager’s execution thereof, provided however, that the Town Manager may delegate the authority granted hereunder as the Town Manager deems appropriate.

Section 3. Project Costs Defined. The term “cost” or “costs” as used herein and applied to the Project, or any portion thereof, includes:

- a. the purchase price or acquisition cost of all or any portion of the Project, including all costs of equipping and outfitting the Project, and all costs determined by the Town

- Manager to be necessary to preparing Project to be ready for its intended use and placed in service;
- b. the costs of financing the Project including but not limited to financing charges and issuance costs, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to financing the Project;
 - c. interest costs prior to and during construction and for a period not to exceed three years from the issue date of the bonds, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to the financing transaction;
 - d. any other costs identified in the Project budget provided with the proposal, and the cost of any other items or services deemed to be cost under generally accepted accounting principles (“GAAP”) as determined by the Town’s Finance Director.

Section 4. Details of the Bonds or Notes.

- a. Execution and Delivery of Bonds and Notes. The bonds and notes issued hereunder, and any issued as the result of exchanges or transfers, shall be signed by the Treasurer and be countersigned by the Chair of the Town Council. The bonds and notes shall have the seal of the Town affixed thereon, and be attested by the Town Clerk. The Treasurer and Chair of the Town Council, from time to time, shall execute such bonds and notes as may be required to provide for exchanges or transfers of bonds and notes hereinbefore authorized.
- b. Book Entry Certificates In lieu of physical certificates of the bonds and notes, the Treasurer be and hereby is authorized to undertake all acts necessary to provide for the issuance and transfer of such bonds and notes in book-entry form pursuant to the Depository Trust Company Book-Entry Only System. As an alternative to the provisions herein regarding physical transfer of bonds, and the Treasurer is authorized and empowered to enter into a Letter of Representation or any other contract, agreement or understanding necessary or, in the Treasurer’s opinion, appropriate in order to qualify the bonds for and participate in the Depository Trust Company Book-Entry Only System.
- c. Tax Exempt Bonds Option. The Treasurer and Chair of the Town Council are individually authorized to determine whether to issue the bonds and notes authorized herein as taxable bonds and notes or tax-exempt bonds and notes. To the extent such bonds and notes are issued as tax-exempt bonds, the Treasurer and Chair of the Town Council are individually authorized to covenant and agree, on behalf of the Town and for the benefit of the holders of such bonds and notes, that the Town will file any required reports and take any other action that may be necessary to ensure that interest on the bonds and notes will remain exempt from federal income taxation and that the Town will refrain from any action that would cause interest on the bonds and notes to be subject to federal income taxation.
- d. No Arbitrage Certification. The Treasurer and Chair of the Town Council are individually authorized to covenant and certify on behalf of the Town that no part of the proceeds of the bonds and notes shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause such bonds or notes to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended.

- e. Qualified Tax Exempt Obligations. The Treasurer is hereby authorized and empowered to take all such action as may be necessary to designate such bonds and/or notes as qualified tax-exempt obligations for purposes of Section 265(b) of the Code; it being the Town's intention that the Treasurer, with advice of bond counsel, to make the required Section 265(b) election with respect to such bonds and notes, but only to the extent the election may be available and advisable as determined by the Treasurer.
- f. Principal Denominations. The principal amount of the bonds of the same maturity shall be such minimum denomination as the Treasurer, in the Treasurer's discretion, may approve.
- g. Maturities and Interest Rates. The maturity(ies), interest rate(s) and sale price of the bonds or notes issued hereunder shall be either sent out to bid or negotiated by the Treasurer in such manner as the Treasurer deems appropriate and in the best interest of the Town and the financing of the above-referenced Project. The Treasurer be and hereby is authorized to provide that any of the bonds or notes hereinbefore authorized may be made callable, with or without premium, prior to their stated dates of maturity. The bonds or notes hereby authorized shall be in such form and to otherwise contain such other terms and provisions as the Treasurer may approve, his or her approval to be conclusively evidenced by his/her execution thereof.
- h. Consolidation of Bond or Notes. Any or all of the bonds or notes issued hereunder may be consolidated with and become a part of any other issue of bonds or notes authorized to be issued by any previous or subsequent ordinance of the Town Council of the Town of Brunswick.
- i. Other Authorized Officials. If the Treasurer, Chair of the Town Council or Town Clerk are for any reason unavailable to approve and execute the bonds hereinbefore authorized or any other documents necessary or convenient to the issuance, 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.
- j. Absence of Officials Prior to Delivery. If any of the officials of the Town who have signed or sealed the bonds or notes shall cease to be such officials before the bonds or notes signed and sealed shall have been actually authenticated or delivered by the Town, such bonds and notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such bonds or notes had not ceased to be such officer or official; and also any such bonds and notes may be signed and sealed on behalf of the Town by those persons who, at the actual date of the execution of such bonds and notes, shall be the proper officials of the Town, although at the nominal date of such bonds and notes any such person shall not have been such officer or official.

Section 5. Sale of Bonds or Notes and Registrar, Paying Agent and Transfer Agent

- a. Official Statement. The Treasurer is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of the bonds or notes. The Preliminary Official Statement and Official Statement shall be in such form and contain such information as may be approved by the Treasurer, with the advice of the underwriter for the bonds or notes and bond counsel for the Town. The

distribution of the Preliminary Official Statement and the Official Statement in the name of and on behalf of the Town in connection with offering the bonds or notes is approved.

- b. Counsel. The Treasurer is authorized to select Issuer Counsel, Bond Counsel and any other counsel the Treasurer deems necessary in connection with the planning, sale and issuance of the notes or bonds, and to execute and deliver such contracts or agreements as may be necessary or appropriate in connection therewith.
- c. Underwriter. The Treasurer is authorized to select the underwriter for the bonds and notes, and to execute and deliver such contracts or agreements as may be necessary or appropriate in connection therewith.
- d. Registrar, Paying Agent and Transfer Agent. The Treasurer is authorized to select the registrar, paying agent, and transfer agent for the bonds or notes and to execute and deliver such contracts and agreements as may be necessary or appropriate to secure their services. The bonds and notes shall be transferable only on the registration books of the Town kept by the transfer agent. Upon surrender of the bonds or notes with an accompanying written instrument of exchange or transfer, executed by the registered owner or the owner's attorney, duly authorized in writing and satisfactory to the transfer agent, the Town and the transfer agent shall make a charge sufficient to cover any tax, fee or any other governmental charge required to be payable with respect to such exchange or transfer. Subsequent to the first exchange or transfer, the cost of preparing new bonds or notes upon exchanges or transfer thereof shall be paid by the person requesting the same.

Section 6. Refunding. The Treasurer and Chair of the Town Council be and hereby are authorized to execute a refunding of general obligation bonds and notes herein authorized when the Treasurer and the Chair of the Town Council determine that such refunding is in the best interest of the Town. All delegated authority provided pursuant to this ordinance shall also apply to a refunding bond and note issue relating to the general obligation bonds and notes herein authorized.

Section 7. Continuing Disclosure. The Treasurer and Chair of the Town Council be and hereby are individually authorized to covenant, certify, and agree, on behalf of the Town, for the benefit of the holders of such bonds and notes, that the Town will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to ensure that the disclosure requirements imposed by Rule 15c12-12 of the Securities and Exchange Commission are met.

Section 8. Investment Earnings and Other Bond Proceeds. Any investment earnings on the proceeds of the bonds and notes and any other unexpended proceeds thereof are appropriated for the following purposes:

- a. To any costs of the Project in excess of the amounts authorized herein;
- b. In accordance with the applicable terms and conditions of the Town's Arbitrage and Use of Proceeds Certificate delivered in connection with the sale of the bonds or notes including, to the extent permitted thereunder, to interest on the bonds or notes, or to the Town's general fund;
- c. To any other qualified costs approved by the Town Council and not prohibited by the Town Charter or Ordinances, Maine law or the Internal Revenue Code.

Section 9. Authority to Levy Tax for Debt Service. In each of the years during which any of the bonds or notes are outstanding, there shall be levied a tax in an amount which, with other revenues, if

any, available for that purpose, shall be sufficient to pay the interest on said bonds or notes, payable in such year, and the principal of such bonds maturing in such year.

Section 10. Authority to Accept Grants and Contributions. The Town Manager is authorized to accept contributions and make applications for federal and state grant funds, said contributions and grants to be used in lieu of or in addition to bond proceeds authorized hereunder. The Town Manager is authorized to accept contributions and grants on behalf of the Town and said amounts are hereby appropriated to fund any portion of the Project. The total amount appropriated under this Ordinance shall not be greater than the amount of bond proceeds plus any contributions and grants, and plus any other amounts appropriated herein.

Section 11. Advances to Fund Project. The Town is authorized to make advances, from the Town's general fund to a capital projects fund, in an aggregate amount not to exceed \$425,000 in anticipation of the issuance of bonds or notes, or for the purpose of financing any part of 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. The authority to issue the bonds and notes authorized herein shall remain and continue in full force and effect during the entire term of the advance(s). The proceeds of the bonds and notes issued hereunder may be used to repay the advance(s) of any portion thereof.

Section 12. Declaration of Official Intent. 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 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 13. 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: October 5, 2020
Public Hearing:
Adopted by Town Council:

**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on Monday, October 19, 2020 at 6:30 p.m. in the Council Chambers of the Brunswick Town Hall, 85 Union Street, to consider the following:

An Ordinance Authorizing the Funding and Acquisition of a New Fire Tank Truck, With Total Project Costs Not to Exceed \$425,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$425,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder

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

October __, 2020

Printed in the *Times Record* on _____

TOWN OF BRUNSWICK, MAINE
CAPITAL OUTLAY PROJECT SUMMARY
 FY 2021 - 2025

PROJECT TITLE			PROJECT NO.	
Tank 2 Replacement			1	
DEPARTMENT		PROJECT MANAGER		DEPT. PRIORITY
Fire Department		Fire Chief		1
PROJECT LOCATION		TIF (Y or N)	DISTRICT	USEFUL LIFE (years)
Fire Department		N		20

PROJECT DESCRIPTION Describe the project and summarize why the project is necessary. Address evaluation criteria.

Tank 2 was purchased in 1994 and is due for replacement in 2020-21.

This truck's primary role is to help shuttle water to fires that are not within the hydrant area of the Town. Brunswick has a large portion of the town that does not have hydrants for fire protection. When we have fires in these area we need to bring the water to the fire. The truck is also used as a back up when we have multiple calls going on and when we have multiple trucks out of service.

PROJECT SOURCES AND USES OF FUNDS (estimates should cover entire cost of project)							
Source of Funds:	Thru 6/30/20	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
G.O. Bonds		415,000					415,000
							-
							-
							-
TOTAL SOURCES	-	415,000	-	-	-	-	415,000
Use of Funds:	Thru 6/30/20	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
Acquisition		415,000					415,000
							-
							-
							-
							-
							-
							-
TOTAL USES	-	415,000	-	-	-	-	415,000

What is the source and date of your cost estimate? (e.g. preliminary estimate - 6/30/13, design - 12/31/12, etc....)

Vendor estimates.

CONSISTENCY WITH PLANS AND STUDIES

Describe how this project is consistent with the Comprehensive Plan and/or other plans or studies.

INTERDEPARTMENTAL OR INTERAGENCY IMPACT

Explain how this project will impact other departments or agencies. Do you know of any other project with which this project could or should be combined in order to maximize the benefits from each?

Acquisition of this truck should be coordinated with the plans for a new central fire station. As that project moves forward and a more modern station with larger doors is envisioned, the design of the truck could be optimized.

IMPACT ON OPERATING BUDGETS

Provide an estimate of the annual costs or savings that will result from this project over the next five (5) years. Show savings as negative.

Type of Cost/(Savings)	2020-21	2021-22	2022-23	2023-24	2024-25	TOTAL
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
TOTALS (net)	-	-	-	-	-	-

Explain the changes in the operating budgets (i.e. additional personnel or equipment, increased revenues, etc.)

No changes.

ALTERNATIVES CONSIDERED & EFFECT OF DELAYING THIS PROJECT

Describe what was considered as an alternative to this project. What is the effect if this project is not funded or delayed?

Extending the use of Engine 2 beyond its scheduled replacement is likely to result in additional maintenance cost and could potentially be a safety concern.

OTHER CONSIDERATIONS Discuss any other information that should be considered for this project.

ITEM 145
BACKUP

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Brunswick Town Council

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

DATE: October 19, 2020

SUBJECT: Public Hearing – Zoning Ordinance Text Amendment – Development Review Timeline

I. INTRODUCTION:

At their October 5, 2020 meeting, the Town Council expressed their general support for the proposed changes to the language of the development review timeline as established in various subsections of *Section 5.2.9 – Development Review* of the Town of Brunswick Zoning Ordinance. The proposed text amendments:

- A. Increase the time period for standard Major Development Review, both Sketch Plan and Final Plan, and Common Development Plan (CDP) review from three (3) weeks to five (5) weeks which provides the following advantages:
 1. Staff Review Committee (SRC) members have one (1) full work week to review the application whereas they currently have a maximum of two (2) days to review applications. SRC members will have time to conduct a more thorough review and an increased ability to communicate with the applicant prior to the meeting. This additional time may help to resolve any potential issues at the very beginning of the review process when an applicant has not expended as much time and financial resources on the project.
 2. The applicant will have up to nine (9) days to revise plans and documents based on feedback provided by the SRC and/or the public whereas they currently have a maximum of four (4) to five (5) days to revise plans.
 3. The Department of Planning and Development will have additional time to prepare minutes, SRC notes, and other exhibits to ensure prompt delivery of meeting materials to Planning Board members.
- B. Allow staff to make a preliminary completeness determination that includes a statement that the date shall count as the vested rights date, but that the Planning Board has the right to request additional information before proceeding with Findings of Fact.
- C. Correct the review timeline and processing requirements for Streamlined Major Development Review as it was discovered that the existing language is impossible to administer based on conflicts between the intent of the streamlined process to be completed within 14 days of the application being submitted and the proposed deadlines contained in the language of the table.

II. PROPOSED TEXT AMENDMENTS

New Text in **Bold Underline**
 Deleted Text in ~~Strikethrough~~

5.2.9. Development Review

H. Common Development Plan

(2) Designation Approval Process

- a. An application requesting a development to be designated as a Common Development Plan shall be submitted ~~21~~ **35** days prior to the Planning Board meeting and shall be accompanied by the materials set forth in Appendix D: Submission Requirements.

I. Development Review Time Requirements

--- TABLE 5.2.9.I IS REPLACED WITH ALL NEW TEXT ---

Table 5.2.9.I: Development Review Time and Processing Requirements for Minor Development Review (Staff Review Committee (SRC)) and Standard Major Development Review (Planning Board)						
Month 1						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<i>Project Day 0</i> Submission Deadline for Minor or Major Development Review ²	<i>Project Day 1</i>	<i>Project Day 2</i>	<i>Project Day 3</i> Mail Agenda and Abutting Owner Notifications per Subsection 5.1.3.B(1)	<i>Project Day 4</i>
<i>Project Day 5</i>	<i>Project Day 6</i>	<i>Project Day 7</i> Staff Confirms Application is Complete	<i>Project Day 8</i> Deadline for Applicant to Supply Copies for SRC: 12:00 PM ³ SRC Packet Distribution Deadline: 4:30 PM	<i>Project Day 9</i>	<i>Project Day 10</i> If Minor Development Review, Director shall provide draft Findings of Fact to SRC.	<i>Project Day 11</i>
<i>Project Day 12</i>	<i>Project Day 13</i>	<i>Project Day 14</i>	<i>Project Day 15</i> SRC Meeting: 10:00 AM	<i>Project Day 16</i>	<i>Project Day 17</i>	<i>Project Day 18</i>

<i>Project Day 19</i>	<i>Project Day 20</i>	<i>Project Day 21</i>	<i>Project Day 22</i> If Minor Development Review, the SRC shall provide its written-decision and Findings of Fact to the applicant.	<i>Project Day 23</i>	<i>Project Day 24</i> Application Revision Submission Deadline: 3:00 PM ⁴	<i>Project Day 25</i>
<i>Project Day 26</i>	<i>Project Day 27</i> If Public Hearing Required, Deadline for First Notice in Newspaper: 12:00 PM	<ol style="list-style-type: none"> 1. The Review Authority shall consider an application no more than 30 days after application is deemed complete by staff unless postponement is requested or agreed to by applicant. 2. One (1) copy of application required. 3. Once notified of completeness, the applicant is to provide twelve (12) copies of all application materials and one (1) electronic copy for SRC distribution. If not received by deadline, immediately mail notice of cancellation of meeting to abutting owners. 4. The applicant shall supply nine (9) copies of the revised plans and one (1) electronic version for Planning Board Distribution. 				

Month 2						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<i>Project Day 28</i>	<i>Project Day 29</i>	<i>Project Day 30</i> Agenda and Packet (Including Draft Findings of Fact) Posted to Website and Delivered to Planning Board: 6:00 PM	<i>Project Day 31</i> If Public Hearing Required, Deadline for Second Notice in Newspaper: 12:00 PM	<i>Project Day 32</i>
<i>Project Day 33</i>	<i>Project Day 34</i>	Project Day 35 Planning Board Meeting: 7:00 PM ⁵	<ol style="list-style-type: none"> 5. The Planning Board shall transmit its written decisions and Findings of Fact to the applicant no more than 30 days after decision if Public Hearing held, or no more than 60 days if no public hearing is held. 			

--- continued on next page ---

--- TABLE 5.2.9.J IS ALL NEW TEXT ---

Table 5.2.9.J: Development Review Time and Processing Requirements for Streamlined Major Development Review Time and Processing Requirements						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<i>Project Day 0</i> Deadline for Applicant to Meet with Department staff to Discuss Application	<i>Project Day 1</i>	<i>Project Day 2</i>	<i>Project Day 3</i>	<i>Project Day 4</i>
<i>Project Day 5</i>	<i>Project Day 6</i>	<i>Project Day 7</i> Submission Deadline for Streamlined Major Development Review ¹ Staff Confirms Application is Complete ²	<i>Project Day 8</i> Mail SRC and Planning Board Owner Notifications per Subsection 5.1.3.B(1)	<i>Project Day 9</i>	<i>Project Day 10</i> SRC Packet Distribution Deadline	<i>Project Day 11</i>
<i>Project Day 12</i>	<i>Project Day 13</i> If Public Hearing Required, Deadline for First Notice in Newspaper: 12:00 PM	<i>Project Day 14</i>	Project Day 15 SRC Meeting: 10:00 AM ³	<i>Project Day 16</i> Agenda and Packet (Including Draft Findings of Fact) Posted to Website and Delivered to Planning Board: 6:00 PM	<i>Project Day 17</i> If Public Hearing Required, Deadline for Second Notice in Newspaper: 12:00 PM	<i>Project Day 18</i>
<i>Project Day 19</i>	<i>Project Day 20</i>	Project Day 21 Planning Board Meeting: 7:00 PM ⁴				
<p>1. One (1) copy of application required.</p> <p>2. If application is determined to be complete, the applicant is to provide eighteen (18) copies of all application materials and one (1) electronic copy for SRC and Planning Board distribution. If application is determined to be incomplete the streamlined process shall be terminated, and the application shall revert to the Major Development Review process.</p> <p>3. If the SRC requires revisions to the application materials, the streamlined process shall be terminated, and owner notifications of a new Planning Board meeting date shall be sent, as necessary.</p> <p>4. The Planning Board shall transmit its written decisions and Findings of Fact to the applicant no more than 30 days after decision if Public Hearing held, or no more than 60 days if no public hearing is held.</p>						

K. Town Processing of Development Review Applications

(2) Determination by Staff of Completeness of Application

Within five (5) working days of receiving a Major or Minor Development Review application ~~or within three (3) working days of receiving a Minor Development Review application~~, the Director shall make a determination whether the application is complete in accordance with Subsection 5.1.4. If the application is for a Streamlined Major Development Review and the application is incomplete, the streamlined review process is terminated and the application is treated as an application for Major Development Review. If an item is missing from the application and no applicable waiver request has been submitted, the Director shall notify the applicant in writing that the application is considered incomplete and request the additional required information. The applicant shall submit the additional information and the procedure in this paragraph shall be repeated until the application is complete.

P. Post Approval Provisions

(6) Vesting

- b. Development approvals shall be fully vested from the date the application is determined to be complete by the Director or their designee ~~Review Authority~~ until the expiration of such approval. After such expiration, the applicant shall have no rights to develop according to the expired Final Plan and shall be subject to any adopted amendments to this Ordinance. Once fully vested, the Planning Board may still require additional studies as contained in Appendix D: Summary of Development Application Requirements.

III. ACTION REQUESTED

It is recommended that the Town Council make a motion to approve the proposed text amendments to *Section 5.2.9 – Development Review* of the Town of Brunswick Zoning Ordinance.

ITEM 146
BACKUP

MEMORANDUM

TO: John Eldridge
Town Manager

FROM: Deborah Crocker
General Assistance Administrator

DATE: September 28,2020

SUBJECT: Adoption of General Assistance Maximums

The Adoption Process

The municipal officers (i.e., selectpersons/council) adopt the local General Assistance Ordinance and yearly Appendices, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices after notice and hearing. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums. This signed form may be scanned and emailed to generalassistance.DHHS@maine.gov; faxed to Robin Reed at 287-3455; or sent by US mail to: DHHS/General Assistance, 19 Union Street, 11State House Station, Augusta, ME 04333.

Appendix A- Overall Maximums

Persons in Household

2019/2020	1	2	3	4	5
Cumberland County	\$865	\$909	\$1176	\$1634	\$1866

New Maximums

Persons in Household

2020/2021	1	2	3	4	5
Cumberland County	\$883	\$926	\$1197	\$1649	\$1882

Appendix B-Food Maximums

Persons in Household

2019/2020	1	2	3	4	5
Cumberland County	\$194	\$355	\$509	\$646	\$768

2020/2021	1	2	3	4	5
Cumberland County	\$204	\$374	\$535	\$680	\$807

Appendix C - Housing

Appendix C is a listing of the maximum levels of assistance for housing (both heated and unheated). These maximum levels were developed by MMA using 2009-2010 HUD Fair Market Rent values that include utility costs. Because the FMR numbers include utility and heating costs, the applicable average utility and heating allowances, as developed by the Maine State Housing Authority (MSHA), are subtracted from the FMR to obtain a pure “housing” cost.

2019/2020			2020/2021		
# Bedrooms	unheated	heated	# Bedrooms	unheated	heated
1	\$717	\$845	1	\$729	\$830
2	\$932	\$1098	2	\$951	\$1125
3	\$1334	\$1543	3	\$1352	\$1565
4	\$1500	\$1757	4	\$1516	\$1779

Appendix D – Utilities There was NO CHANGE in the Utilities

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses **excluding** electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.70	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) Electricity Maximums for Households with Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses **excluding** heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.08	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$37.30	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

Appendix E – Fuel There was NO CHANGE in fuel

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

Appendix F – Personal and Household Supplies There was NO CHANGE in Personal and Household Supplies

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

Appendix G Mileage Rate (NO CHANGE)

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Controller. The current rate for approved employment and necessary medical travel etc. is 44 cents (44¢) per mile.

Appendix H Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of a burial **\$1,475**. Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Cremation Maximums

The maximum amount of assistance granted for a cremation **\$1,025**. Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$50
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

GENERAL ASSISTANCE ORDINANCE

APPENDICES A-H

2020-2021

The Municipality of _____Brunswick_____ adopts the MMA Model Ordinance GA Appendices (A-H) for the period of Oct. 1, 2020—September 30, 2021. These appendices are filed with the Department of Health and Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ (month)_____ (year) by
the municipal officers:

(Print Name)

(Signature)

ITEM 147
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 October 19, 2020 on the following license application:

Full Time Vinous & Malt

Fat Boy Drive-In, LLC
D/B/A: Fat Boy
111 Bath Rd.

James Jerome

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

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> 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

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. 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
Brunswick Pie LLC. DBA: Portland Pie Co	CAR-2016- 7361	92 MAINE ST BRUNSWICK, ME, 04011
Fiesta Bowl LLC DBA: Bolos.	CAR-2018- 11404	7 DUNLAP ST BRUNSWICK, ME, 04011

12. 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
James Jerome	11/15/1981	U.K.
Residence address on all the above for previous 5 years		
Name James Jerome	Address: 5 Blueberry Lane Brunswick, ME, 04011	
Name	Address:	
Name	Address:	
Name	Address:	

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:

Marc Fishman → Lash LLC sewall
P.O. Box. 4182, 50 ~~000~~ St.
Portland, ME 04102

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)

We will be using a 70'x30' tent in the fat boy parking lot. Beer + wine will be served out of cans only. All alcohol will only be allowed in the tent. All beverages will be cracked upon purchase. There will be employees working / monitoring the tent at all times.

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: Kate Airbush elementary school

Distance: 1.4 miles

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: 9 / 30 / 2020


Signature of Duly Authorized Person
James Jerome
Printed Name Duly Authorized Person

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

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.

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.

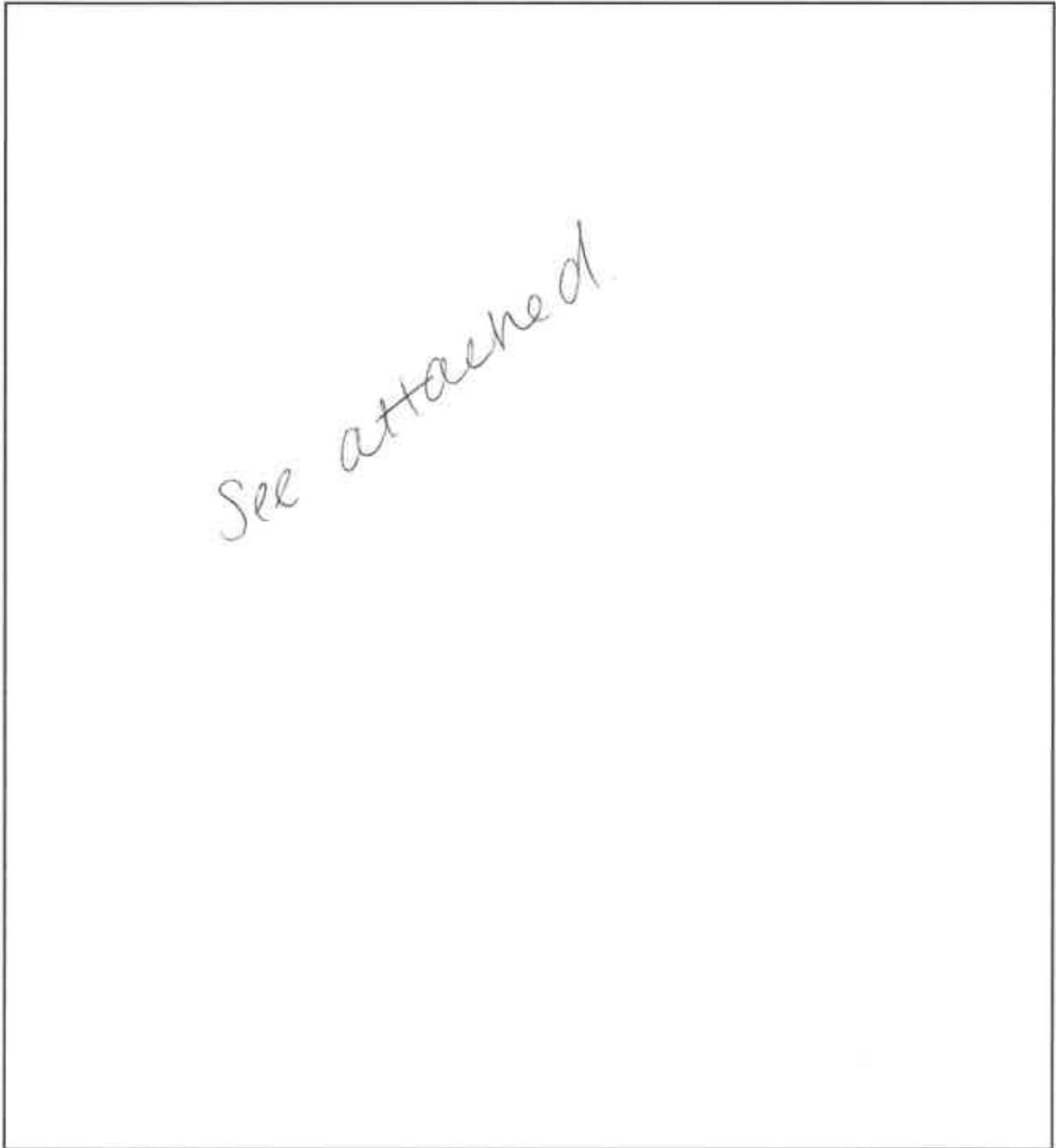
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together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

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) 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
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only 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
Class III	For the Sale of Wine Only 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
Class IV	For the Sale of Malt Liquor Only 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
Class III and IV	For the Sale of Malt Liquor and Wine Only 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
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

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.



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: Fat Boy Drive-In LLC
2. Doing Business As, if any: Fat Boy Drive-In
3. Date of filing with Secretary of State: 1/24/2020 State in which you are formed: Maine
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
James Jerome	5 Blueberry Lane Brunswick, ME 04011	11/15/1981	owner	100%

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



SP SERIES - Round Order Form

150 Callender Rd.
 Watertown, CT 06795
 PH: 800-932-9344 Fax: 860-274-9302

Salesperson: <u>Charity B</u> x <u>5437</u>	Order #: 212071
Salesperson's Email: <u>charityb@shelterlogic.com</u>	Date: 9/25/2020

Frame Size: 30 W x 70 L x 11 H

Fabric Choice / Warranty:

- 9oz Polyethylene - 1 Year Warranty
- 14.5oz Polyethylene - 10/3 Year Warranty
 Warranty:
 10 yr pro-rated warranty on the cover and 3 years pro-rated on the end panels
- 21.5oz PolyVinyl - 15/3 Year Warranty
 Warranty:
 15 yr pro-rated warranty on the cover and 3 years pro-rated on the end panels

COLOR: _____
 (Green, Grey, Tan, Brown, White or Translucent)

COLOR: WHT
 (Green, Grey, Tan, Brown or White)

COLOR: _____
 (Green or White)

Wind & Snow Rating:

Wind Rating* 160 MPH - (Miles Per Hour)
 Snow Rating* 43 PSF - (Pounds/ Square Foot)

*Wind and snow loads given are for reference only and assume a securely anchored frame according to local building codes and ordinances. These have been calculated using combined snow and wind load provisions in accordance with ASCE 7-05 based on an unoccupied, fully enclosed building. Local code requirements vary by location; conformance to local codes is the responsibility of the purchaser.

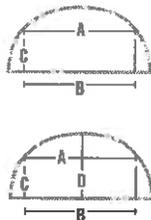
Lead Time:

The Lead time* is 21 Business Days
*Lead time subject to change

END PANEL CONFIGURATION:

FRONT PANEL

- Standard Double Zipper
- Standard Triple Zipper
- Remove Panel
- Custom Zipper Placement

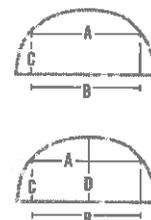


A _____ Top Width
 B _____ Bottom Width
 C _____ Height

A 15' Top Width
 B 15' Bottom Width
 C 8'1" Side Height
 D 10'1" Center Height

BACK PANEL

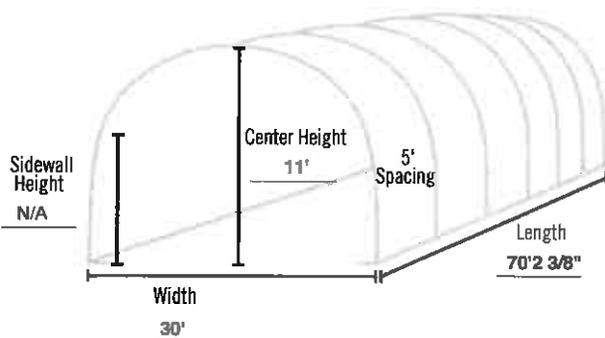
- Standard Solid Panel
- Double Zipper
- Triple Zipper
- Remove Panel
- Custom Zipper Placement



A _____ Top Width
 B _____ Bottom Width
 C _____ Height

A 15' Top Width
 B 15' Bottom Width
 C 8'1" Side Height
 D 10'1" Center Height

Actual Frame Size:



Thank you for your order. Your shelter is currently in production and can no longer be changed or cancelled.
This is a non-returnable Special Order.

Base Cost: \$

11924.83

Additional Special Features / Cost:

- Extend Front Panel _____ ft. (W x L x Material Cost)
- Extend Back Panel _____ ft. (W x L x Material Cost)
- Extend Cover Flaps _____ ft. (L x Unit Depth x Material Cost (x2))
- Custom Zipper Panel - FRONT (\$200 Blanket Cost)
- Custom Zipper Panel - BACK (\$200 Blanket Cost)
- Remove Back Panel (MSRP x .05)
- Remove Front Panel (MSRP x .05)
- Additional Zipper Cost (\$50 per zipper)

Sub-total: (Awaiting shipping cost)

11924.83

ITEM 148
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: October 15, 2020

SUBJECT: Tax Increment Financing (TIF) Committee Meeting Recommendation

At the Tax Increment Financing (TIF) Committee Meeting held on October 15, 2020, Steve Levesque, Executive Director for the Midcoast Regional Redevelopment Authority (MRRA), provided an update on economic development activities at Brunswick Landing and a brief overview of the MRRA request for FY 2021 TIF funds.

The TIF Committee members reviewed the Midcoast Regional Redevelopment Authority's (MRRA) request, asked questions about the status of discrete projects on the Landing and confirmed the use of the TIF funds for proposed FY 2021 projects.

The TIF Committee, comprised of Councilor Chris Watkinson, Councilor Dave Watson and Councilor James Mason, unanimously voted to recommend that the Town Council approve MRRA's request for FY 2021 funding in the amount of \$732,800.00.

Attached is a proposed resolution to authorize the appropriation and payment of TIF revenues to MRRA in accordance with the Brunswick Landing TIF District and the Brunswick Executive Airport TIF District Development Programs and the Credit Enhancement Agreement (CEA) between the Town and MRRA. I look forward to discussing this recommendation with you.

/Attachment

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing an Appropriation and Grant of Available Tax
Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority**

WHEREAS, the Midcoast Regional Redevelopment Authority (“MRRA”) is a public municipal corporation created by the Maine legislature for the purpose of assisting with the successful redevelopment of the properties located within the boundaries of the former Brunswick Naval Air Station (“BNAS”); and

WHEREAS, The Town of Brunswick designated two tax increment financing (“TIF”) districts to assist with the redevelopment of BNAS: (1) the 146-acre Brunswick Executive Airport II Municipal Development and Tax Increment Financing District (the “Executive Airport District”); and (2) the 542-acre Brunswick Landing II Municipal Development and Tax Increment Financing District (the “Brunswick Landing District”) (and collectively the “TIF Districts”), in March 2013, and the State of Maine Department of Economic and Community Development (“DECD”) issued conditional approval of the TIF Districts on March 29, 2013; and

WHEREAS, the Town adopted Development Programs for both TIF Districts in July 2013, and DECD granted full approval of the two TIF Districts and the Development Programs for both TIF Districts on October 24, 2013; and

WHEREAS, the Town adopted amendments to the TIF Development Programs on June 20, 2016, and DECD granted approval of the Development Program Amendments on September 14, 2016; and

WHEREAS, on September 22, 2016 the Town and MRRA executed a Credit Enhancement Agreement (“CEA”); and

WHEREAS, the Development Programs and the CEA require that MRRA request, and the Town approve, TIF funding for projects and other uses MRRA wishes to fund; and

WHEREAS, The Town Council established a committee (“TIF Committee”) to review MRRA’s TIF funding requests; and

WHEREAS, on October 15, 2020, MRRA appeared before the TIF Committee to request \$732,800.00 out of the total estimated available funds for tax year 2020-21; and

WHEREAS, with the understanding that payments will be made in two installments after the November and April tax payment dates, the TIF Committee is recommending that MRRA’s request for \$732,800.00 for tax year 2020-21 be approved, to be used towards public infrastructure projects and vehicle replacement and equipment;

NOW THEREFORE, BE IT RESOLVED, that the sum of up to \$732,800.00 is appropriated and granted to MRRA for use in MRRA’s public infrastructure projects and vehicle replacement and equipment.

Proposed to Town Council: October 15, 2020

Adopted by Town Council:



August 19, 2020

Mr. John Eldridge
Town Manager
Town of Brunswick
85 Union Street
Brunswick, Maine 04011

Subject: Request for FY 2021 Tax Increment Financing Funds

Dear John:

On behalf of the Board of Trustees of the Midcoast Regional Redevelopment Authority and consistent with the provisions of the development program and the financing mechanisms of the tax increment financing programs for the Brunswick Executive Airport TIF District and the Brunswick Landing TIF District, I am respectfully requesting that the Brunswick Town Council authorize \$661,300 from the projected FY 2021 TIF District Development Fund contributions to support MRRA's FY 2021 Capital Improvement Budget (described below) and 100% of the development funds paid by eligible aeronautical uses in the Airport TIF District, which is estimated to be \$71,500, for a total request of \$732,800.

FY 2017 CIP Expenditures

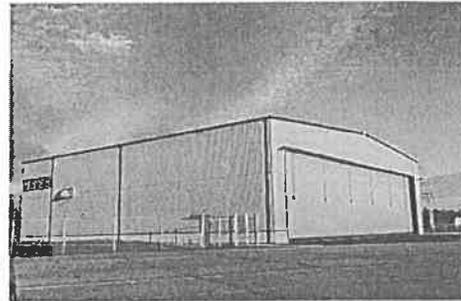
Four years ago, the Brunswick Town Council approved a tax increment financing package that included an investment in the upgrade of three sanitary sewer pump stations. In August of 2018, the Economic Development Administration awarded a grant of \$615,000 to provide a match for this renovation and upgrade project. In December of 2019, MRRA received three bids for construction. The lowest bid was \$242,900 above budget. Negotiations with EDA concluded in April with a supplemental grant from EDA of \$121,450 which matched local sources to fully fund the project. Construction will begin in September.

FY 2018 CIP Expenditures

Three years ago, the Brunswick Town Council approved a tax increment financing package that included the funds to upgrade mechanical, electrical and pumping systems in hangars 5 and 6 that leveraged more than \$2 million in federal and state transportation funds and over \$134,000 upgrades to buildings to support and fit up for new tenants at Brunswick Landing. The renovation project in hangars 5 and 6 was completed and closed out in June of this year. This CIP budget has been closed out.

FY 2019 CIP Expenditures

Two years ago, the Town Council approved TIF funds that supported the construction of a new 15,000 square foot box hangar for itinerant general aviation aircraft (shown below), along with drainage repairs, electrical improvements and a new wildlife fence. The Council also authorized the use of \$140,000 to support the construction of the new connector road from Admiral Fitch to Gurnett Road (Landing Drive).



The TIF funds provided by the Town leveraged \$6,257,400 in funds from the Federal Aviation Administration and \$625,700 from the Maine Department of Transportation. The balance of revenues came from TIF revenues and MRRRA’s capital reserves. The new hangar project was completed in May of 2020. This capital improvement project has now been closed out.

FY 2020 CIP Expenditures

Last year, the Town Council approved the use of TIF Funds totaling \$597,800 to support the FY 2020 Capital Improvement Plan and \$95,100 to support aeronautical uses in the airport district for a total of \$692,900. Among other projects, MRRRA finished this year included the complete rebuild and expansion of the terminal building parking lot, the installation a new automated air break switch to serve the upgrade of electrical service from Central Maine Power to the Brunswick Landing Electric Utility, upgraded the information technology system for MRRRA, the demolition of three buildings in preparation for the construction of a new 55,000 square foot professional medical office building for Martin’s Point Healthcare, and set aside \$174,000 toward the grinding and repaving of Admiral Fitch Avenue, scheduled for 2023. Work on the \$2,222,200 rehabilitation of the south apron on the airport will begin in September.

Proposed FY 2021 CIP Expenditures

On June 24, 2020, the MRRRA Board of Trustees adopted the attached FY 2021 Seven Year Capital Improvement Program which included the use of TIF funds totaling \$661,300 to support the following capital improvement projects:

<i>Revenue</i>	<i>FY 2021</i>
<i>United States Government</i>	
FAA Military Airport Funds	\$410,000
Economic Development Administration Grant	\$500,000
<i>State of Maine</i>	
State of Maine - Maine Technology Institute	\$500,000
<i>Town of Brunswick</i>	
Brunswick Tax Increment Financing Revenue	\$661,300

<i>Own Source</i>	
MRRRA Capital Reserve Funds	\$81,700
	<u>\$2,153,000</u>
Program	
<i>Airport Improvement Program</i>	
Runway Pavement Maintenance - Crack Sealing Repairs	\$119,500
Airport Electrical Improvements (apron lighting) Phase II	\$290,500
<i>Airport Equipment Maintenance Program</i>	\$60,000
<i>Building Improvements</i>	\$155,000
<i>Street, Sidewalk and Parking Lot Resurfacing</i>	\$150,000
<i>New Connector Road (last contribution to the Town of Brunswick)</i>	\$30,000
<i>Vehicle Replacement and Equipment (2 vehicles)</i>	\$92,000
<i>Water Distribution System</i>	\$50,000
<i>Electrical Distribution System</i>	\$66,000
<i>Streetlights</i>	\$140,000
<i>Tech Place Phase II (HVAC Improvements)</i>	\$1,000,000
	<u>\$2,153,000</u>

The TIF funds provided by the Town will leverage \$1,491,700 in funds from the Federal Aviation Administration, the Economic Development Administration, the State of Maine and MRRRA's capital reserves .

In addition, taxable valuation for aviation uses in Hangar 6 on April 1, 2020 included Tempus Jets, which has an anticipated credit enhancement payment under the TIF Agreement of \$71,500 for FY 2021.

On behalf of the Board of Trustees, I would like to express our deep appreciation of the support of the Town of Brunswick in supporting these TIF funds to support investment in critical infrastructure at Brunswick Landing that will support our ability to attract and retain new employers and promote economic growth for the region.

We look forward to discussing these projects with you and the Brunswick Town Council. Thank you for your consideration.

Sincerely,



Steven H. Levesque
Executive Director

- cc. MRRRA Board of Trustees
- Jeffrey K. Jordan, Deputy Director, MRRRA
- Julie Henze, Finance Director, Town of Brunswick
- Sally Costello, Economic Development Director, Town of Brunswick

Town of Brunswick - Tax Increment Financing
MRRA CEA

FY	Sheltered Value	Tax Rate	TIF revenue	Base Redeem (50%)	Authorized for MRRA (CEA)	Balance Base Redeem
2013-14	15,698,400	26.54	416,635.54	208,317.77	-	208,317.77
2014-15	29,283,800	27.40	802,376.12	401,188.06	-	609,505.83
2015-16	32,678,200	28.36	926,753.75	463,376.88	1,072,882.71	(0.01)
2016-17	38,762,500	29.35	1,137,679.38	568,839.69	463,376.88	105,462.80
2017-18	69,342,900	18.37	1,273,829.09	636,914.55	559,138.06	183,239.29
2018-19	66,580,100	18.92	1,259,695.51	629,847.76	807,450.30	5,636.74
2019-20	72,781,173	19.72	1,435,244.75	717,622.38	692,900.00	30,359.12
2020-21	74,205,148	20.37	1,511,558.88	755,779.44	732,800.00	53,338.56
			8,763,773.02	4,381,886.51	4,328,547.95	

= requested

ITEM 149
BACKUP



Town of Brunswick, Maine

INCORPORATED 1739

Police Department

85 PLEASANT STREET BRUNSWICK, MAINE 04011

TELEPHONE (207) 725-5521 FAX (207) 725-6627

SCOTT J. STEWART
Chief of Police

www.brunswickpd.org
email: info@brunswickpd.org



MARTIN S. RINALDI
Commander, Support Services

PAUL R. HANSEN
Commander, Patrol Division

MEMORANDUM

TO: Brunswick Town Council

FROM: Chief Scott Stewart 

DATE: October 15, 2020

SUBJECT: Mutual Aid MOU

The Cumberland County Chiefs of Police have been working on updating a mutual aid memorandum of understanding. This project was started over a year ago, however has now come to fruition with a "final copy".

This copy has been reviewed by the Town attorney and me and do not have any issues with it as written.

Furthermore, I believe this MOU it is important to have in place and I endorse approving.

**AGREEMENT BETWEEN
MUNICIPALITIES IN CUMBERLAND COUNTY
TO PROVIDE MUTUAL AID**

AGREEMENT made this _____ day of _____, 2020 by, between and among the undersigned municipalities.

W.I.T.N.E.S.S.E.T.H.

WHEREAS, 30-A M.R.S.A. § 2674 authorizes the assignment of police officers from one municipality to another to assist with police activities; and

WHEREAS, the undersigned municipalities wish to provide mutual aid to one another, on a short-term, emergency basis; and

WHEREAS, said municipalities agree to assign their police officers upon reasonable notice of the request from the Chief of Police or other designee of the municipality requesting aid;

NOW, THEREFORE, the parties do hereby agree as follows:

1. DEFINITIONS

POLICE SERVICES / ASSISTANCE: Includes police personnel as well as any necessary vehicles, equipment and other special police resources.

REQUESTING MUNICIPALITY: The municipality which is asking another municipality to provide police assistance.

RESPONDING MUNICIPALITY: The municipality which is asked to provide another municipality with police assistance.

TEMPORARY ASSIGNMENTS: Not to exceed 24 hours except by the specific written agreement of the Chiefs of Police or other designee of each community.

2. PURPOSE

The purpose of this Agreement is to set forth the framework through which the law enforcement agencies of Cumberland County will work together by providing each other with easy access to police resources or specialties that may be needed in a police emergency and to provide emergency service resources in quantities or specialties beyond the means of any single department.

3. ASSIGNMENTS

- 3.1 The RESPONDING MUNICIPALITY agrees to assign its police officers to provide POLICE SERVICES for TEMPORARY ASSIGNMENTS within the REQUESTING MUNICIPALITY. The specific individual(s) to be assigned are to be determined by the RESPONDING MUNICIPALITY.
- 3.2 Assignments shall be made only if the Chief of Police of the RESPONDING MUNICIPALITY determines in his or her sole discretion that the RESPONDING MUNICIPALITY has adequate personnel available.

4. EMPLOYER-EMPLOYEE RELATIONSHIP RETAINED

- 4.1 Notwithstanding any provision to the contrary herein, the RESPONDING MUNICIPALITY shall be the sole and exclusive employer of persons assigned hereunder; persons assigned hereunder are not intended, nor shall they be deemed, to be employees of the REQUESTING MUNICIPALITY as a result of said assignment. In addition, nothing herein shall be construed to create a joint employer relationship between the REQUESTING MUNICIPALITY and the RESPONDING MUNICIPALITY. The RESPONDING MUNICIPALITY retains all of the legal responsibilities of the employer-employee relationship while its police officer(s) are on assignment in the REQUESTING MUNICIPALITY.
- 4.2 Police officers assigned hereunder shall be paid by their employer their wages and fringe benefits and shall accrue benefits in the customary manner. No overtime work shall be permitted by police officers while on assignment, unless approved by the RESPONDING MUNICIPALITY.

5. TRAINING

- 5.1 Each municipality shall be solely responsible for the training and equipment of its personnel.
- 5.2 The RESPONDING MUNICIPALITY shall not assign a police officer or other employee to the REQUESTING MUNICIPALITY to perform a function that the police officer or employee is not trained or equipped to perform.
- 5.3 The REQUESTING MUNICIPALITY shall not ask or assign a police officer or other employee of the RESPONDING MUNICIPALITY to perform a function that the police officer or other employee is not trained or equipped to perform.

6. DEFENSE AND INDEMNIFICATION

- 6.1 To the fullest extent permitted by law, the REQUESTING MUNICIPALITY, at its own expense, shall defend or cause to be defended, the RESPONDING MUNICIPALITY, its police officers and employees, from and against any and all claims, causes of action or suits, just or unjust, arising out of, or in any way connected with the act(s), omission(s) or negligence of any police officer or employee of the RESPONDING MUNICIPALITY occurring while such police officer or employee is working hereunder, including but not limited to a determination, under Paragraph 3.2 of this Agreement, not to assign police officers or employees to the REQUESTING MUNICIPALITY.
- 6.2 In addition to, and without limiting the foregoing, the REQUESTING MUNICIPALITY shall indemnify and hold harmless the RESPONDING MUNICIPALITY, its police officers and employees, from any and all liability, costs, damages, expenses or judgments resulting from or in any way connected with the act(s), omission(s) or negligence of any such police officer or employee of the RESPONDING MUNICIPALITY occurring while such police officer or employee is working hereunder, including, but not limited to a determination, under Paragraph 3.2 of this Agreement, not to assign police officers or employees to the REQUESTING MUNICIPALITY, subject to the exclusions set forth in the attached and incorporated herein Exhibit A.
- 6.3 In the event that it is determined by the RESPONDING MUNICIPALITY, after consultation with the REQUESTING MUNICIPALITY, that the RESPONDING MUNICIPALITY, its police officers or employees, require separate legal representation, the selection of such counsel shall be subject to the approval of the REQUESTING MUNICIPALITY, which approval shall not be unreasonably withheld. Requests for separate legal representation shall be subject to the approval of the REQUESTING MUNICIPALITY, which approval shall not be unreasonably withheld. Selection, approval and requests for legal representation shall be subject to the limitations and requirements, if any, of REQUESTING MUNICIPALITY'S liability insurance coverage.
- 6.4 Any case or claim in which RESPONDING MUNICIPALITY, or its police officers or employees, is a party shall not be settled by the REQUESTING MUNICIPALITY without the approval of RESPONDING MUNICIPALITY, which approval as to the RESPONDING MUNICIPALITY and its police officers and

employees shall not be unreasonably withheld. In the event that the RESPONDING MUNICIPALITY does not approve a proposed settlement of RESPONDING MUNICIPALITY, or its police officers or employees, which is otherwise acceptable to a claimant and to the REQUESTING MUNICIPALITY, the REQUESTING MUNICIPALITY shall be relieved of any further obligation which it may have to defend under Paragraph 6.1 and any obligation which it may have to indemnify or hold harmless under Paragraph 6.2, if said obligation is in excess of the proposed settlement offer. The settlement process will be subject to the limitation and requirements, if any, of the REQUESTING MUNICIPALITY'S liability coverage. An admission of liability on the part of the RESPONDING MUNICIPALITY, its police officers or employees, shall be included in a settlement agreement only with the consent of the RESPONDING MUNICIPALITY.

- 6.5 The RESPONDING MUNICIPALITY shall be fully responsible for all workers' compensation coverage for its police officers or employees hereunder and the RESPONDING MUNICIPALITY hereby waives any right of subrogation or lien pursuant to 39-A M.R.S.A. § 107 against the REQUESTING MUNICIPALITY, its police officers or employees, arising out of or resulting from said workers' compensation claims.
- 6.6 The REQUESTING MUNICIPALITY shall give the RESPONDING MUNICIPALITY immediate notice in writing of any notice of claim, legal action or suit filed related in any way to the incident which required mutual aid or which may affect the performance of this Agreement. The RESPONDING MUNICIPALITY shall give the REQUESTING MUNICIPALITY immediate notice in writing of any notice of claim, legal action or suit filed related in any way to the Agreement or which may affect the performance of duties under this Agreement.
- 6.7 Nothing herein waives or limits the sovereign or qualified immunity of the parties under federal, State or constitutional law, including, but not limited to, immunity pursuant to the Maine Tort Claims Act.

7. DESIGNATED REPRESENTATIVE

The municipal officers of each municipality shall designate the Chief of Police or other designee for implementation of this Agreement, except as otherwise provided by municipal charter or ordinance.

8. COMMAND

All persons assigned hereunder shall be subject to the direction and control of the command officers in the REQUESTING MUNICIPALITY for the duration of said assignment; provided, however, that such direction and control shall not establish an employment relationship between any person assigned hereunder and the REQUESTING MUNICIPALITY.

9. RECORDS & REPORTS

Records regarding performance of the obligations required by this Agreement will be maintained by the respective parties. Each party will maintain the confidentiality of agency records as required by State and federal law. Parties may seek access to the other party's records on an as needed basis and to the extent allowed by law.

10. MEDIA

The REQUESTING MUNICIPALITY is expressly authorized to release to the public / media the details of law enforcement actions within that community, as appropriate and consistent with the law. It is understood and agreed that the REQUESTING MUNICIPALITY will typically take the lead on releases of information to the media.

11. DURATION & TERMINATION

This Agreement shall become effective upon proper execution and agreement of the parties and repeals and replaces a prior agreement on the same topic dated September 30, 2010. This Agreement may be modified upon the mutual written consent of the parties. Said Agreement shall remain in effect until termination by a municipality upon thirty days written notice to the other municipalities subject to this Agreement. The decision of one municipality to terminate its participation in this Agreement shall not affect the validity or operation of the Agreement as to the other municipalities. Any existing defense and indemnification obligations shall survive any such termination of this Agreement.

[signature pages to follow after Exhibit A]

EXHIBIT A

Exclusions

The REQUESTING MUNICIPALITY'S obligation to indemnify and hold harmless pursuant to Paragraph 6.2 shall not apply:

- (a) to any liability, cost, damage, expense or judgment to the extent that it is finally determined by a court of competent jurisdiction to be the result of the intentional misconduct, reckless conduct, or gross negligence of the RESPONDING MUNICIPALITY, its police officers or employees, other than those acts necessary to preserve life or property;
- (b) to any liability arising out of the willful violation of any statute or ordinance if committed at the direction of the RESPONDING MUNICIPALITY or any of its police officers or employees; or
- (c) to any liability arising from defamation if the defamatory statement was made by or at the direction of the RESPONDING MUNICIPALITY or any of its police officers or employees with knowledge of its falsity or reckless disregard for the truth.

IN WITNESS WHEREOF, the undersigned municipality has caused this Agreement to be signed by its authorized representative, as of the day and year indicated below.

Town of Bridgton

By _____

Print name: _____

Title: _____

Date: _____

Town of Brunswick

By _____

Print name: _____

Title: _____

Date: _____

Town of Cape Elizabeth

By _____

Print name: _____

Title: _____

Date: _____

Town of Cumberland

By _____

Print name: _____

Title: _____

Date: _____

Town of Falmouth

By _____

Print name: _____

Title: _____

Date: _____

Town of Freeport

By _____

Print name: _____

Title: _____

Date: _____

Town of Gorham

By _____

Title: _____

Print name: _____

Date: _____

City of Portland

By _____

Title: _____

Print name: _____

Date: _____

Town of Scarborough

By _____

Title: _____

Print name: _____

Date: _____

City of South Portland

By _____

Title: _____

Print name: _____

Date: _____

City of Westbrook

By _____

Title: _____

Print name: _____

Date: _____

Town of Windham

By _____

Title: _____

Print name: _____

Date: _____

Town of Yarmouth

By _____

Title: _____

Print name: _____

Date: _____

ITEM 150 BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN CLERK

MEMORANDUM

TO: Town Council

FROM: Fran Smith, Town Clerk

DATE: October 14, 2020

SUBJECT: Covid-19 Grant

Due to timing and an imminent application deadline, on October 1, 2020, the Town Manager, upon the request of the Town Clerk, applied for a Center for Tech and Civic Life COVID-19 Response Grant, to receive funds that “must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Brunswick Town in 2020”. On October 6, 2020, the Town Manager was notified, and agreed to accept, a grant of \$211,665.50. Any and all funds expended between June 15, 2020 and December 31, 2020 for the specific purposes defined in the grant may be reimbursed to the Town. Examples of reimbursable expenses for both the July Primary and November general election are temporary staffing, supplies and equipment including PPE, and postage expended for absentee ballots;

However, the grant funds may not supplant previously appropriated funds or reduce the Town Clerk’s budget. No later than January 31, 2021, the Town shall produce a brief report explaining and documenting how the grant funds were expended in support of the approved activities. The Town Clerk and Finance Director have established a fund for expenditures fitting the parameters of the grant. It is not expected however, that the Town will expend or receive anywhere near the maximum amount of the grant.

Town Clerk and Town Manager are asking the Town Council to approve the grant acceptance at this time.



CENTER FOR
TECH AND
CIVIC LIFE

October 6, 2020

Brunswick Town, Maine
Town Manager
85 Union Street
Brunswick, ME 04011

Dear John Eldridge,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Brunswick Town, and the special circumstances Brunswick Town faces administering elections in 2020, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Brunswick Town ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$211,665.50 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Brunswick Town in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

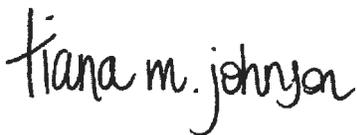
1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Temporary staffing, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.

8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandciviclife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



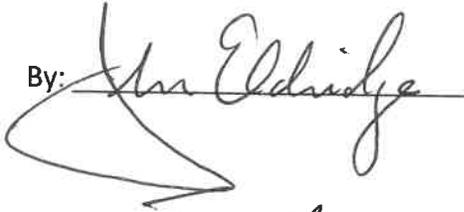
Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By:

A handwritten signature in black ink, appearing to read "Jim Eldridge", written over a horizontal line.

Title:

Team Manager

Date:

10/9/2020

ITEM 151
BACKUP

Town of Brunswick, Maine



TOWN COUNCIL

Resolution Designating "Trick or Treat" Hours and Encouraging Caution with Halloween Activities

Whereas, many children in Brunswick, Maine traditionally participate in door-to-door "trick or treat" activities on Halloween which will occur this year on October 31st, 2020; and

Whereas, the Town Council finds it necessary to designate "trick or treat" hours: and

Whereas, Town Council wishes to promote and encourage safety for those participating in "trick or treat" activities; and

Whereas, in this time of COVID-19, the CDC identifies traditional door to door "trick or treating", where treats are handed to children, as a higher risk activity to be avoided.

Now, therefore be it resolved by the Town Council of Brunswick, Maine:

1. The official hours for "trick or treat" on Saturday, October 31, 2020, shall extend from 4:00 PM to 8:00 PM. Participating households are encouraged to turn on porch lights.
2. Residents should remain alert and use extra caution when driving during those times "trick or treaters" are present or expected to be present.
3. Residents who wish to participate in Halloween activities are encouraged to follow the Centers for Disease Control and Prevention (CDC) COVID-19 recommendations as found at the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays.html>
4. Residents should not participate in "trick or treat" (i.e. should not give out candy, or participate or go door to door) or other Halloween activities if they have, or have been exposed, to COVID-19 or have any of the symptoms of COVID-19 infection.

Voted by the Town Council of Brunswick, Maine this 19th day of October, 2020

John M. Perreault, Chair – Town Council

Coronavirus Disease 2019 (COVID-19)

MENU >



Holiday Celebrations

Updated Oct. 14, 2020

[Print](#)



Halloween



Día de los Muertos



Thanksgiving

As many people in the United States begin to plan for fall and winter holiday celebrations, CDC offers the following considerations to help protect individuals and their families, friends, and communities from COVID-19. These considerations are meant to supplement—**not replace**—any [state](#), [local](#), [territorial](#), or [tribal](#) health and safety laws, rules, and regulations with which holiday gatherings must comply. When planning to host a holiday celebration, you should assess current COVID-19 levels in your community to determine whether to postpone, cancel, or limit the number of attendees.

Virus spread risk at holiday celebrations

Celebrating virtually or with members of your own household poses low risk for spread. In-person gatherings pose varying levels of risk. Event organizers and attendees should consider the risk of virus spread based on event size and use of mitigation strategies, as outlined in the [Considerations for Events and Gatherings](#). There are several factors that contribute to the risk of getting infected or infecting others with the virus that causes COVID-19 at a holiday celebration. In combination, these factors will create various amounts of risk, so it is important to consider them individually and together:

- **Community levels of COVID-19** – Higher levels of COVID-19 cases and community spread in the gathering location, as well as where attendees are coming from, increase the risk of infection and spread among attendees. Family and friends should consider the number and rate of COVID-19 cases in their community and in the community where they plan to celebrate when considering whether to host or attend a holiday celebration. Information on the number of cases in an area can be found on the area's [health department](#) website.
- **The location of the gathering** – Indoor gatherings generally pose more risk than outdoor gatherings. Indoor gatherings with poor ventilation pose more risk than those with good ventilation, such as those with open windows or doors.
- **The duration of the gathering** – Gatherings that last longer pose more risk than shorter gatherings.
- **The number of people at the gathering** – Gatherings with more people pose more risk than gatherings with fewer people. CDC does not have a limit or recommend a specific number of attendees for gatherings. The size of a holiday gathering should be determined based on the ability to reduce or limit contact between attendees, the risk of spread between attendees, and [state](#), [local](#), [territorial](#), or [tribal](#) health and safety laws, rules, and regulations.

- **The locations attendees are traveling from** – Gatherings with attendees who are traveling from different places pose a higher risk than gatherings with attendees who live in the same area. Higher levels of COVID-19 cases and community spread in the gathering location, or where attendees are coming from, increase the risk of infection and spread among attendees.
- **The behaviors of attendees prior to the gathering** – Gatherings with attendees who are not adhering to social distancing (staying at least 6 feet apart), mask wearing, hand washing, and other prevention behaviors pose more risk than gatherings with attendees who are engaging in these preventative behaviors.
- **The behaviors of attendees during the gathering** – Gatherings with more preventive measures in place, such as mask wearing, social distancing, and hand washing, pose less risk than gatherings where fewer or no preventive measures are being implemented.

People who should not attend in-person holiday celebrations

People with or exposed to COVID-19

Do not host or participate in any in-person festivities if you or anyone in your household

- Has been diagnosed with COVID-19 and has [not met the criteria for when it is safe to be around others](#)
- Has [symptoms of COVID-19](#)
- Is waiting for COVID-19 [viral test](#) results
- May have been [exposed to someone with COVID-19 in the last 14 days](#)
- Is at increased risk of severe illness from COVID-19

People at increased risk for severe illness

If you are at [increased risk of severe illness](#) from COVID-19, or live or work with someone at increased risk of severe illness, you should

- Avoid in-person gatherings with people who do not live in your household.
- Avoid larger gatherings and consider attending activities that pose lower risk (as described throughout this page) if you decide to attend an in-person gathering with people who do not live in your household.

General considerations for fall and winter holidays

[Fall and winter celebrations](#), such as Rosh Hashanah, Yom Kippur, Halloween, Día de los Muertos, Navratri, Diwali, Thanksgiving, Día de la Virgen de Guadalupe, Hanukkah, Kwanzaa, Christmas, and New Year's, typically include large gatherings of families and friends, crowded parties, and travel that may put people at increased risk for COVID-19.

Before you celebrate

Hosting a holiday gathering

If you will be hosting a celebration, follow [CDC tips for hosting gatherings](#). Below are some additional considerations for hosting a holiday celebration:

- Host outdoor activities rather than indoor activities as much as possible. If hosting an outdoor event is not possible, and you choose to host an indoor event, avoid crowded, poorly ventilated, or fully enclosed indoor spaces.
 - Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
- Host activities with only people from your local area as much as possible.
- Limit numbers of attendees as much as possible.
- Provide updated information to your guests about any COVID-19 safety guidelines and steps in place to prevent the spread of the virus.
- Provide or encourage attendees to bring supplies to help you and others stay healthy. For example, extra [masks](#) (do not share or swap with others), hand sanitizer that contains at least 60% alcohol, and tissues.

- If you are planning in-person holiday gatherings with people outside of your household, consider asking all guests to strictly avoid contact with people outside of their households for 14 days before the gathering.

Attending a holiday gathering

If you will be attending a celebration that someone else is hosting, follow [CDC Considerations for attending an event or gathering](#). Below are some additional considerations for attending an in-person holiday gathering:

- Outdoor activities are safer than indoor activities. If participating in an outdoor event is not possible, and you choose to attend an indoor event, avoid crowded, poorly ventilated, and fully enclosed indoor spaces. Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
- Check with the event host, organizer, or event venue for updated information about any COVID-19 safety guidelines and if they [have steps in place](#) to prevent the spread of the virus.
- Bring supplies to help you and others stay healthy. For example, bring extra [masks](#) (do not share or swap with others), hand sanitizer that contains at least 60% alcohol, and tissues.
- If you are planning to attend in-person holiday gatherings with people outside of your household, consider strictly avoiding contact with people outside of your household for 14 days before the gathering.

Holiday travel

Traveling increases the chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others. Use information from the following webpages to decide whether to go on holiday travel:

- [Travel During the COVID-19 Pandemic](#)
- [Know Your Travel Risk](#)
- [Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

If you decide to travel, follow these safety measures during your trip to [protect yourself and others](#) from COVID-19:

- Wear a [mask](#) to keep your nose and mouth covered when in public places.
- Avoid close contact by [staying at least 6 feet apart](#) (about 2 arms' length) from anyone who is not from your household.
- [Wash your hands](#) often with soap and water for at least 20 seconds or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

Get your flu vaccine

Gatherings can contribute to the spread of other infectious diseases. Getting a [flu vaccine](#) is an essential part of protecting your health and your family's health this season. September and October are good times to get vaccinated. However, flu vaccines are still useful any time during the flu season and can often be accessed into January or later.

During the celebration

Follow these tips to reduce your risk of being exposed to, getting, or spreading COVID-19 during the celebration:

Social distance and limit close contact

- [Maintain a distance](#) of at least 6 feet or more from people you don't live with. Be particularly mindful in areas where it may be harder to keep this distance, such as restrooms and eating areas.
- Avoid using restroom facilities at high traffic times, such as at the end of a public event.
- Avoid busy eating areas, such as restaurants during high volume mealtimes, if you plan to [eat out at a restaurant](#).
- Minimize gestures that promote close contact. For example, do not shake hands, bump elbows, or give hugs. Instead wave and verbally greet others.

Wear masks

- Wear a [mask](#) at all times when around people who don't live in your household to reduce the risk of spreading the virus.
- Avoid singing, chanting, or shouting, especially when not wearing a mask and within 6 feet of others.

Do not use costume masks in place of cloth masks

- Do not use a costume mask (such as for Halloween) as a substitute for a cloth [mask](#) unless it is made of two or more layers of breathable fabric that covers your mouth and nose and doesn't leave gaps around your face.
- Do not wear a costume mask over a cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.

Limit contact with commonly touched surfaces or shared items

- [Clean and disinfect](#) commonly touched surfaces and any shared items between use when feasible. Use [EPA-approved disinfectants](#) [🔗](#).
- Use touchless garbage cans if available. Use gloves when removing garbage bags or handling and disposing of trash. [Wash hands](#) after removing gloves.

Wash hands

- [Wash your hands](#) often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Keep safe around food and drinks

Currently, there is no evidence to suggest that handling food or eating is associated with directly spreading COVID-19. It is possible that a person can get COVID-19 by touching a surface or object, including food, food packaging, or utensils that have the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way that the virus is spread. Remember, it is always important to follow good hygiene to reduce the risk of illness from common foodborne germs.

- Make sure everyone washes their hands with soap and water for 20 seconds before and after preparing, serving, and eating food. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Instead of potluck-style gatherings, encourage guests to bring food and drinks for themselves and for members of their own household only.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- Wear a [mask](#) while preparing or serving food to others who don't live in your household.
- If serving any food, consider having one person serve all the food so that multiple people are not handling the serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, plates and utensils, and condiments.
- Avoid any self-serve food or drink options, such as buffets or buffet-style potlucks, salad bars, and condiment or drink stations. Use grab-and-go meal options, if available.
- If you choose to use any items that are reusable (e.g., seating covers, tablecloths, linen napkins), wash [and disinfect](#) them after the event.
- Look for healthy food and beverage options, such as fruits and vegetables, lean proteins, whole grains, and low or no-calorie beverages, at holiday gatherings to help maintain good health.

After the celebration

If you participated in [higher risk activities](#) or think that you may have been exposed during your celebration, take extra precautions (in addition to the ones listed above) for 14 days after the event to protect others:

precautions (in addition the ones listed above) for 14 days after the event to protect others.

- [Stay home](#) as much as possible.
- Avoid being around people at [increased risk for severe illness from COVID-19](#).
- Consider getting [tested](#) for COVID-19.

If you develop [symptoms consistent with COVID-19](#), such as fever, cough, or shortness of breath, or if you [test positive for COVID-19](#), immediately contact the host and others that attended the event or celebration that you attended. They may need to inform other attendees about their possible exposure to the virus. Contact your health care provider and follow the CDC-recommended steps for [what to do if you become sick](#), and follow the [public health recommendations for community-related exposure](#).

If you are waiting for your COVID-19 test results, stay home until you have a result, and [follow CDC's guidance](#)  to help stop the spread of COVID-19.

If you have been diagnosed with COVID-19, a [public health worker may contact you](#) to check on your health and ask you who you have been in contact with and where you've spent time in order to identify and provide support to people (contacts) who may have been infected. Your information will be confidential. Learn more about [what to expect with contact tracing](#) .

If you are notified that you were a close contact of someone who tested positive for COVID-19

- [Stay home for 14 days](#) from the last time you had contact with that person.
- Monitor for [symptoms](#) of coronavirus.
- [Get information](#) about COVID-19 testing [if you feel sick](#).

Fall holiday celebrations

[Rosh Hashanah, Yom Kippur, Halloween, Día de Los Muertos, Navratri, Diwali, and Thanksgiving](#) will likely need to be different this fall to prevent the spread of the virus that causes COVID-19. Avoid activities that are higher risk for spread. Consider fun alternatives that pose lower risk of spreading the virus that causes COVID-19.

Halloween

Many traditional Halloween activities can be high-risk for spreading viruses. There are several safer, alternative ways to participate in Halloween. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)

- If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart
 - A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
 - Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
 - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming
- Going on hayrides or tractor rides with people who are not in your household
- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Traveling to a [rural](#) fall festival that is not in your community if you live in an area with community spread of COVID-19

Día de los Muertos

Many traditional activities can put you at higher risk for exposure to COVID-19. There are several safer, alternative ways to celebrate Día de los Muertos. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Día de los Muertos festivities.

Lower risk activities

These lower risk activities can be safe alternatives:

- Preparing traditional family recipes for family and neighbors, especially those at [higher risk of severe illness from COVID-19](#), and delivering them in a way that doesn't involve contact with others
- Playing music in your home that your deceased loved ones enjoyed
- Making and decorating masks or making an altar for the deceased
- Setting out pillows and blankets in your home for the deceased
- Joining a virtual get-together celebration

Moderate risk activities

- Having a small group outdoor, open-air parade where people are distanced more than 6 feet apart
- Visiting and decorating graves of loved ones with household members only and keeping more than 6 feet away from others who may be in the area
- Hosting or attending a small dinner with local family and friends outdoors where people are distanced more than 6 feet apart
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Attending large indoor celebrations with singing or chanting
- Participating in crowded indoor gatherings or events
- Having a large dinner party with people from different households coming from different geographic locations
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors

Thanksgiving

Thanksgiving is a time when many families travel long distances to celebrate together. [Travel](#) increases the chance of getting and spreading the virus that causes COVID-19. Staying home is the best way to protect yourself and others. If you must travel, be informed of the [risks involved](#).

Lower risk activities

- Having a small [dinner](#) with only people who live in your household
- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that doesn't involve contact with others
- Having a virtual dinner and sharing recipes with friends and family
- Shopping online rather than in person on the day after Thanksgiving or the next Monday
- Watching sports events, parades, and movies from home

Moderate risk activities

- Having a small outdoor [dinner](#) with family and friends who live in your community
 - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Attending a small outdoor sports events with safety precautions in place

Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Going shopping in crowded stores just before, on, or after Thanksgiving
- Participating or being a spectator at a crowded race
- Attending crowded parades

- Using [alcohol or drugs](#), which can cloud judgement and increase risky behaviors
- Attending large indoor gatherings with people from outside of your household

More Information

[Stress and Coping](#)

[Travel During the COVID-19 Pandemic](#)

[Know Your Travel Risk](#)

[Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

Last Updated Oct. 14, 2020

CONSENT AGENDA - A BACK UP MATERIALS

Town of Brunswick, Maine



Proclamation

Whereas, the Town of Brunswick celebrates our local small businesses and the contributions they make to our local economy and community, and

Whereas, small businesses employ over nearly half of the business employees in the United States; and

Whereas, small businesses contribute positively to the local community by supplying jobs and generating tax revenue; and

Whereas, consumers agree that small businesses are critical to the overall economic health of the United States; and

Whereas, consumers agree that it is important for people to support the small businesses that they value in their community; and

Whereas, Town of Brunswick supports our local businesses that create jobs, boost our local economy, and preserve our neighborhoods; and

Whereas, organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, the Town Council of Brunswick does hereby proclaim November 28, 2020 as Small Business Saturday; and

Encourages the residents of our community to support small businesses and merchants on Small Business Saturday and throughout the year.

*Proclaimed by the Brunswick Town Council this
19th day of October 2020.*

CONSENT AGENDA - B BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

Police Department

85 PLEASANT STREET BRUNSWICK, MAINE 04011

TELEPHONE (207) 725-5521 FAX (207) 725-6627



SCOTT J. STEWART
Chief of Police

www.brunswickpd.org
email: info@brunswickpd.org

MARTIN S. RINALDI
Commander, Support Services

PAUL R. HANSEN
Commander, Patrol Division

MEMORANDUM

TO: Chief Stewart

FROM: Lieutenant Mears

CC: SRT Commander Rinaldi, SRT TL Ridlon

DATE: 10/07/2020

SUBJECT: Acceptance of Grant

Chief,

This memorandum is to inform you that due to the hard work and diligence of Officer Patrick Scott. The Brunswick Police Department was offered a grant by the Firehouse Subs- Public Safety Foundation Board of Directors. The grant is for the sum of \$26,490.00 and is to be used for the purchase of a new Rescue Phone Quad Negotiation Console & Rescue Phone System.

Gregory D. Mears, Lieutenant
Crisis Negotiations Team Leader