

# Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

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## MEMORANDUM

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**TO:** Street Lighting Committee

**FROM:** E. Ryan Leighton  
Assistant Town Manager

**DATE:** January 13, 2021

**SUBJECT:** Meeting – January 21, 2021

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Welcome and thank you for agreeing to serve on the Street Lighting Committee. We are looking forward to meeting with.

Attached please find the following items:

- Meeting Agenda
- Order – Establishing the Committee and its Responsibilities
- List of Committee Members

The primary goal of this committee will be the development of a Street Lighting Policy for the Town Council to consider for adoption. Items for consideration include guidance for light locations, color temperature of the lights, lumens, fixture styles, and optional street light controls.

The Committee meetings are public proceedings as a result notice of the meetings will be posted in advance and all committee deliberations must be conducted at a meeting, in order that the public is able to observe the deliberations. All meetings will also be recorded. A Zoom invite will be emailed prior to each meeting.

Again, thank you for your willingness to serve on this committee.

We look forward to meeting with you on January 21, 2021 at 5:00 PM.

Attachments

# Town of Brunswick, Maine

## STREET LIGHTING COMMITTEE

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### AGENDA

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Thursday, January 21, 2021  
5:00 PM - 6:00 PM

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#### **MEETING VIA ELECTRONIC DEVICES**

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

#### **HOW TO SUBMIT PUBLIC COMMENT**

Public Comments must be submitted through the Zoom platform by dialing +1 929 205 6099 and entering the Meeting ID number 899 4516 9959 and the passcode 052683 when prompted. Please be advised message and data rates may apply.

#### **All Votes to be Taken Via Roll Call**

1. Introduction of Members
2. Review Committee Responsibilities and Expectations
3. Establish Future Meeting Dates and Times
4. Discuss efforts currently underway
5. Policy Development Procedure
6. Other Business

## **Town of Brunswick, Maine Street Lighting Committee**

*Background.* The Town's adopted Capital Improvement Program (CIP) contains a project that would replace the street lighting currently rented from Central Maine Power (CMP) with LED lighting. In June of 2020, the Town Council funded the first phase of the project to acquire the existing rental lights from CMP. The second phase of the project would be to install LED lights to be owned and maintained by the Town.

In replacing the lights there will be several considerations that will need to be addressed by a street lighting policy. Among the considerations are locations, color temperature of the lights, lumens, fixture styles, and street light controls. A committee shall be created to assist the Town Manager and staff in developing a lighting policy and related recommendations to be considered by the Town Council for implementation.

*Committee Members.* The committee shall be comprised of the following eleven (11) members:

- Assistant Town Manager
- Town Engineer
- Public Works Director
- Director of Planning and Development
- Police Chief or Designee
- Two members of the Town Council as appointed by the Council Chair
- One member from each of the following as selected by the board or committee:
  - Planning Board
  - Bicycle and Pedestrian Committee
  - Recycling and Sustainability
  - Downtown Master Plan Implementation Committee

*Committee's Scope of Work.*

The committee shall assist in the following:

- Inventory of existing street lights owned or rented by the Town
- Development of a Street Lighting Policy for consideration by the Town Council
- Recommending the style, type, color temperature of the LED fixtures
- Evaluating and recommending whether additional features and controls are desirable and if so at what locations
- Evaluating vendor proposals and recommending selection
- Developing any other recommendations the Committee believes to be relevant

*Reporting.* The Town Manager shall periodically report to the Town Council on project activities and progress.

**Street Lighting Committee**

<b>Name</b>	<b>Representing</b>
Chrissy Adamowicz	Bicycle and Pedestrian Advisory Committee
Tom Barter	Downtown Master Plan Implementation Committee
Rob Burgess	Planning Board
Juka Zolas	Recycling and Sustainability Committee
Jay Astle	Public Works Director
Ryan Barnes	Town Engineer
Paul Hansen	Police Commander of Patrol
Matt Panfil	Director of Planning and Development
Ryan Leighton	Assistant Town Manager