

BRUNSWICK TOWN COUNCIL

Agenda

April 21, 2020

6:30 P.M. – Regular Meeting

MEETING VIA ELECTRONIC DEVICES

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

*THERE IS NO OPPORTUNITY FOR THE PUBLIC TO VIEW THIS MEETING IN PERSON.
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>

All Votes to be Taken Via Roll Call

Roll Call of Members/Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

MANAGER'S REPORT

- a) Financial Update
- b) Municipal Budget and CIP
- c) Police Department and Special Olympics
- d) Paving and Road Rehabilitation
- e) People Plus Parking Lot
- f) Farmers Markets
- g) Veterans Plaza

TABLED

- 40. The Town Council will consider setting a public hearing for May 4, 2020 for a proposed Shoreland Protection Overlay map amendment regarding a change in the mapped wetland boundary, and will take any appropriate action. (Planning Board)

ACTION

PUBLIC HEARING

- 53. The Town Council will hear public comments regarding establishing a 4-way stop at the intersection of Weymouth and Armory Streets, and will take any appropriate action. (Councilor Toby McGrath)

HEARING/ACTION

- 54. The Town Council will hear public comments on an "Ordinance Authorizing Various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Projects Costs Not to Exceed \$153,777, and Further Authorizing Issuance of

Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266)", and will take any appropriate action. (School Board)

HEARING/ACTION

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

HEARING/ACTION

NEW BUSINESS

56. The Town Council will consider setting a public hearing for May 4, 2020 regarding a Community Development Block Grant for Wild Oats, and will take any appropriate action. (Town Manager Eldridge)

ACTION

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

ACTION

58. The Town Council will consider changes to Chapter 7 of the Brunswick Town Ordinance "Fire Prevention and Protection", and will take any appropriate action. (Town Manager Eldridge)

ACTION

59. The Town Council will discuss the COVID-19 pandemic, and will take any appropriate action. (Town Manager Eldridge)

ACTION

CONSENT AGENDA

- a) Approval of the minutes of March 16, March 30, and April 6, 2020
- b) Approval of election workers

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 **976 9281 0189** and the password **665744** when prompted. Please be advised message and data rates may apply.

**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
April 6, 2020
Council Notes and Suggested Motions

MANAGER’S REPORT

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

- a) **Financial Update:** Copies of the financial reports are included in the packet.
- b) **Municipal Budget and CIP:** These will be delivered to Councilors at the meeting. A copy of a memo from Town Manager Eldridge is included in the packet.
- c) **Police Department and Special Olympics:** United States Special Olympics was looking for 10 Health Messengers to promote their members staying safe and fit. They asked for videos from each of the 50 States. Megan Rosenberg, our part time custodian and crossing guard, was asked by Maine Special Olympics to represent Maine by submitting a video. SRO/Detective Tom Stanton helped her put together and help narrate the video. A number of our employees also participated in the video, on and off camera. We learned today that Megan’s video was picked (from at least 50 videos) as one of the 10 Health Messenger videos.
- d) **Paving and Road Rehabilitation:** Manager Eldridge will give this update.
- e) **People Plus Parking Lot:** Manager Eldridge will give this update.
- f) **Farmers Markets:** Manager Eldridge will give this update.
- g) **Veterans Plaza:** Manager Eldridge will give this update.

TABLED

- 40. **Notes:** The Planning Board held a public hearing on February 25, 2020 and unanimously recommended the Town Council amend the Shoreland Protection Overlay (SPO) map with a 75-foot shoreland area associated with streams and remove the 250-foot nonforested freshwater wetland boundary at the subject parcel, Map 17, Lot 1 and Map U34 Lots 15 and 19. It is not understood why the Forested Wetlands are included in the boundaries when, according to the Town of Brunswick Ordinances, a 125-foot setback is only needed around Freshwater Wetlands. Staff has concurred that the wetlands and associated Shoreland Overlay area are not consistent with the ordinances, and a site visit by Atlantic Environmental indicates that the subject parcel contains a small stream. A copy of a letter from Sitelines, along with an evaluation and report done in 2018 by Atlantic Environmental, with maps, are included in the packet.

Suggested Motion:

Motion to set a public hearing for May 4, 2020 for an amendment to the Shoreland Protection Overlay (SPO) regarding a change in mapped wetland boundary to reflect verified field conditions.

PUBLIC HEARING

53. **Notes:** This is the public hearing to consider establishing a 4-way stop at the intersection of Weymouth and Armory Streets. This change is requested by residents of Weymouth Street as a traffic-calming measure. A copy of a memo from Commander Waltz, the pertinent section of the ordinance, and traffic statistics for Weymouth Street are included in the packet.

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 establish a 4-way stop at the intersection of Weymouth and Armory Streets.

54. **Notes:** This is the public hearing to consider the acceptance of the School Revolving Renovation Fund Eligibility Certificate for ADA, health and safety improvements to the Brunswick Junior High School. The School Board voted unanimously at its March 11, 2020 meeting to accept the certificate, and is requesting the Town Council authorize borrowing from the bond bank. The school will need to borrow \$95,511 for the project cost for the junior high school, following loan forgiveness of \$58,266. Some of the projects include hazardous materials abatement, illuminated exits signage and stair rails. A copy of a letter from Superintendent Paul Perzanoski, the bond ordinance, the public hearing notice, a PowerPoint presentation by Julia Henze, Finance Director, and the 2020 presentation to the School Board and Town Council are included in the packet.

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 "Ordinance Authorizing various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Project Costs Not to Exceed \$153,777, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266)".

55. **Notes:** This is the public hearing to consider the acceptance of the School Revolving Renovation Fund Eligibility Certificate for ADA, health and safety improvements to Coffin School. The School Board voted unanimously at its March 11, 2020 meeting to accept the certificate, and is requesting the Town Council authorize borrowing from the bond bank. The school will need to borrow \$183,849 for the project cost of Coffin School, following loan forgiveness of \$112,157. Some of the projects include roof renovation, fire alarm and sprinkler system. A copy of a letter from Superintendent Paul Perzanoski, the bond ordinance, the public hearing notice, a PowerPoint presentation by Julia Henze, Finance Director, and the 2020 presentation to the School Board and Town Council are included in the packet.

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 “Ordinance Authorizing Health Improvements at the Coffin Elementary School, with Total Project Costs Not to Exceed \$296,006, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$183,849 (following loan forgiveness of \$112,157)”.

NEW BUSINESS

56. **Notes:** As part of the financing package for Natural Selection, Inc., d/b/a Wild Oats, related to their expansion project at Brunswick Landing, the Town is asked to sponsor Wild Oats’ application for a Community Development Block Grant (CDBG) in the amount of \$500,000 for production/manufacturing equipment. Staff is asking the Town Council to set a public hearing for May 4, 2020. There are financial, economic and service benefits associated with this expansion, including land development, new construction for a currently vacant property to bring it onto the tax rolls, and redevelopment projects with the Tax Increment Financing (TIF) districts, with the resultant improvements not included in the overall valuation for the determination of State Aid to Education, State Revenue Sharing and County taxes during the life of the TIF District. A copy of a memo from Sally Costello, Economic & Community Development Director, as well as selected pages from the grant application and the draft resolution, are included in the packet. **Suggested motion:**
Motion to set a public hearing for May 4, 2020 for a Community Development Block Grant application for Natural Selection, Inc., d/b/a Wild Oats.
57. **Notes:** The Development Program for the Town’s Cook’s Corner Tax Increment Financing (TIF) District permits the support of “General Economic Development”, which includes providing funding for loan programs, specifically the Brunswick Development Corporation (BDC). BDC, in response to the COVID-19 pandemic, has provided \$100,000 in loans to Brunswick businesses. Staff would like to appropriate \$25,000 to BDC to assist in providing additional loans to businesses affected by the COVID-19 pandemic, and presents a resolution and proposed public hearing date for the Council’s consideration. A memo by Economic & Community Development Director Sally Costello and the draft resolution are included in the packet. **Suggested motion:**
Motion to adopt a “Resolution Authorizing an Appropriation of \$25,000 from Cook’s Corner Tax Increment Financing (TIF) Revenues for the Purpose of Providing Capital to the Brunswick Development Corporation (BDC) for BDC’s Emergency Loan Program”.
58. **Notes:** Proposed changes include updated code references to be in line with the state-adopted codes and standards, and updated language to provide a wider scope of inspection to include health and welfare when necessary. The language is very similar to what

currently exists for the Codes Officer in Chapter 8 “Housing” of the Brunswick Town Ordinance. The Fire Department is asking the Council to set a public hearing for May 4, 2020. A copy of a memo from Deputy Fire Chief Jeff Emerson and the proposed language are included in the packet.

Suggested motion:

Motion to set a public hearing for May 4, 2020 for proposed changes to Chapters 7, “Fire Prevention and Protection” of the Brunswick Code of Ordinances.

59. **Notes:** Discussion about the emergency resolution and updates to the Town’s response to the COVID-19 pandemic. A copy of the Town’s most recent resolution and a copy of the Governor’s most recent order are included in the packet.

CONSENT AGENDA

- a) **Approval of the minutes of March 16, March 30, and April 6, 2020:** Copies of the minutes are included in the packet.
- b) **Approval of appointment of election workers:** Lists of election workers are included in the packet.

Suggested motion:

Motion to approve the Consent Agenda.

Suggested Motion:

Motion to adjourn the meeting.

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: April 15, 2020

SUBJECT: Town Manager's Report
April 21, 2020 - Town Council Meeting

Financial Update (a)

Revenue and expenditure reports for the fiscal year through March 31, 2020 are included in your packet. The expenditure portion of the budget looks to be in good shape with the exception of General Assistance. The revenue portion of the budget had been on target until about mid March when emergency orders went into effect. Our two largest non-property tax revenues, excise tax and revenue sharing, are now projected to come in less than budgeted for the year. Both are the result of delayed collection and an expected decline when the economy is in recession. We have adjusted our expectations in the 2020-21 budget proposal as we expect these trends to continue. Finance Director Julia Henze and I will be happy to answer any questions.

Municipal Budget and CIP (b)

You will be receiving, under separate cover, copies of the proposed Municipal Budget for 2020-21 and the proposed Capital Improvement Program (CIP) covering the next five fiscal years. As you might imagine, these unprecedented times have made the preparation of these documents very challenging. Given the fiscal challenges created by the pandemic, I expect the budget will continue to evolve as events continue to unfold.

Police Department and Special Olympics (c)

United States Special Olympics was looking for 10 Health Messengers to promote their members staying safe and fit. They asked for videos from each of the 50 States. Megan Rosenberg, our part time custodian and crossing guard, was asked by Maine Special Olympics to represent Maine by submitting a video. SRO/Detective Tom Stanton helped her put together and narrate the video. A number of our employees also participated in the video, on and off camera. We learned today that Megan's video was picked (from at least 50 videos) as one of the 10 Health Messenger videos.

Paving and Road Rehabilitation (d)

We recently received bids on a portion of our 2020-21 paving program. The low bid from Crooker Construction was accepted and awarded for streets in the vicinity of the Kate Furbish Elementary School. You may recall, we delayed paving in this area while the school was under construction. We now expect paving to occur in July or August. We also partnered with the Brunswick Sewer

District for a project on Charles Court. That is a separate project and our portion, resurfacing, was awarded to Ray Labbe and Sons.

People Plus Parking Lot (e)

The parking lot rehabilitation project has been awarded to Ray Labbe and Sons. The project will correct drainage issues through regrading and the installation of new storm drain infrastructure. The lot will then be repaved. Work is expected to begin this week or next. Given that the People Plus Center is closed to the public, we thought this was an ideal opportunity to complete this project.

Farmers Markets (f)

Public Works is working to complete the portion of sidewalk on Park Row, between Green Street and Fitch Place, that will allow the Brunswick Farmers Market to operate this year as previously discussed with the Council. Farmers Markets are considered essential businesses and we understand that the Market does intend to operate this year. Social distancing will be a challenge. The market that has been held at Crystal Spring Farm is being moved to the High School Parking lot for this season as the parking lot will allow more space between vendors.

Veterans Plaza (g)

The contract to construct the Veterans Plaza was awarded to Atlantic Landscape Construction of Ellsworth, Maine. We are working with the contractor to firm up the construction schedule.

MANAGER'S REPORT - A BACK UP MATERIALS

FOR 2020 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>00 Fill</u>							
19000 General Fund Transfers Out	2,193,000	3,100,000	3,100,000.00	.00	.00	.00	100.0%
TOTAL Fill	2,193,000	3,100,000	3,100,000.00	.00	.00	.00	100.0%
<u>10 General Government</u>							
11000 Administration	595,913	595,913	477,314.48	51,603.90	935.00	117,663.52	80.3%
11100 Finance Department	774,536	774,536	550,098.75	54,105.12	699.99	223,737.26	71.1%
11150 Technology Services Dept	355,386	372,248	261,762.26	11,080.77	10,689.13	99,797.07	73.2%
11200 Municipal Officers	237,915	237,915	123,146.99	10,663.25	1,883.50	112,884.51	52.6%
11210 Munic Bldg - 85 Union	177,899	177,899	130,759.34	11,077.37	2,888.21	44,251.45	75.1%
11230 Risk Management	505,005	505,005	416,888.65	-4.16	.00	88,116.35	82.6%
11240 Employee benefits	0	0	-278,356.62	-28,205.30	.00	278,356.62	100.0%
11250 Cable TV	92,001	92,001	59,947.56	6,219.59	.02	32,053.42	65.2%
11300 Assessing	299,905	300,453	182,216.42	19,906.66	1,600.00	116,636.58	61.2%
11600 Town Clerk & Elections	401,760	401,760	260,941.97	36,590.38	7,836.00	132,982.03	66.9%
11800 Engineering	256,566	256,566	167,739.51	17,656.78	.00	88,826.49	65.4%
11900 Planning Department	627,392	654,592	431,886.12	35,483.04	59,575.50	163,130.38	75.1%
11950 Economic Development Dept	129,906	129,906	79,590.91	9,984.40	.00	50,315.09	61.3%
TOTAL General Government	4,454,184	4,498,794	2,863,936.34	236,161.80	86,107.35	1,548,750.77	65.6%
<u>20 Public Safety</u>							
12100 Fire Department	3,837,278	3,837,278	2,881,992.69	331,020.71	39,995.30	915,290.01	76.1%
12150 Central Fire Station	46,600	46,600	24,967.61	3,345.25	1,607.78	20,024.61	57.0%
12160 Emerson Fire Station	61,675	61,675	45,340.00	5,415.78	2,810.66	13,524.34	78.1%
12200 Police Department	4,397,148	4,397,148	3,142,834.60	314,451.14	3,409.40	1,250,904.00	71.6%
12210 Police Special Detail	0	0	22,699.14	.00	.00	-22,699.14	100.0%
12220 Emergency Services Dispatch	927,827	927,827	637,463.91	64,952.51	.00	290,363.09	68.7%
12250 Police Station Building	114,619	114,619	82,598.08	9,484.58	3,986.44	28,034.48	75.5%
12280 Marine Resources	120,082	120,082	70,584.97	7,618.24	1,500.00	47,997.03	60.0%
12310 Streetlights	216,000	216,000	150,620.45	17,063.97	.00	65,379.55	69.7%
12320 Traffic Signals	32,500	32,500	19,483.83	3,052.00	.00	13,016.17	60.0%
12330 Hydrants	550,000	550,000	273,558.92	.00	.00	276,441.08	49.7%
12340 Civil Emergency Preparedness	2,000	2,000	1,070.00	.00	.00	930.00	53.5%

FOR 2020 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Public Safety	10,305,729	10,305,729	7,353,214.20	756,404.18	53,309.58	2,899,205.22	71.9%
<hr/> 30 Public Works							
13100 Public Works Administration	361,004	386,408	280,184.98	29,006.76	625.00	105,598.02	72.7%
13110 PW General Maintenance	1,882,842	1,882,842	1,292,563.16	162,308.22	38,646.07	551,632.77	70.7%
13130 Refuse Collection	654,554	654,554	381,700.14	45,236.43	.00	272,853.86	58.3%
13140 Recycling	479,491	479,491	291,351.60	37,322.29	1,613.46	186,525.94	61.1%
13150 PW Central Garage	742,785	742,785	384,040.34	49,395.92	17,247.00	341,497.66	54.0%
TOTAL Public Works	4,120,676	4,146,080	2,629,840.22	323,269.62	58,131.53	1,458,108.25	64.8%
<hr/> 40 Human Services							
14100 General Assistance	195,411	195,411	194,206.87	21,657.58	30,445.34	-29,241.21	115.0%
14120 Health & Social Services	2,836	2,836	2,140.53	.00	.00	695.47	75.5%
TOTAL Human Services	198,247	198,247	196,347.40	21,657.58	30,445.34	-28,545.74	114.4%
<hr/> 45 Education							
14500 School Department	40,153,709	40,153,709	25,220,151.42	2,761,986.45	.00	14,933,557.58	62.8%
TOTAL Education	40,153,709	40,153,709	25,220,151.42	2,761,986.45	.00	14,933,557.58	62.8%
<hr/> 50 Recreation and Culture							
15000 Recreation Administration	471,504	471,504	323,683.48	38,334.13	795.49	147,025.03	68.8%
15050 Rec Buildings and Grounds	984,929	1,014,109	558,813.24	66,196.65	33,459.90	421,835.86	58.4%
15250 Rec Building 211	248,877	293,270	149,509.49	27,888.49	23,029.50	120,731.44	58.8%
15300 Teen Center	18,051	18,051	18,051.00	.00	.00	.00	100.0%
15310 People Plus	136,553	136,553	136,387.54	.00	435.00	-269.54	100.2%
15400 Curtis Memorial Library	1,533,441	1,533,441	1,144,088.42	127,401.33	2,310.00	387,042.58	74.8%
TOTAL Recreation and Culture	3,393,355	3,466,928	2,330,533.17	259,820.60	60,029.89	1,076,365.37	69.0%
<hr/> 60 Intergovernmental							

FOR 2020 09

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,590,123	1,590,123	1,590,123.00	.00	.00	.00	100.0%
	TOTAL Intergovernmental	1,590,123	1,590,123	1,590,123.00	.00	.00	.00	100.0%
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70	Unclassified							
17000	Promotion and Development	282,840	278,340	261,579.00	.00	.00	16,761.00	94.0%
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	254,000	254,000	.00	.00	.00	254,000.00	.0%
	TOTAL Unclassified	550,040	545,540	262,079.00	.00	.00	283,461.00	48.0%
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80	Debt Service							
18020	2006 CIP G/O Bonds	212,000	212,000	208,000.00	.00	.00	4,000.00	98.1%
18030	2011 GO CIP Bonds	210,045	210,045	205,995.00	.00	.00	4,050.00	98.1%
18040	Police Station Bond	378,125	378,125	327,937.51	.00	.00	50,187.49	86.7%
18070	2017 CIP GO Bonds	170,373	170,373	158,158.75	.00	.00	12,214.25	92.8%
	TOTAL Debt Service	970,543	970,543	900,091.26	.00	.00	70,451.74	92.7%
GRAND TOTAL		67,929,606	68,975,694	46,446,316.01	4,359,300.23	288,023.69	22,241,354.19	67.8%

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

FOR 2020 09

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes								
111190	41101	Property Taxes	43,099,741	43,099,741	43,557,245.33	.00	-457,504.33	101.1%*
111190	41103	Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190	41104	Tax Abatements	-75,000	-75,000	-20,326.31	.00	-54,673.69	27.1%
111190	41105	Interest on Taxes	65,000	65,000	52,406.13	6,175.88	12,593.87	80.6%*
111190	41106	Tax Lien Costs Revenu	14,000	14,000	13,150.80	.00	849.20	93.9%*
111190	41107	Tax Lien Interest Rev	17,000	17,000	17,437.41	.00	-437.41	102.6%*
111190	41109	Payment in Lieu of Ta	380,000	380,000	45,655.34	.00	334,344.66	12.0%*
111190	41197	BETE reimbursement	778,816	778,816	778,816.00	.00	.00	100.0%*
111190	41198	Homestead exemption r	1,112,441	1,112,441	846,719.00	.00	265,722.00	76.1%*
111190	41199	Miscellaneous tax adj	11,229	11,229	.00	.00	11,229.00	.0%*
111191	41110	Excise Tax - Auto	3,490,000	3,490,000	2,674,355.24	193,978.62	815,644.76	76.6%*
111191	41111	Excise Tax Boat/ATV/S	24,000	24,000	10,734.25	890.40	13,265.75	44.7%*
111191	41112	Excise Tax - Airplane	3,000	3,000	21,332.91	.00	-18,332.91	711.1%*
TOTAL Taxes			48,720,227	48,720,227	47,997,526.10	201,044.90	722,700.90	98.5%
TOTAL REVENUES			48,720,227	48,720,227	47,997,526.10	201,044.90	722,700.90	
20 Licenses & Fees								
121111	42207	Passport Fees	18,000	18,000	17,220.00	735.00	780.00	95.7%*
121111	42209	Passport Picture Reve	6,000	6,000	4,770.00	165.00	1,230.00	79.5%*
121411	42100	Building Permits	236,000	236,000	145,538.56	12,640.10	90,461.44	61.7%*
121411	42101	Electrical Permits	46,500	46,500	30,164.98	2,112.38	16,335.02	64.9%*
121411	42102	Plumbing Permits	35,000	35,000	35,234.20	2,895.00	-234.20	100.7%*
121611	42200	Hunting & Fishing Lic	600	600	482.25	24.00	117.75	80.4%*
121611	42201	Dog License Fee	2,750	2,750	2,644.00	48.00	106.00	96.1%*
121611	42202	Vital Statistics	47,500	47,500	33,749.40	2,212.00	13,750.60	71.1%*
121611	42203	General Licenses	32,875	32,875	21,015.50	230.00	11,859.50	63.9%*
121611	42204	Victulars/Innkeepers	22,685	22,685	7,215.00	.00	15,470.00	31.8%*
121611	42205	Shellfish Licenses	36,675	36,675	650.00	.00	36,025.00	1.8%*
121611	42206	Neutered/Spayed Dog L	4,840	4,840	4,812.00	72.00	28.00	99.4%*
121611	42210	Mooring fees	16,200	16,200	4,974.00	2,916.00	11,226.00	30.7%*
121611	42215	Marijuana Licenses	1,400	1,400	7,575.00	875.00	-6,175.00	541.1%*
121911	42300	Planning Board Appl F	44,493	44,493	25,797.35	1,900.00	18,695.65	58.0%*
122121	42400	Fire Permits	2,000	2,000	2,445.00	1,365.00	-445.00	122.3%*
122221	42500	Conc Weapons Permits	400	400	285.00	25.00	115.00	71.3%*
122221	42501	Parking Permit fee	300	300	125.00	.00	175.00	41.7%*
123131	42600	Public Works Opening	30,000	30,000	9,800.00	300.00	20,200.00	32.7%*

FOR 2020 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL Licenses & Fees	584,218	584,218	354,497.24	28,514.48	229,720.76	60.7%
TOTAL REVENUES	584,218	584,218	354,497.24	28,514.48	229,720.76	
<u>30 Intergovernmental</u>						
131132 43103 Highway Grant Fund	200,000	200,000	209,110.00	.00	-9,110.00	104.6%*
131142 43104 State General Assista	35,000	35,000	37,041.03	.00	-2,041.03	105.8%*
131152 43108 IFW-MerePoint Boat La	9,999	9,999	9,999.99	.00	-.99	100.0%*
131190 43102 State Tax Exemption R	50,000	50,000	29,607.58	.00	20,392.42	59.2%*
131192 43101 State Revenue Sharing	1,800,000	1,800,000	1,415,314.63	79,222.65	384,685.37	78.6%*
131192 43106 Snowmobile Receipts	1,400	1,400	1,588.80	.00	-188.80	113.5%*
134546 43120 State Education Subsi	11,058,375	11,058,375	7,674,305.91	26,206.10	3,384,069.09	69.4%*
TOTAL Intergovernmental	13,154,774	13,154,774	9,376,967.94	105,428.75	3,777,806.06	71.3%
TOTAL REVENUES	13,154,774	13,154,774	9,376,967.94	105,428.75	3,777,806.06	
<u>40 Charges for services</u>						
141111 44110 Agent Fee Auto Reg	50,000	50,000	48,992.78	3,620.00	1,007.22	98.0%*
141111 44111 Agent Fee Boat/ATV/Sn	1,500	1,500	850.80	73.80	649.20	56.7%*
141211 44121 Rental of Property	1,200	1,200	2,375.55	591.85	-1,175.55	198.0%*
141611 44131 Advertising Fees	0	0	2,219.85	434.49	-2,219.85	100.0%*
142121 44155 Ambulance Service Fee	1,000,000	1,000,000	876,038.93	100,664.14	123,961.07	87.6%*
142121 44166 Special Detail - Fire	1,500	1,500	5,037.12	.00	-3,537.12	335.8%*
142221 44161 Witness Fees	2,000	2,000	224.30	.00	1,775.70	11.2%*
142221 44162 Police Reports	3,500	3,500	5,353.77	572.00	-1,853.77	153.0%*
142221 44163 School Resource Offic	92,700	92,700	92,700.00	.00	.00	100.0%*
142221 44165 Special Detail - Poli	3,000	3,000	24,415.50	.00	-21,415.50	813.9%*
142221 44167 Dispatch Services fee	157,195	157,195	113,094.00	12,566.00	44,101.00	71.9%*
142221 44168 ACO Services fees	0	0	17,903.74	.00	-17,903.74	100.0%*
143131 44174 PW Labor & Materials	0	0	1,907.58	242.00	-1,907.58	100.0%*
143431 44175 Recycling Revenue	15,000	15,000	13,882.00	.00	1,118.00	92.5%*
144545 44100 School Tuition, etc	128,349	128,349	120,280.02	535.62	8,068.98	93.7%*
145051 44121 Rental of Property	2,000	2,000	.00	.00	2,000.00	.0%*
TOTAL Charges for services	1,457,944	1,457,944	1,325,275.94	119,299.90	132,668.06	90.9%
TOTAL REVENUES	1,457,944	1,457,944	1,325,275.94	119,299.90	132,668.06	
<u>50 Fines & Penalties</u>						
151611 45108 Gen License Late Pena	225	225	990.00	600.00	-765.00	440.0%*

FOR 2020 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
151611 45109 Mooring Fee Late Pena	500	500	350.00	.00	150.00	70.0%*
151611 45110 Victualers Lic Late P	270	270	1,050.00	.00	-780.00	388.9%*
151621 45103 Unlicensed Dog Fines	6,000	6,000	2,775.00	900.00	3,225.00	46.3%*
152121 45104 False Alarm Fire	1,000	1,000	.00	.00	1,000.00	.0%*
152221 45100 Ordinance Fines	200	200	954.00	.00	-754.00	477.0%*
152221 45101 Parking Tickets	30,000	30,000	34,740.50	4,220.50	-4,740.50	115.8%*
152221 45102 Leash Law Fines	100	100	300.00	.00	-200.00	300.0%*
152221 45105 False Alarm Police	100	100	45.00	5.00	55.00	45.0%*
TOTAL Fines & Penalties	38,395	38,395	41,204.50	5,725.50	-2,809.50	107.3%
TOTAL REVENUES	38,395	38,395	41,204.50	5,725.50	-2,809.50	
<hr/> 60 Interest earned						
161193 46100 Interest Earned	220,000	220,000	263,486.46	25,788.22	-43,486.46	119.8%*
TOTAL Interest earned	220,000	220,000	263,486.46	25,788.22	-43,486.46	119.8%
TOTAL REVENUES	220,000	220,000	263,486.46	25,788.22	-43,486.46	
<hr/> 70 Donations						
171012 47000 Contrib from Portland	0	0	35,000.00	.00	-35,000.00	100.0%*
171952 47000 BDC Contrib to Econ D	25,000	25,000	.00	.00	25,000.00	.0%*
TOTAL Donations	25,000	25,000	35,000.00	.00	-10,000.00	140.0%
TOTAL REVENUES	25,000	25,000	35,000.00	.00	-10,000.00	
<hr/> 80 Use of fund balance						
181100 48000 Unapprop General Fund	500,000	1,402,500	.00	.00	1,402,500.00	.0%*
181100 48001 Bal of State Revenue	112,000	112,000	.00	.00	112,000.00	.0%*
184500 48004 School Balance Forwar	2,111,364	2,111,364	.00	.00	2,111,364.00	.0%*
TOTAL Use of fund balance	2,723,364	3,625,864	.00	.00	3,625,864.00	.0%
TOTAL REVENUES	2,723,364	3,625,864	.00	.00	3,625,864.00	
<hr/> 90 Other						
191011 49000 Administration Miscel	0	0	418.00	-418.00	-418.00	100.0%*

FOR 2020 09

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111	49000	Finance Miscellaneous	3,000	3,000	8,690.97	2,872.98	-5,690.97	289.7%*
191111	49106	W/C Proceeds	0	0	8,532.50	122.50	-8,532.50	100.0%*
191111	49210	Insurance Proceeds	0	0	.00	-10,950.64	.00	.0%
191192	49100	Cable Television	275,000	275,000	142,676.41	.00	132,323.59	51.9%*
191194	49150	Gen Govt Asset Sales	0	0	41.28	.00	-41.28	100.0%*
191611	49000	Town Clerk Miscellane	2,200	2,200	1,628.00	261.50	572.00	74.0%*
191911	49000	Planning Miscellaneou	384	384	104.81	.00	279.19	27.3%*
192121	49000	Fire Miscellaneous	1,000	1,000	630.00	.00	370.00	63.0%*
192221	49000	Police Miscellaneous	0	0	25,709.32	.00	-25,709.32	100.0%*
193131	49000	Public Works Miscella	1,500	1,500	156.52	.00	1,343.48	10.4%*
194545	49000	School Miscellaneous	83,000	83,000	70,510.61	5,597.57	12,489.39	85.0%*
195051	49000	Recreation Miscellane	1,000	1,000	.00	.00	1,000.00	.0%*
199980	48100	General Fund Transfer	638,600	638,600	638,600.00	.00	.00	100.0%*
TOTAL Other			1,005,684	1,005,684	897,698.42	-2,514.09	107,985.58	89.3%
TOTAL REVENUES			1,005,684	1,005,684	897,698.42	-2,514.09	107,985.58	
GRAND TOTAL			67,929,606	68,832,106	60,291,656.60	483,287.66	8,540,449.40	87.6%

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

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

ITEM 40
BACKUP

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Town Council

FROM: Jared Woolston, AICP

DATE: March 10, 2020, rev. April 14, 2020

SUBJECT: Planning Board Recommendation SPO Zoning Map Amendment

I. PLANNING BOARD RECOMMENDATION

On February 25, 2020, the Planning Board held a Public Hearing and voted unanimously to recommend the Town Council amend the Official Shoreland Protection Overlay (SPO) map with a 75-foot shoreland area associated with streams as delineated on plans prepared by Atlantic Environmental and described in a memorandum from Tim Forrester to Ann Huffsmith dated June 14, 2019 and revised on December 11, 2019.

The proposed zoning map amendment was requested by the owner of the parcel of land containing the SPO area to be amended. The subject parcel is referenced as Map 17, Lot 1 and Map U34, Lots 15 and 19 and is located between Old Portland Road and Route 1.

II. ZONING MAP REQUEST SUMMARY

Staff review and guidance for the Planning Board is based on material provided in the Town of Brunswick Zoning Amendment Request for Russell and Janet Douglas Survivor's Trust (c/o Paul Douglas) by Sitelines PA (Attn: Curtis Neufeld, PE) and a site visit with the applicant's wetland scientist, Tim Forrester in the fall of 2019. The wetland delineation by Atlantic Environmental indicates the subject parcel contains a small stream as defined in the Brunswick Zoning Ordinance.

While field adjustments may be considered by the local review authority, amending the Official Zoning map to reflect the true field conditions is advised for consistency with the text of the zoning ordinance (i.e. the subject parcel contains streams but not a 10-acre non-forested wetland).

Staff concur with the mapped wetland boundary on the subject parcel and advise adjusting Brunswick's Official Shoreland Protection Overlay (SPO) Map to depict a 75-foot Shoreland Protection Overlay Stream Protection Subdistrict (SPO-SP) for stream(s) and remove the 250-foot non-forested freshwater wetland boundary at the subject parcel.

III. MANDATORY SHORELAND ZONING ACT & BRUNSWICK ZONING CONTEXT

The stream definition and the tributary stream¹ definition require a field evaluation within the SPO

¹ Tributary Stream: For purposes of the Shoreland Protection Overlays (SPO), a channel between defined banks created by the action of surface water, which is characterized by the lack of terrestrial vegetation or by the presence of a bed, devoid of topsoil, containing waterborne deposits or exposed soil, parent material or bedrock; and which is connected hydrologically with other water bodies. "Tributary stream" does not include rills or gullies forming because of accelerated erosion in disturbed soils where the natural vegetation cover has been removed by human activity (amended 8/6/18).

to determine jurisdictional areas. In some cases, Brunswick’s mapped SPO contains freshwater wetlands, streams, and tributary streams. Such field evaluations could result in the identification of no freshwater wetlands within the SPO. Some of the wide SPO buffers (i.e. shoreland areas with 250-foot buffers or more) within the Shoreland Protection Overlay - Stream Protection Subdistrict (SPO-SP) indicate the presence of either non-forested freshwater wetlands over 10 acres (and streams or tributary streams) or a vast network of braided streams (and tributary streams). Without a field determination, staff must rely on the mapped SPO for jurisdictional determinations.

From town records, the Official Shoreland Zoning Map was created with the best available Geographic Information System (GIS) data and field reports from staff and citizen scientists at the time of adoption. However, the mapped SPO is occasionally determined to be land areas that are upland area or otherwise not protected by the Brunswick Zoning Ordinance pursuant to the applicable text of the SPO (i.e. definitions and standards). Staff evaluate such land areas within the mapped SPO on a case-by-case basis and are usually able to continue reviewing development proposals for customers based on field reports despite map discrepancies. However, caution is advised from staff discussions with Maine DEP that the Maine Attorney General’s office is less likely to provide technical support for a Shoreland Zoning map that contains an extensive discrepancy between mapped and actual SPO conditions (i.e. the presence, absence, or true location of shoreland areas).

Maine Department of Environmental Protection (DEP) Rule Chapter 1000 notes,

“Municipalities are encouraged to incorporate specific written descriptions of district boundaries into the Ordinance so that disputes over district boundaries are minimized. The Maine Supreme Judicial Court has held that the Official Shoreland Zoning Map is the primary tool to which to refer in determining district boundaries under ordinances that are not more explicit in their district descriptions than the language of the Guidelines, and that where there is inconsistency between the Map and these general text descriptions of the shoreland districts as provided in the minimum guidelines, the Map prevails.”

Brunswick’s **stream**² definition is as follows:

Stream: *For purposes of the Stream Protection Sub-district (SPO-SP) within the Shoreland Protection Overlay (SPO) District, a stream shall include a channel between defined banks. A channel is created by the action of surface water and has two (2) or more of the following characteristics.*

- (A) It contains or is known to contain flowing water continuously for a period of at least six (6) months of the year under normal seasonal rainfall conditions.*
- (B) The channel bed is primarily composed of mineral material such as sand, scoured silt, gravel, clay, or other parent material that has been deposited or scoured by water.*
- (C) The channel contains aquatic animals such as fish, aquatic insects, or mollusks in the water or, if no surface water is present, within the stream bed.*
- (D) The channel contains aquatic vegetation and is essentially devoid of upland vegetation.*

This definition does not include the term “stream” as defined elsewhere in this Ordinance, and only applies to that portion of the tributary stream located within the SPO of the receiving water body or wetland.

² Brunswick Zoning Ordinance, p. 1-35

Bordering freshwater wetlands that are not separated from the stream channel by a distinct change in elevation (such as hillside groundwater seeps) or barrier, and wetlands that are subject to periodic flooding or soil saturation as a result of high stream flows are considered part of the stream. Where these wetlands are present, the normal high water line of the stream is measured from the upland/wetland transition of bordering wetlands subject to periodic stream water flooding or saturation, or where changes in wetland vegetation, soil characteristics, or topography clearly demonstrate wetland hydrology not associated with periodic flood flows.

Natural and artificial impoundments at the source and along the course of the stream are considered to be part of the stream.

A stream does not mean a ditch or other drainageway constructed, or constructed and maintained, solely for the purpose of draining storm water or a grassy swale.

Within the Rural Protection Stormwater Management Overlay (RPSMO) District, the edge of the stream is at the bankfull stage of the upper level high water flows. The bankfull stage shall be identified at the break in slope of the stream bank at which water starts to flow over the depositional surface of the floodplain. (Amended 10/7/19)

This definition is based on physical characteristics that require field verification.

Brunswick's **freshwater wetland**³ definition is as follows:

Wetland, Freshwater: *A freshwater swamp, marsh, bog, or similar area other than a forested wetland which is:*

(1) Of ten (10) or more contiguous acres; or of less than ten (10) contiguous acres and adjacent to a surface water body, excluding any river or stream, such that in a natural state, the combined surface area is in excess of ten (10) acres; and

(2) Inundated or saturated by surface or ground water at a frequency and for a duration sufficient to support, and that under normal circumstances does support, a prevalence of wetland vegetation typically adapted for life in saturated soils. Freshwater wetlands may contain small stream channels or inclusions of land that do not conform to the criteria of this definition.

IV. **RECOMMENDATION**

Staff have consulted with Maine Department of Environmental Protection (DEP) staff and understand the proposed SPO map amendment will require DEP approval to be effective. Email correspondence is provided with this memo between staff and the Assistant Shoreland Zoning Coordinator, Jeff Kalinich dated March 13, 2020 advising the anticipated zoning map amendment will meet Maine's Shoreland Zoning standards.

On the advice of the Planning Board, staff recommend setting a public hearing for the Town Council to review and approve the requested Shoreland Zoning Map amendment. Should the Town Council approve the requested SPO Map Amendment, staff will submit the amended map to DEP for final approval.

³ Brunswick Zoning Ordinance, p. 1-39



November 19, 2019

3914

Mr. Jared Woolston
Town Planner
Town of Brunswick
85 Union Street
Brunswick, ME 04011
<via email>

**RE: Request for Shoreland Protection Overlay Change
Old Portland Road
Tax Map 17, Lot 1 and Tax Map U34, Lots 15 and 19**

Dear Jared:

On behalf of Paul Douglas and Ann Huffsmith, trustees for the Russell and Janet Douglas Survivor's Trust, Sitelines is requesting the Town of Brunswick revise the Shoreland Protection Overlay (SPO) boundaries on Tax Map 17, Lot1 and Tax Map U34 Lots 15 and 19. Almost the entirety of the two parcels is mapped as being within a the SPO. The SPO is based on a wetland delineation from several years ago that did not consider large areas of uplands with the overall perimeter. A new wetland delineation was completed by Atlantic Environmental (Tim Forrester) that identified the upland areas and other differences in the shape and extent of the wetland areas. A comparison of the previous and recent delineations is enclosed for reference.

In addition to the refined wetland boundaries, the wetlands have been identified as 'forested' wetlands. Section 2.3.3 of the Zoning Ordinance states a SPO district consists of:

All land areas within 250 feet, horizontal distance, of the normal high-water line of any river; within 250 feet, horizontal distance, of the upland edge of a coastal wetland, including all areas affected by tidal action; within 250 feet of the upland edge of a freshwater wetland; and all land areas within 75 feet, horizontal distance of the edge of a tributary stream (*amended 8/6/18*).

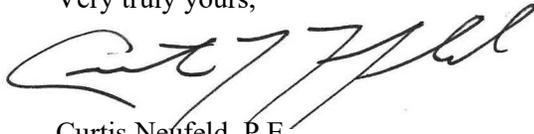
The wetland areas identified on the applicant's parcels do not meet the above definition and the SPO is not appropriate. There is stream traversing the parcel, and the SPO Stream Protection Sub-District (SPO-SP), including all areas within 75-feet from the edge of the stream is applicable and should be identified on the Zoning Map where appropriate.

This information was submitted for review by staff and it is our understanding that staff concur the wetlands and associated SPO are not consistent with section 2.3.3. The potential for significant vernal pools within the parcels was also evaluated and none were found.

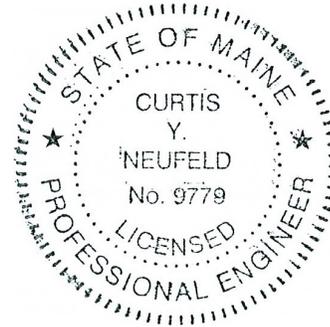
We request this matter be brought to the Town of Brunswick Planning Board for consideration and recommendation to the Town Council to amend the SPO as depicted on the Zoning Map and GIS database to reflect the field verified conditions. This amendment will allow areas ranging from 0.5 acres to three (3) or more acres of land to be available for appropriate development within the zone.

We look forward to meeting with the Town Planning Board at their December 10, 2019 meeting to discuss this request as a workshop item. Should you have any questions regarding this proposal, please contact me.

Very truly yours,



Curtis Neufeld, P.E.
Vice President



Enclosure

cc: Paul Douglas, The Russell and Janet Douglas Survivor's Trust
Matt Panfil, Director of Planning and Development
Tim Forrester, Atlantic Environmental

Request for Shoreland Overlay Amendment
Tax Map 17, Lot 1 and Tax Map U34. Lot 19

Attachment A
2019 Wetland Delineation and Vernal Pool Survey

A copy of the vernal pool survey and wetland mapping are enclosed.

A

Wetland Delineation



135 River Road • Woolwich, ME 04579
tim@atlanticenviromaine.com 207-837-2199
www.atlanticenviromaine.com

~~June 14, 2019~~
(Revised) December 11, 2019

Ms. Ann Huffsmith
Old Portland Road
Brunswick, ME 04011

Re: Wetland Delineation, 0 Portland Road, Brunswick, Maine and follow up site with the Town of Brunswick.

Dear Ms. Huffsmith,

At your request, Atlantic Environmental, LLC. (AE) completed a wetland delineation of three (3) parcels that total 30.4 acres and are identified as Lot #1 on Tax Map #17, and Lot #15 and Lot #19 on Tax Map #U34 in the Town of Brunswick, Maine. The wetland delineation was done in accordance with the U.S. Army Corps of Engineers, Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Regions (Version 2.0). The wetland delineation was performed on May 22, 2019 and May 31, 2019 and all wetlands were flagged with pink, numbered flagging and located with a Global Positioning System (GPS) Trimble® GEO 7X unit by AE staff. A subsequent site visit with Town of Brunswick was held on November 20, 2019.

SITE DESCRIPTION

The entire area is approximately thirty (30) acres in size and is located off Portland Road in the Town of Brunswick. The site is undeveloped and includes forested uplands, forested wetlands and a stream. According to the U.S. Department of Agriculture, *Soil Survey of Cumberland and Part of Oxford County, Maine*, there are several soil types mapped within the project areas. They include Belgrade very fine sandy loam – 0 – 8% slopes (BgB), a moderately well-drained soil, Biddeford mucky peat – 0 – 3% slopes, a very poorly drained soil, Lamoine silt loam – 3 – 8% slopes (BuB), a somewhat poorly drained soil, Lyman-Abram complex – 8 – 15% slopes, very rocky (HsC), a somewhat excessively drained soil, and Scantic silt loam – 0 – 3% slopes (Sn), a poorly drained soil.

SITE VIST WITH JARED WOOLSTON, TOWN PLANNER, TOWN OF BRUNSWICK

At the request of Jared Woolston, Town Planner for the Town of Brunswick, a site visit was conducted on Wednesday November 20, 2019. The focus of the site visit was to review the location of the stream channel as depicted on the Town's shoreland zoning map in comparison to the stream channel shown on AE's wetland delineation map. The subject parcels, as well as, the area between the

I-295 on/off ramps and the area north of the I-295 on ramp were walked. The Town's map indicated a stream channel extends from Old Portland Road northwest off the parcel. AE's map indicated a stream channel begins at Old Portland Road (in the same location as the Town's map) and extends north/northeast to the I-295 off ramp. As a result of that site visit, AE has revised its map to include an additional short channel that extends to the west off of the main channel that runs north. Additionally, the main stem of the channel does not extend all the way to the I-295 off ramp and has been shortened. This discrepancy is an over estimation of the length of the stream channel based on a review of aerial imagery. The wetland to the north of the stream channel is dominated by red maple, speckled alder, winterberry and sensitive fern (see Photograph Nine).

DESCRIPTION OF WETLANDS

AE identified five (5) wetlands and the canopy and shrub layers in each of these wetlands are dominated by Red Maple (*Acer rubrum*) and Speckled Alder (*Alnus incana*). The herbaceous layer includes Sensitive Fern (*Onoclea sensibilis*), High Bush Blueberry (*Vaccinium corymbosum*), Interrupted Fern (*Osmunda claytoniana*), Japanese Honeysuckle (*Lonicera japonica*), Jewelweed (*Impatiens capensis*), and Horsetail (*Equisetum arvense*). The adjacent uplands are dominated by White Pine (*Pinus strobus*), Red Oak (*Quercus rubra*), and Bracken Fern (*Pteridium aquilinum*). The primary hydrology indicators are Saturation (A3) and Water Stained Leaves (B10). Soils within the wetland were identified as hydric within the upper ten (10) inches of the soil profile with a value or three (3) or less and a chroma of two (2) or less. Wetland One (W1) contains a stream channel.

Potential Vernal Pools

AE looked for potentially significant vernal pools that are regulated under Chapter 335 of the Natural Resources Protection Act (NRPA) on April 22, May 22, and May 31, 2019. Based on our assessment, there was an area located off Portland Road in W1 that contained twenty-nine (29) spotted salamander egg masses and twelve (12) wood frog egg masses. However, this area was part of a manmade ditch/wetland area and does not meet the definition of a significant vernal pool as defined in Chapter 335 of the NRPA. Data sheets have been submitted to the Maine Department of Inland Fisheries and Wildlife (MDIFW). If MDIFW agrees with our assessment, the pool location will be recorded as non-significant.

MDIFW and the DEP have signed off that the pool is anthropogenic (manmade) and will not be subject to Significant Vernal Pool regulations.

STATE AND FEDERAL REGULATORY REVIEW -

All wetlands are regulated by the Maine Department of Environmental Protection (DEP) under the Natural Resources Protection Act (NRPA) and by the U.S. Army Corps of Engineers (Corps) under the Programmatic General Permit (PGP). The DEP also defines specific types of wetlands as Wetlands of Special Significance (WOSS) if they meet the specific criteria of Section 4 of Chapter 310 of the NRPA. Based on AE's assessment of the wetlands, the wetlands that are adjacent to the stream meet the definition of a WOSS. There were no WOSS identified in W2 – W5. Under the NRPA, Section 480-Q, a one-time wetland impact less than 4,300 sq. ft. do not require a permit from the DEP. If the proposed project alters more than this amount, AE suggests that impacts to these wetlands and/or the associated

buffers should be reviewed by the U.S. Army Corps of Engineers and the Maine Department of Environmental Protection before any soil disturbance onsite.

TOWN OF BRUNSWICK -

Based on the Town of Brunswick’s Zoning Map, The area is mapped as Growth Mixed-Use (GM3). In addition, the majority of the parcels are mapped in the Stream Protection Subdistrict of the Shoreland Protection Overlay Zone – see Figure One. All new principal and accessory structures shall be setback seventy-five (75) feet from the edge of a stream or tributary stream and one hundred and twenty-five (125) feet from the upland edge of a freshwater wetland. AE highly recommends that you contact the Town of Brunswick Planning Department to discuss any proposed development of these parcels.

In addition to the zoning requirements, the Town of Brunswick regulates Freshwater Wetlands as, “a freshwater swamp, marsh, bog, or similar area other than a forested wetland which is:

A. Of ten or more contiguous acres; or of less than ten contiguous acres and adjacent to a surface water body, excluding any river or stream, such that in a natural state, the combined surface area is in excess of ten acres; and

B. Inundated or saturated by surface or ground water at a frequency and for a duration sufficient to support, and that under normal circumstances does support, a prevalence of wetland vegetation typically adapted for life in saturated soils. Freshwater wetlands may contain small stream channels or inclusions of land that do not conform to the criteria of this definition.

All five wetlands are forested wetlands less the 10 acres in size and therefore do not meet the Town’s definition as a freshwater wetlands.

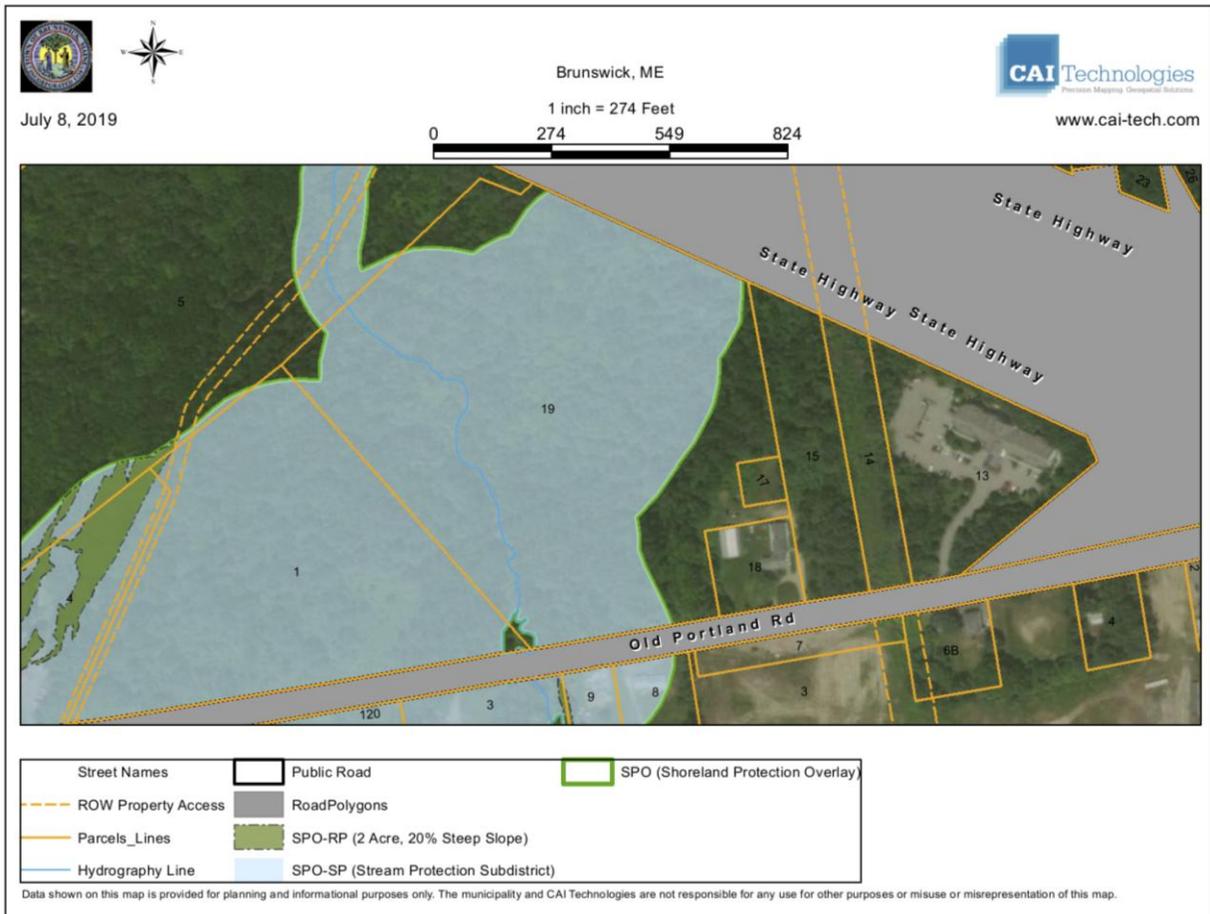


Figure One. Town of Brunswick Zoning Map for subject parcels. Note blue area delineating Stream Protection Subdistrict of the Shoreland Zoning Overlay Zone.

The Town also regulates streams and associated wetlands as-

Stream: A channel between defined banks created by the action of surface water and has two (2) or more of the following characteristics.

A. It contains or is known to contain flowing water continuously for a period of at least 6 months of the year under normal seasonal rainfall conditions.

B. The channel bed is primarily composed of mineral material such as sand, scoured silt, gravel, clay, or other parent material that has been deposited or scoured by water.

C. The channel contains aquatic animals such as fish, aquatic insects or mollusks in the water or, if no surface water is present, within the stream bed.

D. The channel contains aquatic vegetation and is essentially devoid of upland vegetation.

Bordering freshwater wetlands that are not separated from the stream channel by a distinct change in elevation (such as hillside groundwater seeps) or barrier, and wetlands that are subject to periodic flooding or soil saturation as a result of high stream flows are considered part of the stream. Where these wetlands are present, the normal high water line of the stream is measured from the upland / wetland transition of bordering wetlands subject to periodic stream water flooding or saturation, or where changes in wetland vegetation, soil characteristics, or topography clearly demonstrate wetland hydrology not associated with associated with periodic flood flows.

Natural and artificial impoundments at the source and along the course of the stream are considered to be part of the stream. Stream does not mean a ditch or other drainage way constructed, or constructed and maintained, solely for the purpose of draining storm water or a grassy swale.

Based on our field assessment, portions of the area mapped in W1 contain a stream as defined by the DEP and the Town. The Town does require a setback from the edge of the associated wetland of that stream. AE suggests you contact the Town of Brunswick Planning Department prior to any soil disturbance onsite.

Thank you for the opportunity to work with you on this project. Should you have any additional questions, please do not hesitate to contact me at 207-837-2199 or via email at tim@atlanticenviromaine.com.

Sincerely,
Atlantic Environmental LLC.



Timothy A. Forrester, Owner
PWS #1933



Photograph One. View of Wetland One showing portion of delineated wetland. Photographer: Lisa Vickers, Atlantic Environmental, LLC. Date: May 22, 2019.



Photograph Two. Additional View of Wetland One. Photographer: Lisa Vickers, Atlantic Environmental, LLC. Date: May 22, 2019.



Photograph Three. Partial View of Area containing egg masses – note Portland Road in background. Photographer: Lisa Vickers, Atlantic Environmental, LLC. Date: May 22, 2019.



Photograph Four. Wetland Area showing egg masses. Photographer: Lisa Vickers, Atlantic Environmental, LLC. Date: May 22, 2019.



Photograph Five. View of Wetland Two. Photographer: Tim Forrester, Atlantic Environmental, LLC. Date: June 13, 2019.



Photograph Six. View of Wetland Three. Photographer: Tim Forrester, Atlantic Environmental, LLC. Date: June 13, 2019.



Photograph Seven. View of Wetland Four. Photographer: Tim Forrester, Atlantic Environmental, LLC. Date: June 13, 2019.

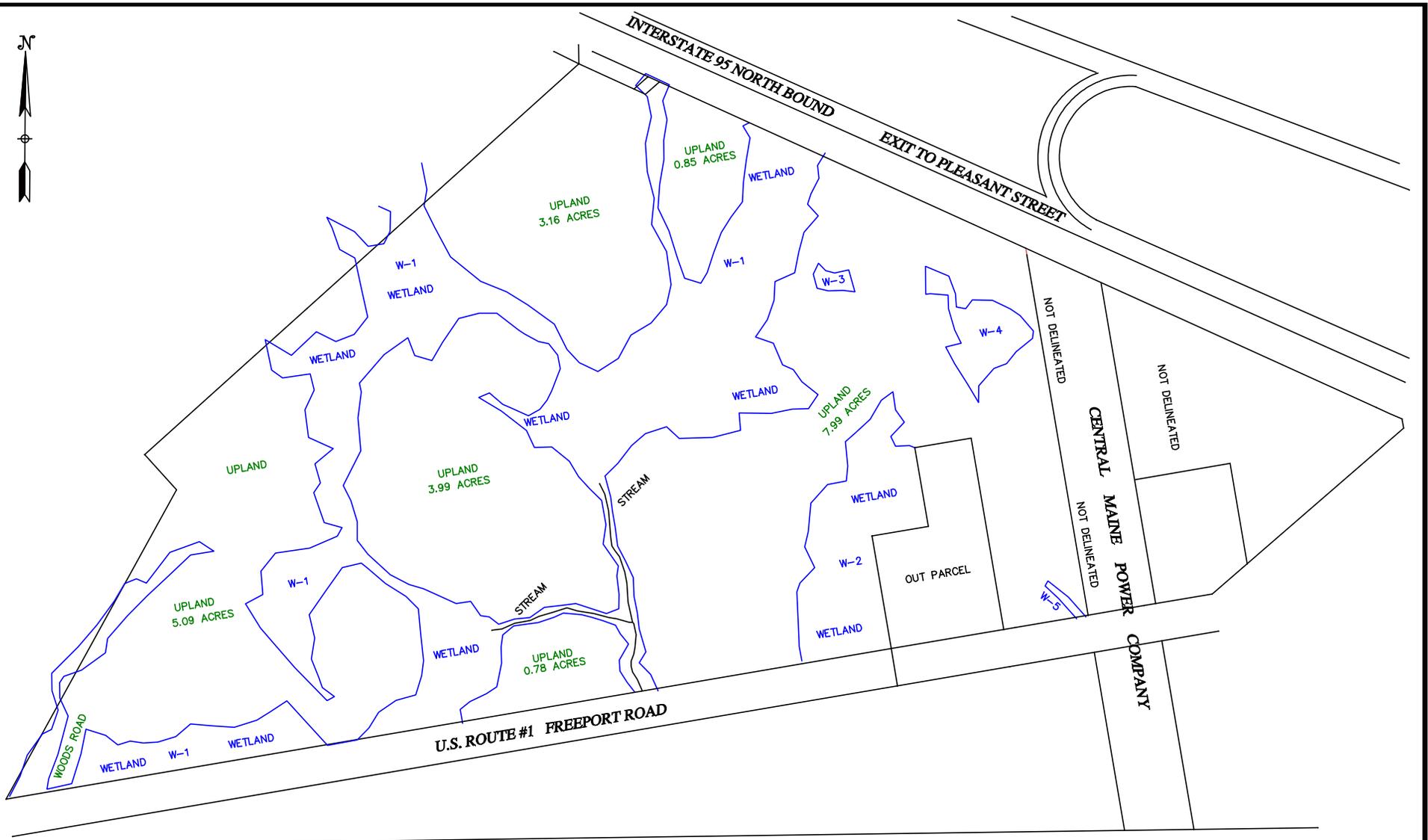


Photograph Eight. View of Wetland Five. Photographer: Tim Forrester, Atlantic Environmental, LLC. Date: June 13, 2019.



**Photograph Nine. View of Wetland One from the end of the stream channel.
Photographer: Tim Forrester, Atlantic Environmental, LLC.**

Date: November 20, 2019.



SCALE IN FEET
-125 0 125 250 375 500
1 INCH = 250 FEET

 ATLANTIC ENVIRONMENTAL LLC.
Environmental Consultants
135 River Road, Woolwich, ME 04579
(207) 837-2199
tim@atlanticenviromaine.com

Date: 6/22/2019
Revised: 12/6/2019
Project: Ann Huffsmith
Drafted By: TAF

Wetland Map for 0 Old Brunswick Road, in Brunswick, Maine. Prepared for Ann Huffsmith.
Base Plan provided by Sitelines, PA. This is not a boundary survey and should be used for planning purposes only. Wetland features were GPS located in the field. Property lines are assumed. No delineations were performed east of the CMP line.

Sheet
One
of
One



STATE OF MAINE
DEPARTMENT OF ENVIRONMENTAL PROTECTION



JANET T. MILLS
GOVERNOR

GERALD D. REID
COMMISSIONER

July 26, 2019

Tim Forrester
Atlantic Environmental, LLC
135 River Road
Woolwich, ME 04579

Re: Vernal Pool Significance Determination, Pool ID # 3738–Brunswick

Dear Tim Forrester:

Vernal pools are temporary to semi-permanent wetlands occurring in shallow depressions that typically fill during the spring and dry during the summer or in drought years. They provide important breeding and foraging habitat for a wide variety of specialized wildlife species including several rare, threatened, and endangered species.

Based on your field survey, it has been determined that the vernal pool identified above on the property of Anne Huffsmith is NOT SIGNIFICANT because either: 1. the feature does not meet the definition of a vernal pool under the Significant Wildlife Habitat rules, 06-096 CMR 335(9) or 2. the vernal pool does not meet the biological standards for exceptional wildlife use of the Significant Wildlife Habitat rules, 06-096 CMR 335(9)(B). Therefore, activities within 250 feet of the pool are not regulated under the Natural Resources Protection Act (NRPA) unless there are other protected natural resources nearby such as streams or freshwater wetlands. I have attached a copy of the database printout that verifies the State's findings with respect to your survey.

I want to also advise you that the pool area on the property can be considered a freshwater wetland and therefore direct pool alterations may require permitting under the NRPA.

The Department will notify the landowner of the pool status under separate cover. If you have any questions or need further clarification, please contact me at (207) 530-0965 or email at:

Nick.Livesay@maine.gov

Sincerely,

Nick Livesay, Director
Bureau of Land Resources

cc. town file

AUGUSTA
17 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0017
(207) 287-7688 FAX: (207) 287-7826

BANGOR
106 HOGAN ROAD, SUITE 6
BANGOR, MAINE 04401
(207) 941-4570 FAX: (207) 941-4584

PORTLAND
312 CANCO ROAD
PORTLAND, MAINE 04103
(207) 822-6300 FAX: (207) 822-6303

PRESQUE ISLE
1235 CENTRAL DRIVE, SKYWAY PARK
PRESQUE ISLE, MAINE 04769
(207) 764-0477 FAX: (207) 760-3143

IFW Recommendations for Significant Vernal Pool Determinations

The following is a list of pools and IFW's recommendations for whether or not they qualify as Significant Vernal Pools, one of Maine's Significant Wildlife Habitats.

Data current as of: Friday, July 26, 2019

IFW's Pool ID: 3738	Twp: Brunswick	UTM Coordinates of Pool Center: 418754 E, 4862458 N
Observer's ID: Portland Road - Brunswick		ProjectType: Portland Road Wetland Delineation - Brunswick
Landowner: Anne Huffsmith	Contact: Tim Forrester - Atlantic Environmental, LLC	
2899 Blackhawk Court	135 River Road	
Steamboat Springs, CO 80487	Woolwich, ME 04579	
(407) 865-1332	(207) 837-2199 tim@atlanticenvironmain	

Survey Date: 4/22/2019 Additional Survey Dates: 05/22/2019, 06/27/2019

IFW's Recommendation: RED: NOT SIGNIFICANT, does not meet the vernal pool definition

IFW Comments: Pool provides habitat for wood frogs and significant habitat for spotted salamanders, but does not meet MDEP criteria (unnatural -ditch)

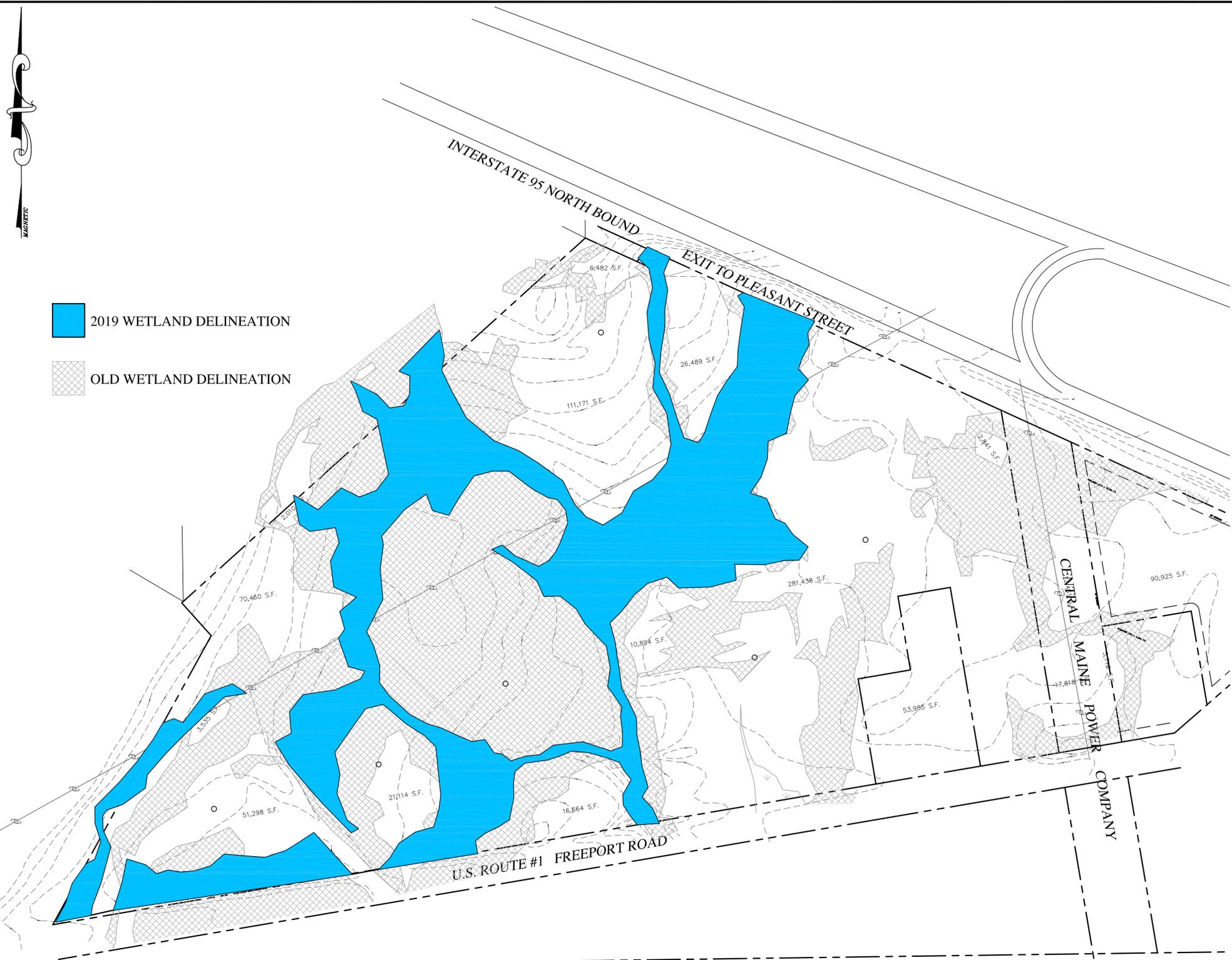
Attachment B
Wetland Comparison

A comparison of the old and 2019 wetland limits is included for reference.

B

Wetland comparison

X:\LAND PROJECTS\3914 DOUGLAS OLD PORTLAND RD BRUNSWICK\DWG\3914 EXHIBIT.DWG, EX COND-DEMO, 10/2/2018 8:00 PM, CURTIS NEUFELD, THIS DRAWING IS THE PROPERTY AND INSTRUMENT OF SITELINES PA. NO MODIFICATIONS OR CHANGES MAY BE MADE TO THIS DRAWING WITHOUT THE EXPRESS WRITTEN PERMISSION OF SITELINES PA. ANY MODIFICATION, CHANGE OR USE OF THIS DRAWING WITHOUT THE EXPRESS WRITTEN PERMISSION OF SITELINES PA IS VOIDFUL AND IS AT THE USER'S RISK.



2019 WETLAND DELINEATION
 OLD WETLAND DELINEATION

TITLE:	WETLANDS EXHIBIT
PROJECT:	SHORELAND MAPPING CHANGE
PREPARED FOR:	PAUL DOUGLAS 2899 Blackhawk Ct, Steamboat Springs, CO 80487

CALL DIG SAFE UTILITY LOCATION
1-888-344-7233
 STATE LAW REQUIRES ADVANCE NOTICE OF AT LEAST 3 BUSINESS DAYS BEFORE YOU DIG, GRADE OR EXCAVATE FOR THE MARKING OF UNDERGROUND UTILITIES

GRAPHIC SCALE

 (IN FEET)
 1 inch = 100 ft.
 ISSUED FOR:
 PERMITTING REVIEW

PROGRESS PRINT
 THIS PLAN IS ISSUED FOR REVIEW AND INFORMATION PURPOSES ONLY. THIS PLAN IS SUBJECT TO CHANGE AND IS NOT FOR PRICING OR CONSTRUCTION. PRICING BASED ON THIS PLAN IS NOT BINDING UNLESS SIGNED BY BOTH CONTRACTOR AND OWNER.

SITELINES
 119 PURINTON ROAD, SUITE A
 BRUNSWICK, MAINE 04011
 207.725.1200
CIVIL ENGINEERS • PLANNERS • LAND SURVEYORS

FIELD WK:	SCALE: 1"=100'	SHEET:
DRN BY: CYN	JOB #: 3914	
CH'D BY: CYN	MAP/LOT: 17/1 & U4	
DATE: 09-15-19	FILE:	

Attachment C
Supporting Graphics

C

A copy of the Shoreland Overlay from the Town GIS and tax maps are included for reference.

Supporting Graphics



SHORELAND OVERLAY

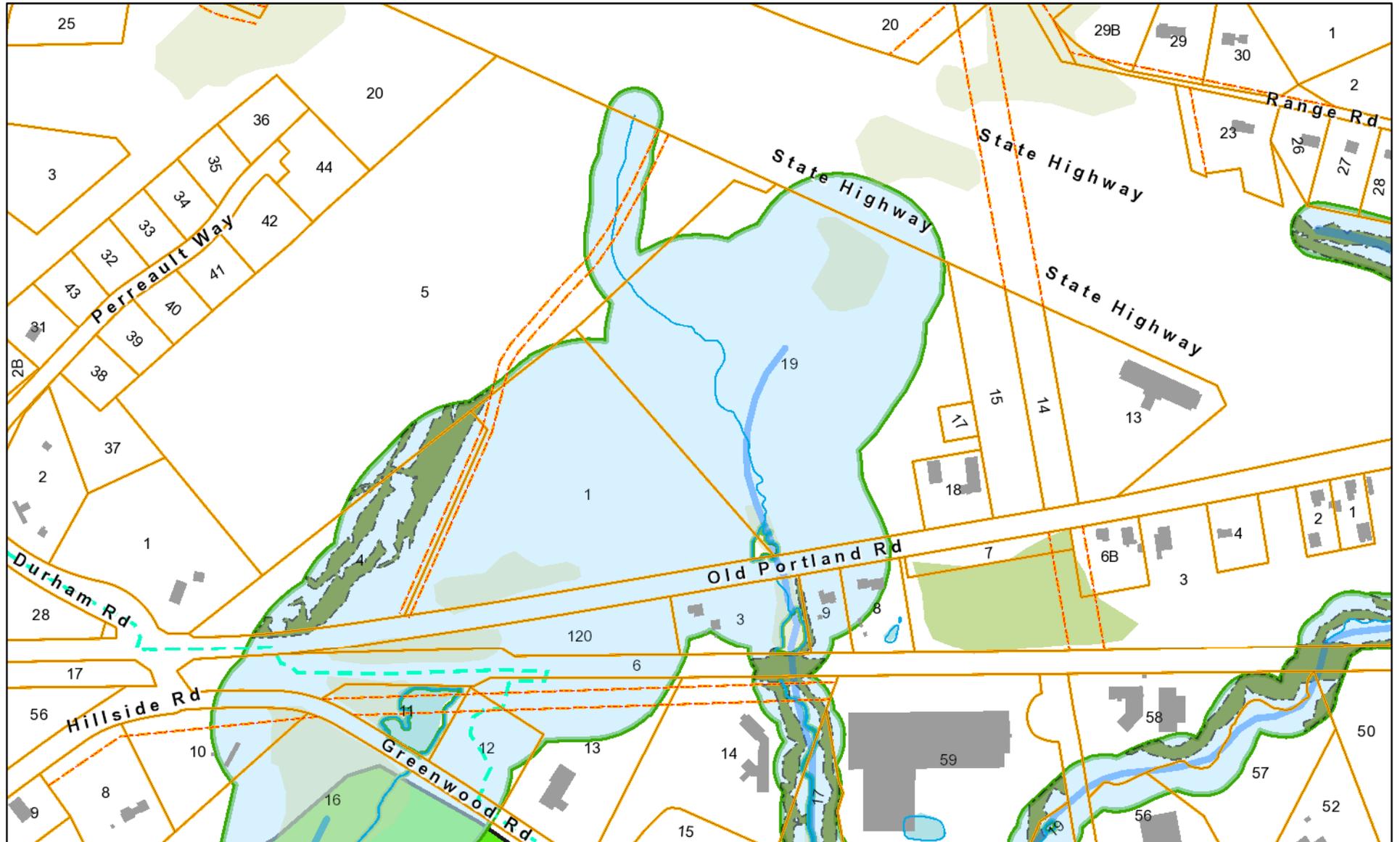
DOUGLAS PARCEL



October 3, 2019

1 inch = 400 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Town of
BRUNSWICK
Maine



Legend

- Lines_Other
- Other Road
- Hydrography Line
- ROW Property Access
- - - - - Town Boundary
- - - - - Other Lot Boundary
- Parcels_Lines
- Public Road
- Private Road
- ROW
- Water

Disclaimer:
The information is provided as a reasonably accurate point of reference, but is not guaranteed and is not to be used for conveyances. The Town of Brunswick shall not be held responsible for the accuracy or misuse of this data.
Copyright Town of Brunswick.



1 inch = 300 feet

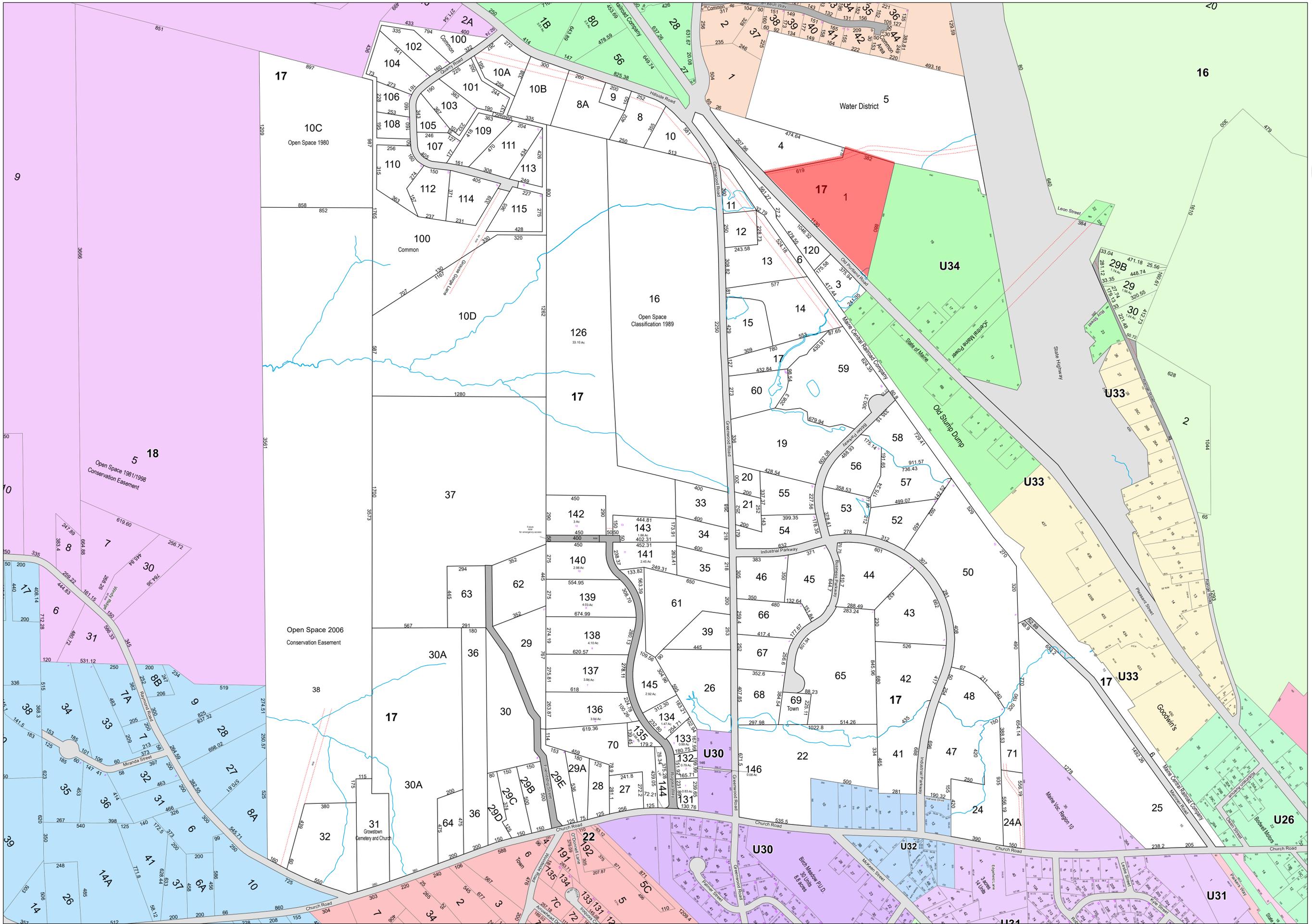
Revised To: April 1, 2019

Maps Prepared by:
Town of Brunswick

Revised and Reprinted By:



MAP
17





Legend

- Lines_Other
- Other Road
- Hydrography Line
- - - - - ROW Property Access
- - - - - Town Boundary
- - - - - Other Lot Boundary
- Parcels_Lines
- Public Road
- Private Road
- ROW
- Water

Disclaimer:
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The Town of Brunswick shall not be held responsible for the accuracy or misuse of this data.
Copyright Town of Brunswick.



1 inch = 100 feet

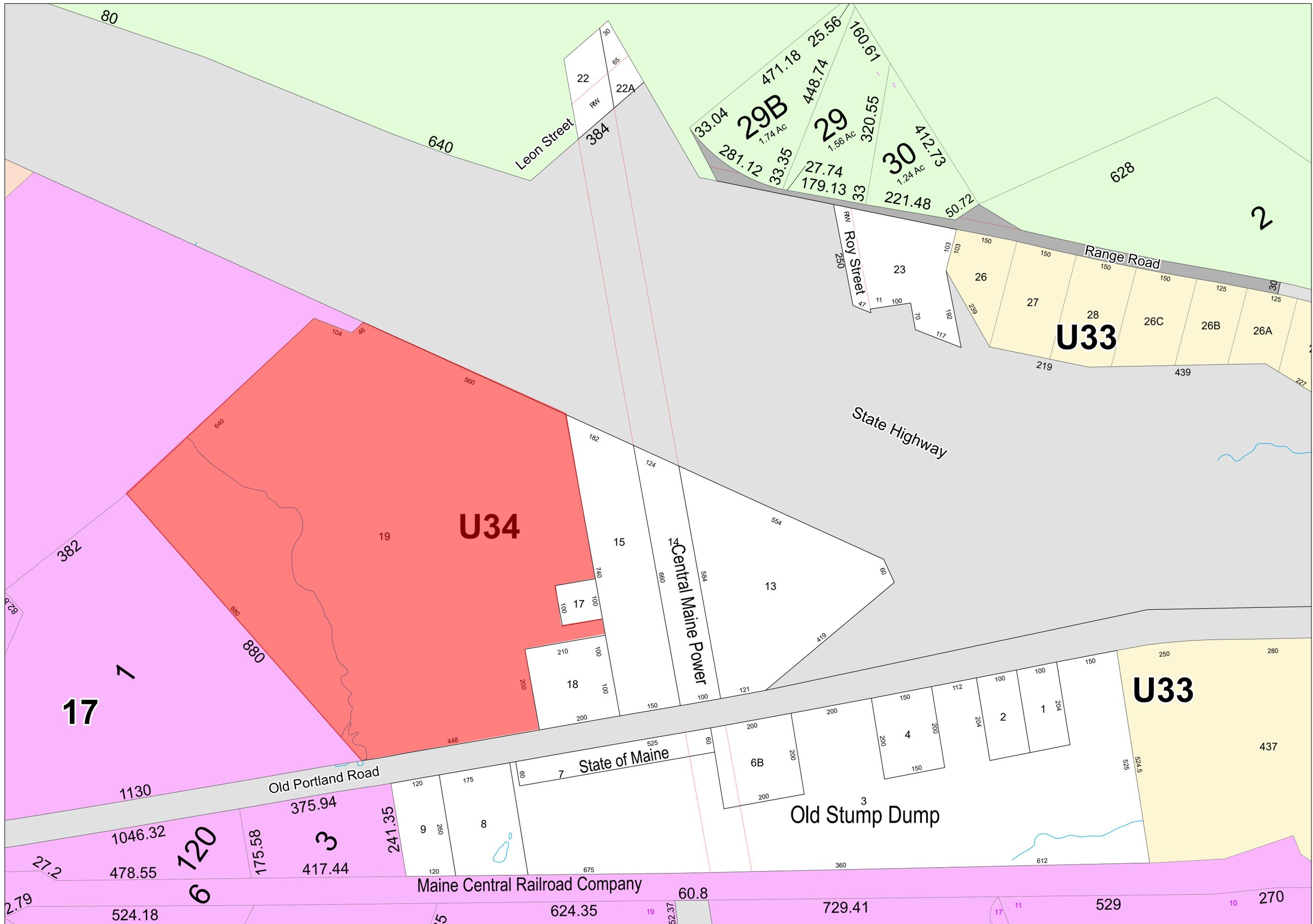
Revised To: April 1, 2019

Maps Prepared by:
Town of Brunswick

Revised and Reprinted By:



MAP
U34



From: [Jared Woolston](#)
To: [Matt Panfil](#)
Subject: FW: Zoning Map Amendment
Date: Tuesday, April 14, 2020 10:03:00 AM

FYI

From: Kalinich, Jeffrey C <Jeffrey.C.Kalinich@maine.gov>
Sent: Friday, March 13, 2020 2:22 PM
To: Jared Woolston <jwoolston@brunswickme.org>
Subject: RE: Zoning Map Amendment

Hi Jared,

I have reviewed the information you have provided. Based on this information and a review of GIS data the Department can approve a Map amendment.

Jeff

Jeffrey C. Kalinich
Maine Department of Environmental Protection
Assistant Shoreland Zoning Coordinator
Ph. (207) 615-7044
Fax. (207) 822-6303
www.Maine.gov/dep

From: Jared Woolston <jwoolston@brunswickme.org>
Sent: Wednesday, March 11, 2020 11:16 AM
To: Kalinich, Jeffrey C <Jeffrey.C.Kalinich@maine.gov>
Subject: Zoning Map Amendment

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jeff,

I sent the attached memo and request from Sitelines client to the Town Manager's office for consideration in the next Town Council meeting. If this makes it into the Town Council's packet for their next meeting there would be a subsequent public hearing date to taking action on the requested map amendment. I'll keep you in the loop on that timeline.

In brief, the zoning map I will prepare for the Town Council at their public hearing would be adjusted on the north side of Old Portland Road to depict the small "Y" shaped stream and 75-foot Shoreland Protection Overlay Stream Protection Subdistrict (SPO-SP). Scroll down to page 16 in the attached pdf to see the mapped stream location (as determined in the field).

I do not currently have permission to access the south side of Old Portland Road and therefore anticipate cutting the SPO amendment at the road. Based on lidar topography, I assume that area to the south of Old Portland Road contains two (2) distinct stream channels but no non-forested wetlands over 10 acres. Should the landowner someday ask for staff to review map discrepancies on that part of the SPO we'll need to decide if it makes sense to work with them with a field determination (and the text of the SPO) or return for another map amendment.

If you have questions or suggestions please call or email me.

Jared Woolston, AICP
Town Planner
Town of Brunswick
85 Union Street
Brunswick, ME 04011

(207) 725-6660, ext. 4022 (v)

(207) 725-6663 (f)

jwoolston@brunswickme.org

www.brunswickme.org

ITEM 53
BACKUP

Memorandum

To: TM Eldridge

From: Cmdr. Waltz

Re: Explanation of Proposed 4-Way Stop at Weymouth Street and Armory Street

Date: March 6, 2020

Attached please find a proposed ordinance change which will create a 4-way stop at the Weymouth Street/Armory Street intersection. Currently, Weymouth Street traffic does not stop at the Armory Street intersection. It is my understanding that this change was requested by residents of Weymouth Street as a traffic calming measure.

Statistics Summary Report

Technician Name: administrator



Location: Weymout St, WB, #38

Address: 38 Weymouth St, Brunswick, ME, USA, 04011

Report Period: 11/13/2017 to 11/19/2017

Speed Limit: 25

Total Vehicle Count: 12,574

Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	89	13	9	10 %	3	32	14	5
01-02	32	5	5	16 %	3	29	15	5
02-03	23	3	3	13 %	3	27	13	5
03-04	16	2	2	13 %	3	30	12	5
04-05	11	2	1	9 %	3	27	16	5
05-06	62	9	2	3 %	3	28	13	4
06-07	149	21	10	7 %	3	32	12	5
07-08	252	36	38	15 %	3	32	14	5
08-09	527	75	69	13 %	3	63	15	5
09-10	697	100	82	12 %	3	68	15	5
10-11	781	112	105	13 %	3	35	15	5
11-12	836	119	106	13 %	3	55	15	5
12-13	894	128	108	12 %	3	36	15	5
13-14	950	136	112	12 %	3	34	16	5
14-15	991	142	120	12 %	3	51	16	5
15-16	1,006	144	109	11 %	3	57	15	5
16-17	1,184	169	142	12 %	3	56	16	5
17-18	1,257	180	121	10 %	3	52	15	5
18-19	1,006	144	68	7 %	3	34	15	5
19-20	611	87	45	7 %	3	61	15	5
20-21	428	61	24	6 %	3	54	15	5
21-22	334	48	22	7 %	3	35	15	5
22-23	265	38	17	6 %	3	59	14	5
23-24	173	25	18	10 %	3	32	14	5
Total:	12,574	1,799	1,338	10 %	3	42	15	5

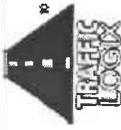
Speed	Count
0...5	1,531
5...10	2,642
10...15	2,310
15...20	2,116
20...25	2,637
25...30	1,173
30...35	145
35...40	7
40...45	1
45...50	0
50...55	5
55...60	4
60...65	2
65...70	1
Total:	12,574

Statistics Summary Report

Technician Name: administrator

Location: 44 Weymouth ST
 Address: 44 Weymouth ST, Brunswick, ME, USA, 04011
 Speed Limit: 25

Report Period: 11/11/2019 to 11/19/2019
 Total Vehicle Count: 13,406



Hour	Total Vehicles	Average Vehicles	Total Violations	% Violations	Min. Speed	Max. Speed	Avg. Speed	85% Speed
00-01	64	9	7	11 %	3	31	15	5
01-02	41	6	14	34 %	3	33	21	6
02-03	15	2	1	7 %	3	31	18	5
03-04	7	1	2	29 %	8	29	21	6
04-05	30	4	0	0 %	3	24	16	5
05-06	15	2	2	13 %	3	30	12	5
06-07	103	15	9	9 %	3	80	14	5
07-08	224	32	23	10 %	3	68	14	5
08-09	635	91	93	15 %	3	75	16	5
09-10	924	132	112	12 %	3	86	16	5
10-11	859	123	128	15 %	3	76	16	5
11-12	955	136	141	15 %	3	56	16	5
12-13	960	137	123	13 %	3	82	16	5
13-14	1,070	153	176	16 %	3	76	16	6
14-15	1,037	148	152	15 %	3	73	16	5
15-16	1,142	163	164	14 %	3	78	16	5
16-17	1,251	179	201	16 %	3	78	17	6
17-18	1,292	185	161	12 %	3	75	16	5
18-19	1,196	171	130	11 %	3	75	16	5
19-20	639	91	77	12 %	3	80	16	5
20-21	364	52	42	12 %	3	71	16	5
21-22	307	44	36	12 %	3	34	15	5
22-23	166	24	26	16 %	3	79	17	6
23-24	110	16	15	14 %	3	72	15	5
	13,406	1,916	1,835	14 %	3	62	16	5

Speed	Count
0...5	2,721
5...10	1,919
10...15	1,523
15...20	1,902
20...25	3,506
25...30	1,544
30...35	208
35...40	9
40...45	1
45...50	1
50...55	5
55...60	4
60...65	9
65...70	19
70...75	23
75...80	9
80...85	2
85...90	1
Total:	13,406

Chapter 15 - TRAFFIC AND VEHICLES

...

ARTICLE III. - SPECIFIC STREET REGULATIONS

...

Sec. 15-49. - Four-way stop signs.

Stop signs must be placed near the intersection on the right-hand side of the street at all four (4) corners of the following intersections:

Columbia Avenue and Baribeau Drive.

Columbia Avenue and Barrows Street.

Elm and Middle Streets.

Hemlock Road and Sparwell Lane.

Pleasant Hill, Church and Casco Roads.

Spring Street and Columbia Avenue.

Spring and McKeen Streets.

Union Street and Cumberland Street.

Weymouth Street and Armory Street

(Ord. of 5-2-88, § 14; Ord. of 11-7-94; Ord. of 7-19-06)

ITEM 54 AND 55 BACKUP

Presentations after item 55



PAUL K. PERZANOSKI
Superintendent of Schools

SHAWN L. LAMBERT
Assistant Superintendent

BARBARA J. GUNN
Director of Student Services

BRUNSWICK SCHOOL DEPARTMENT

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

KELLY WENTWORTH
Business Manager

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

SUE WOODHAMS
Director of Technology Integration

March 12, 2020

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

Dear Mr. Eldridge:

The School Board, at its regularly scheduled meeting March 11, 2020, by a majority vote of the entire Board and by unanimous vote of all Board members present, voted to accept School Revolving Renovation Fund Eligibility Certificates for project 1432, 1433, 1436, and 1437 totaling \$153,777 for Brunswick Junior High School, and to proceed with the work authorized therein. A copy of the certificates and the Department of Education forwarding letter are attached.

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

Thank you for your assistance in this matter.

Sincerely,

Paul K. Perzanoski
Superintendent

TOWN OF BRUNSWICK, MAINE

Ordinance Authorizing Various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Projects Costs Not to Exceed \$153,777, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266).

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

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

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

NOW THEREFORE THE FOLLOWING ORDINANCE IS ADOPTED.

Section 1. Authorization for Projects, Appropriation and Funding Appropriation through Bonds. That ADA improvements (stair rails), hazardous materials abatement (cafeteria floor), life safety improvements (illuminated exits signage), and other safety (kiln enclosure) projects in the Brunswick Junior High School, including but not limited to the engineering, planning, development, construction, any necessary equipping, and financing costs associated with the projects described (the “Projects”) are hereby approved, and that \$153,777 is hereby appropriated to fund the Projects. In order to fund the appropriation, the Treasurer and the Chair of the Town Council are hereby authorized and empowered in the name and on behalf of the Town of Brunswick (the “Town”) to borrow up to \$153,777 through the Maine Municipal Bond Bank’s School Revolving Renovation Fund, (\$58,266 of which is to be forgiven pursuant to the terms of a Loan Agreement (the “Loan Agreement”) with the Maine Municipal Bond Bank (the “Bank”) leaving a total principal debt liability to the Town of \$95,511).

Section 2. Loan Agreement. That the Town Council hereby delegates authority and authorizes the Treasurer to enter into a Loan Agreement and the issuance, sale and delivery to the Bank, as evidence of the aforesaid loan and against payment therefor, of a 2020 School Revolving Renovation Fund Bond (the “Bond”) of the Town in the aggregate principal amount for these Projects not to exceed \$95,511, such Loan Agreement and Bond to be signed by the Treasurer and countersigned by the Chair of the Town Council and attested by its Town Clerk; and to contain such terms and provisions as the officials executing the same may approve, their approval to be conclusively evidences by their execution thereof. If the Treasurer, Chair of the Town Council or Town Clerk are for any reason unavailable to approve and execute the bonds or other documentation in connection with the Projects, execution and delivery of the bonds, the person or persons then acting in any such capacity, whether as an assistant, a deputy, or otherwise, is authorized to act for such official with the same force and effect as if such official had performed such act.

Section 3. Full Faith and Credit. That the Bond shall be issued as a general obligation of the Town payable from the property taxes levied in the Town and for which payment the full faith and credit

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

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

Section 5. Advances and Declaration of Official Intent. The Town is authorized to make advances from the Town's general fund in an aggregate amount not to exceed \$153,777 in anticipation of the receipt of bond or note proceeds for the Projects. Advances used in lieu of bonds or notes authorized hereunder are appropriated to finance the cost, or any part thereof, of the Projects. The Treasurer is authorized to establish and amend all details of any advances including, but not limited to the term, interest rates and payment schedule. Advances from the Town's general fund may finance the original expenditures related to the Projects. It is expected that those advances will be reimbursed in part or in whole by the issuance of or receipt of proceeds for bonds or notes authorized hereunder. It is the intent of the Town Council that this Ordinance shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

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

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

**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

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

Ordinance Authorizing various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Project Costs Not to Exceed \$153,777, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266).

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

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

Frances M. Smith
Town Clerk of Brunswick, Maine

_____, 2020

Printed in the *Times Record* on _____, 2020

ITEM 55
BACKUP



PAUL K. PERZANOSKI
Superintendent of Schools

SHAWN L. LAMBERT
Assistant Superintendent

BARBARA J. GUNN
Director of Student Services

BRUNSWICK SCHOOL DEPARTMENT

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

KELLY WENTWORTH
Business Manager

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

SUE WOODHAMS
Director of Technology Integration

March 12, 2020

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

Dear Mr. Eldridge:

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

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

Thank you for your assistance in this matter.

Sincerely,

Paul K. Perzanoski
Superintendent

TOWN OF BRUNSWICK, MAINE

Ordinance Authorizing Health Improvements at the Coffin Elementary School, with Total Project Costs Not to Exceed \$296,006, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$183,849 (following loan forgiveness of \$112,157).

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

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

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

NOW THEREFORE THE FOLLOWING ORDINANCE IS ADOPTED.

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

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

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

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

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

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

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

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

**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

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

Ordinance Authorizing Health Improvements at the Coffin Elementary School, with Total Project Costs Not to Exceed \$296,006, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$183,849 (following loan forgiveness of \$112,157).

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

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

Frances M. Smith
Town Clerk of Brunswick, Maine

_____, 2020

Printed in the *Times Record* on _____, 2020

Presentation of the State of Maine's School Revolving Renovation School Fund

March 11 & 16, 2020

1

Description of School Revolving Renovation Fund

The School Revolving Renovation Fund provides loans to School Departments to finance project expenditures. A portion of the loan is forgiven with the remaining balance paid back over five years at a zero percent interest rate.

2

Justification / Project Priority

The Brunswick School Department applied for \$915,834 of priority one repairs for Coffin Elementary and Brunswick Junior High School. These repairs are needed due to the age and condition of the buildings and include health, safety, and compliance issues.

All of the requests were also included in the repair projects of these two buildings that have been the object of discussion for several years. CHA Architects provided the project estimates as required.

3

Capital Cost- Coffin

On January 31, 2020 we received confirmation of a \$296,096 award for Coffin School.

The award is broken down as follows:

<u>Project 1431 - Indoor Air Quality (Gymnasium)</u>	\$ 296,096
--	------------

Total Amount of Project to Accept:	\$ 296,096
------------------------------------	------------

Loan Forgiveness (as of state subsidy)	\$ 112,517 (37.89%)
--	---------------------

Loan Repayment	\$ 183,849 (62.11%)
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Length of Loan	5 years
----------------	---------

4

Capital Cost- BJHS

We also received confirmation of a \$160,790 award for BJHS.

The award is broken down as follows:

ADA (Stair Rails)	\$ 34,554
Hazmat Asbestos	\$ 83,054
Security Vestibule	\$ 7,013 Not Recommending Acceptance
Life Safety (signage)	\$ 10,335
<u>Safety (kiln enclosure)</u>	<u>\$ 25,834</u>
Total Amount of Projects to Accept:	\$153,777
Loan Forgiveness (as of state subsidy)	\$ 58,266 (37.89%)
Loan Repayment	\$ 95,511 (62.11%)
Length of Loan	5 years

5

Brief Approved Project Summaries

Project 1431- IAQ- Coffin- Install ventilation system in gymnasium

Project 1432- ADA BJHS- Remove and replace current non compliant (too open, too low, and do not meet graspability standards) stair rail system on north end of main corridors

Project 1433- Hazmat BJHS- Remove, abate, and replace asbestos flooring in cafeteria

Project 1434- Security- BJHS- Renovate entrance to install security features. Total project cost is \$100,782- *Not recommending acceptance*

Project 1436- Life Safety- BJHS- Replace illuminated exit signs throughout the building

Project 1437- Safety- BJHS- Build a fire-rated enclosure for kiln that is adjacent to educational areas

6

Assumptions and Constraints

We assume that the approval of this project could decrease any future bond request for BJHS

All projects over \$25,000 would require a request for qualifications process for the architectural design services

All projects under \$100,000 will be require soliciting a minimum of 3 proposals.

All projects over \$100,000 will be subject to the competitive bidding process.

Constraints are the July 31, 2020 deadline for the loan application completion; and July 31, 2021 work completion deadline.

Delaying or rejecting the projects is a loss of opportunity to improve the health and safety of these two buildings with a zero percent loan and 37.89% forgiven.

We also could breach the opportunity if we don't meet the deadlines aforementioned.

7

Coffin Information

One could ask the question about why would we spend money on Coffin if we just built a new school for Grades PreK-2?

•Exploration of potential uses for Coffin are currently underway, the School Board has not any final made a decisions as of this date

8



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

PENDER MAKIN
COMMISSIONER

January 31, 2020

Paul Perzanoski
Superintendent of Schools
Brunswick School Department
46 Federal Street
Brunswick, ME 04011

RE: Eligibility Certificates – SRRF Project #1431, 1432, 1433, 1434, 1436, and 1437

Dear Superintendent Perzanoski:

I am pleased to inform you that your School Revolving Renovation Fund applications for Projects #1431, 1432, 1433, 1434, 1436 and 1437 have been approved for funding for the amounts listed on the attached eligibility certificates.

The loan process for your projects must be initiated within 30 days. Please contact Toni Reed, Program Loan Officer, Maine Municipal Bond Bank at 622-9386 for assistance.

Awardees must comply with all applicable statutory and rule requirements for public improvement projects. Please see the attached post award guidance. You may contact Valerie Chiang, School Construction Coordinator, at 624-6693 for technical assistance.

Please note that failure to comply with SRRF program requirements and all applicable statutes and rules may result in revocation of your SRRF eligibility certificates and cancellation of your SRRF awards.

I wish you good luck as you complete your projects. If you have any questions regarding the School Revolving Renovation Fund, please contact Ann Pinnette at 624-6885 or ann.pinnette@maine.gov.

Sincerely,

Pender Makin
Commissioner

Enclosures: SRRF Eligibility Certificates
SRRF Post Award Information

cc: Toni Reed, Maine Municipal Bond Bank



**School Revolving Renovation Fund
Eligibility Certificate**

School Administrative Unit	Brunswick	
Facility	Coffin School	
Priority	1- Health, Safety and Compliance Repairs	
Project #	1431	
Scope of Work	IAQ	
Amount Funded	\$296,006	
Maximum Loan Amount	\$296,006	
Portion of Loan to be Forgiven	\$112,157	37.89%
Portion of Loan to be Repaid	\$183,849	62.11%
Length of Loan	5 years	(loans \$500,000 or less)

This Eligibility Certificate for the above listed School Revolving Renovation Fund project is hereby approved. Work authorized under this certificate must be materially completed and all loan proceeds must be expended by July 31, 2021.

January 31, 2020
Date

Pender Makin
Pender Makin
Commissioner



**School Revolving Renovation Fund
Eligibility Certificate**

School Administrative Unit	Brunswick				
Facility	Brunswick Jr. High School				
Priority	1- Health, Safety and Compliance Repairs				
Project #	1432	1433	1434	1436	1437
Scope of Work	ADA	HazMat	Other - Security	Other - Life Safety signage	Other - Safety-kiln
Amount Funded	\$34,554	\$83,054	\$7,013	\$10,335	\$25,834
Maximum Loan Amount	\$160,790				
Portion of Loan to be Forgiven	\$60,923	37.89%			
Portion of Loan to be Repaid	\$99,867	62.11%			
Length of Loan	5 years (loans \$500,000 or less)				

This Eligibility Certificate for the above listed School Revolving Renovation Fund projects is hereby approved. Work authorized under this certificate must be materially completed and all loan proceeds must be expended by July 31, 2021.

January 31, 2020
Date

Pender Makin
Pender Makin
Commissioner

BRUNSWICK SCHOOL DEPARTMENT FY2020 REVOLVING RENOVATION PROJECT SUMMARY

					37.89%	62.11%	
Project #	Project Description	Location	Application Amount	Approved Amount	Forgiveness Amount	BSD Responsibility	Notes
1431	IAQ- Ventilation in Gym	Coffin	\$ 296,006.00	\$ 296,006.00			
	Coffin Total			\$ 296,006.00	\$ 112,156.67	\$ 183,849.33	
1432	Stair Rails	BJHS	\$ 29,395.00	\$ 34,554.00			budget adj by DOE
1433	Cafeteria Floor Abatement	BJHS	\$ 81,077.00	\$ 83,054.00			budget adj by DOE
1434	Security Vestibule	BJHS	\$ 100,782.00	\$ 7,013.00			hit funding limit
1435	PA System	BJHS	\$ 164,374.00	\$ -			hit funding limit
1436	Safety- Illuminated Exits	BJHS	\$ 10,334.00	\$ 10,335.00			
1437	Kiln Enclosure	BJHS	\$ 25,255.00	\$ 25,834.00			budget adj by DOE
1438	Sinking Floor Slab	BJHS	\$ 208,611.00	\$ -			hit funding limit
	BJHS Total			\$ 153,777.00	\$ 58,266.11	\$ 95,510.89	
	Total Loan					\$ 279,360.22	
	5 year loan					5	
	Annual Debt Service					\$ 55,872.04	

Anticipated Timeline for FY 2020 SRRF Application Cycle

July 1, 2019	DOE application process begins
September 30, 2019	SAU deadline for applications to be received by DOE
October 31, 2019	DOE completes review and rating process
December 31, 2019	DOE reviews technical content and completes cost analysis
January 16, 2020	DOE prepares final priority list
February 1, 2020	DOE issues eligibility certificates (award date)
July 31, 2020	SAU deadline for MMBB loan application process to be completed
July 31, 2021	SAU deadline for SRRF project work completion and submission of final payment requisition for all projects

SRRF Process

The following steps take you through the School Revolving Renovation Fund process from application submittal to project completion:

1. School Administrative Units (SAUs) submit completed applications to the Maine Department of Education (DOE).
2. DOE reviews and rates applications.
3. DOE conducts a technical and cost review. The review addresses three areas:
 - Has the SAU conducted a thorough evaluation of the issue(s) to be able to identify the cause(s) and other associated issues?
 - Has the SAU identified and considered potential solutions and selected the one most appropriate for that facility and the SAU?
 - Is the cost of the solution reasonable?
4. DOE communicates with SAUs or their consultants to clarify details, request further documentation, or conduct a site visit.
5. DOE prepares a funding priority list which funds as many eligible projects as resources allow.
6. DOE provides Eligibility Certificates to SAUs with projects on the priority list.
7. SAUs contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan application process. The loan closing must be completed within 6 months of the date on the Eligibility Certificate or the award will be forfeited. SAUs should plan well in advance for any necessary local votes.
8. SAUs may contact DOE with questions regarding procurement of professional, architectural, and engineering services; review of plans, specifications and contracts; and other technical issues.
9. As projects proceed, SAUs submit requisitions for disbursement of loan proceeds and copies of paid project invoices to the MMBB. The MMBB forwards requisitions and invoices to DOE for authorization of payment.
10. All project work is completed and all requisitions for payment are submitted within 18 months of the date on the eligibility certificate. Requisitions submitted after the 18 month deadline will not be approved for payment.

Information for SRRF Applicants

Project Type and Eligibility

For fiscal year 2020, applications for the School Revolving Renovation Fund (SRRF) will be accepted for Priority One: health, safety, and compliance projects and Priority Two: repairs and improvements not related to health, safety and compliance. Priority One SRRF projects include structural roof repairs, Americans with Disabilities Act compliance upgrades, indoor air quality improvements, and hazardous material abatement or removal. Priority Two SRRF projects include school building structures, windows and doors, and water and septic systems. Eligible Priority One projects will receive funding preference over Priority Two projects. Retroactive projects (those that have begun work or been completed) are not eligible for funding consideration.

Project Loan Amount

The maximum loan amount is \$1,000,000 per priority per building over any 5 year period. Please review your SRRF funding history to ensure your current request does not exceed the statutory limit when combined with past SRRF loans provided for your school building. School administrative units may raise additional local funds to support SRRF projects.

Professional Services Procurement and Document Development

Project estimates, budgets and bidding documents are to be developed by licensed architects and professional engineers. These professional services shall be procured by advertising a Request for Qualifications in the Kennebec Journal and a newspaper local to the project 2 times, in 2 separate weeks. Allow a minimum of 7 days after the second advertisement for the submissions to be received. Submissions shall be evaluated based on qualifications, firms short-listed and interviewed, and a contract negotiated with the highest ranked firm. The design professional will be responsible for assisting the SAU with meeting all regulatory code requirements.

Project Budget

The Department will not revise eligibility certificates for additional funding should conditions or estimates change during the course of a project or if the project is delayed. School administrative units are responsible for project cost overruns. The final loan amount may be adjusted downward to equal the approved costs incurred at project completion. Surplus funds from a project may not be used for another project.

Construction Procurement

Projects estimated to be under \$100,000 may make use of a select list of bidders, soliciting a minimum of 3 proposals. Projects over \$100,000 must be advertised for sealed proposals. The Request for Proposals advertisements shall appear in the Kennebec Journal and a newspaper local to the project 2 times, in 2 separate weeks. Allow a minimum of 7 days after the second advertisement, or the pre-bid site walk if applicable, whichever is the latter, for the closing of bids. Proposals shall remain sealed until publicly opened and read aloud. Construction shall be awarded to the lowest responsive bidder.

Project Loan Deadlines

All SAUs with approved projects must contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan process. Loans must be closed within 6 months of the award date of the eligibility certificate. All requisitions for loan disbursements must be submitted to the MMBB within 18 months of the award date.

Project Completion

Projects must be completed within 18 months of the award date.

Statutory and Rule Requirements

SAUs must comply with all applicable statutory requirements of 5 M.R.S. Chapter 153 and Rule Chapter 64: Maine School Facilities Program and School Revolving Renovation Fund. Failure to comply with statutes, rules and program requirements will result in revocation of the SRRF eligibility certificate and cancellation of any SRRF award.

Information for SRRF Awardees

Professional Services Procurement and Document Development

Project estimates, budgets and bidding documents are to be developed by licensed architects and professional engineers. These professional services shall be procured by advertising a Request for Qualifications in the Kennebec Journal and a newspaper local to the project 2 times, in 2 separate weeks. Allow a minimum of 7 days after the second advertisement for the submissions to be received. Submissions shall be evaluated based on qualifications, firms short-listed and interviewed, and a contract negotiated with the highest ranked firm. The design professional will be responsible for assisting the SAU with meeting all regulatory code requirements.

Project Budget

The Department will not revise eligibility certificates for additional funding should conditions or estimates change during the course of a project or if the project is delayed. School administrative units are responsible for project cost overruns. The final loan amount may be adjusted downward to equal the approved costs incurred at project completion. Surplus funds from a project may not be used for another project.

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Project Loan

All SAUs with approved projects must contact the Maine Municipal Bond Bank (MMBB) within 30 days of award notification to begin the loan process. Loans must be closed within 6 months of the award date of the eligibility certificate. All requisitions for loan disbursements must be submitted to the MMBB within 18 months of the award date. SAUs with awards for multiple projects must track costs separately for each individual project by assigned SRRF project number.

Project Completion

Projects must be completed within 18 months of the award date.

Statutory and Rule Requirements

SAUs must comply with all applicable statutory requirements of 5 M.R.S. Chapter 153 and Rule Chapter 64: Maine School Facilities Program and School Revolving Renovation Fund. Failure to comply with statutes, rules and program requirements will result in revocation of the SRRF eligibility certificate and cancellation of any SRRF award.

School Revolving Renovation Fund

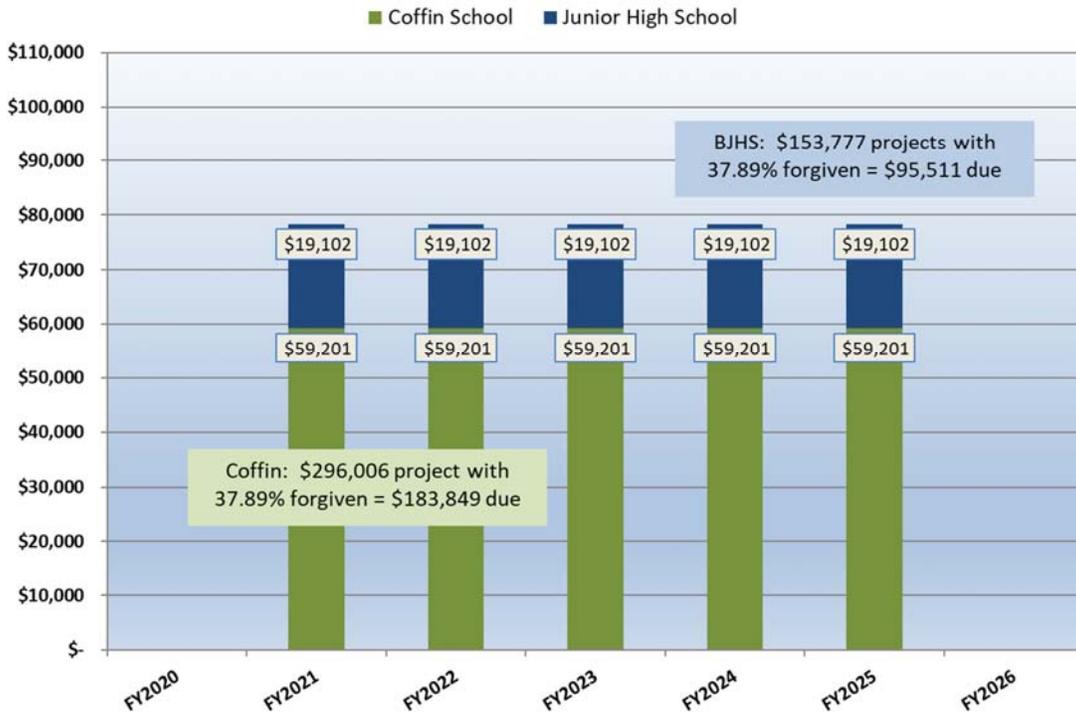
2020 projects

March 16, 2020

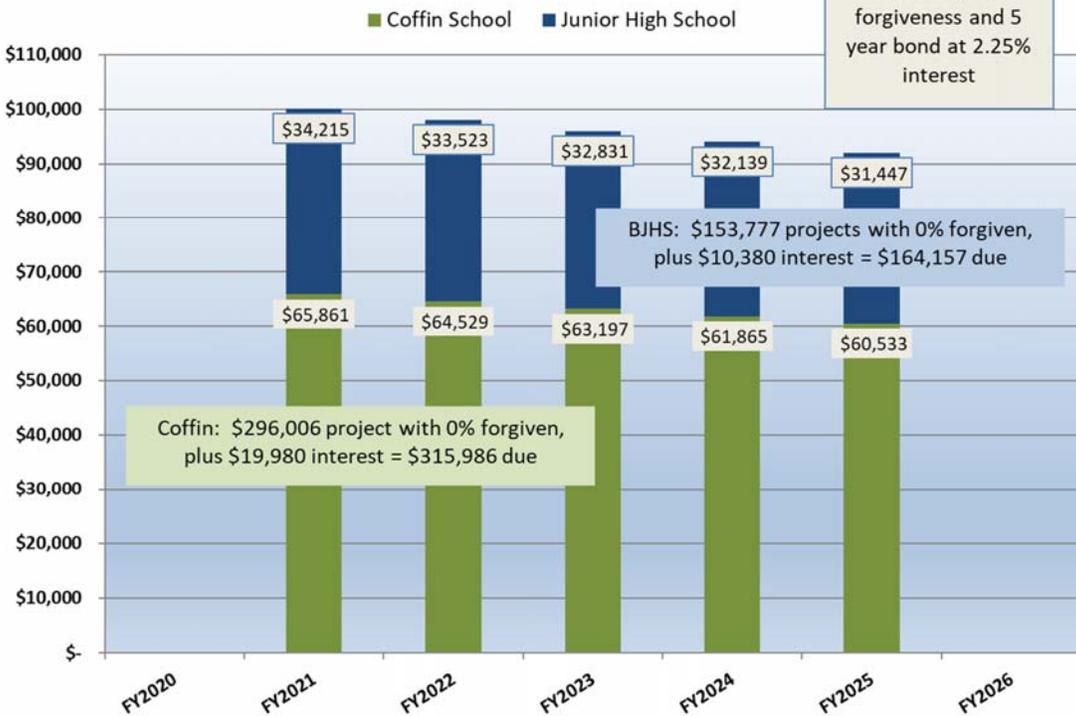
School Revolving Renovation Fund Maximum \$1,000,000 per school, per 5 years

SRRF Year	Proj	School	Project Type	Project	DOE Share	Brunswick Share
2016	1186	Coffin	Other-Sprinkler	136,968.00	52,609.41	84,358.59
2016	1187	Coffin	Roof Renovations	49,868.00	19,154.30	30,713.70
2016	1188	Coffin	Other-Fire Alarm	61,145.27	23,485.90	37,659.37
2016	1189	Coffin	ADA-Toilets	57,528.00	22,096.50	35,431.50
2016	1190	Coffin	ADA-Doors, etc	62,728.54	24,094.03	38,634.51
				368,237.81	141,440.14	226,797.67
2020	1431	Coffin	Indoor Air Quality	296,006.00	112,157.00	183,849.00
			Total Coffin Elem School	664,243.81	253,597.14	410,646.67
2016	1192	BJHS	Other-Sprinkler	229,390.00	88,108.70	141,281.30
2016	1193	BJHS	Roof Renovations	248,803.00	95,565.23	153,237.77
2016	1194	BJHS	Other-Fire Alarm	96,353.51	37,009.38	59,344.13
2016	1195	BJHS	ADA-Toilets. Etc	97,864.64	37,589.81	60,274.83
2016	1196	BJHS	ADA-Eyewash Stations	24,102.69	9,257.84	14,844.85
2017	1283	BJHS	Other-Sprinkler	106,384.16	42,298.34	64,085.82
				802,898.00	309,829.31	493,068.69
2020	1432	BJHS	ADA - stair rails	34,554.00	13,092.51	21,461.49
2020	1433	BJHS	Hazmat - Cafeteria floor	83,054.00	31,469.16	51,584.84
2020	1434	BJHS	Other - Security vestibule	7,013.00	2,657.23	4,355.77
2020	1436	BJHS	Other - Exit signage	10,335.00	3,915.93	6,419.07
2020	1437	BJHS	Other - Kiln enclosure	25,834.00	9,788.50	16,045.50
				160,790.00	60,923.33	99,866.67
			Total Brunswick Junior High School	963,688.00	370,752.64	592,935.36

School Revolving Renovation Fund - Annual Debt Service



Conventional Bond - Annual Debt Service



School Revolving Renovation Fund

	Coffin School	Junior High School	Total
Construction Costs	\$296,006	\$153,777	\$449,783
Forgiveness 37.89%	\$112,157	\$58,266	\$170,423
SRRF bond	\$183,849	\$95,511	\$279,360
Term	5	5	10
Rate	0.00%	0.00%	0.00%
Start Year	2	2	2

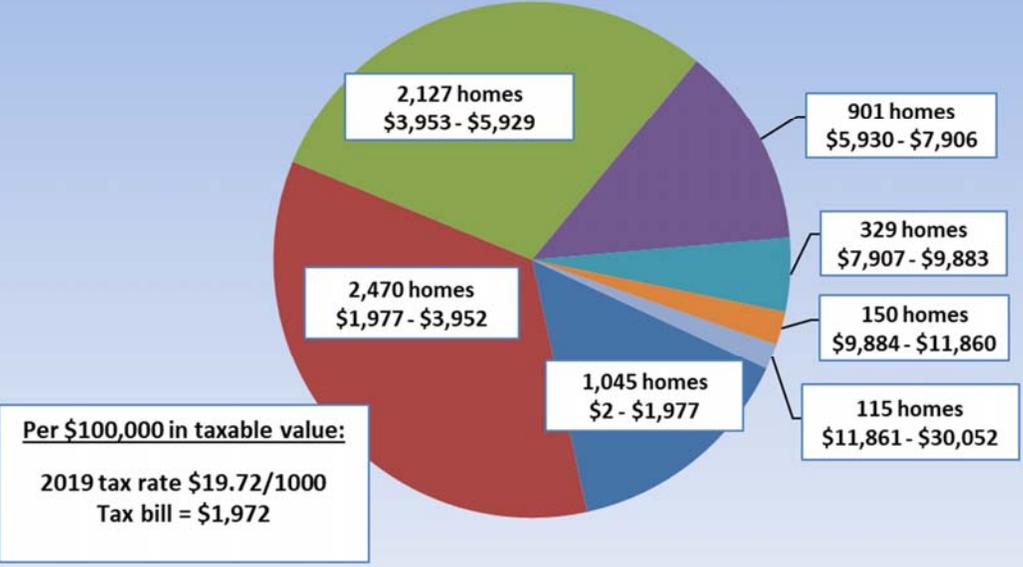
	Year	Principal	Int.	Principal	Int.	Annual Debt Service	YOY Tax Impact	Cost per \$200,000 property
FY2020	1					-	0.00%	-
FY2021	2	36,770	-	19,102	-	55,872	0.12%	4.79
FY2022	3	36,770	-	19,102	-	55,872	0.00%	4.79
FY2023	4	36,770	-	19,102	-	55,872	0.00%	4.79
FY2024	5	36,770	-	19,102	-	55,872	0.00%	4.79
FY2025	6	36,770	-	19,102	-	55,872	0.00%	4.79
FY2026	7					-	-0.12%	-
	Total	\$183,849		\$95,511		\$279,360		\$23.95

Conventional Bond, without forgiveness

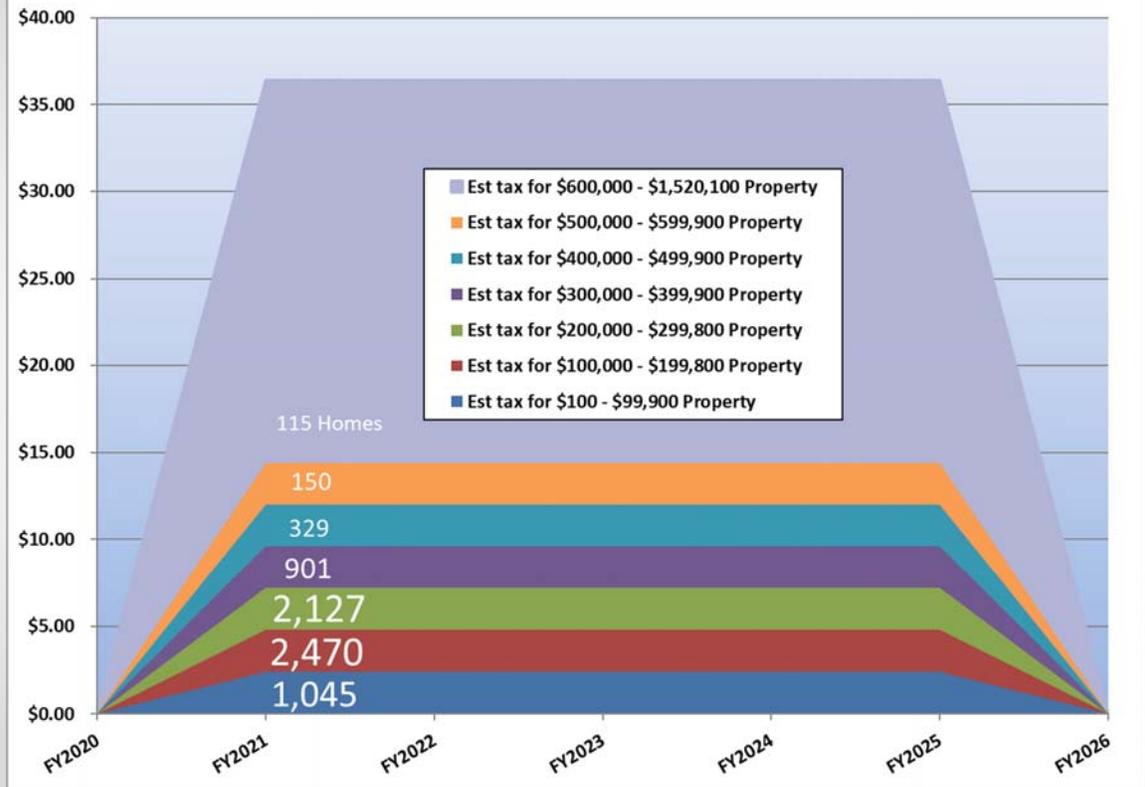
	Coffin School	Junior High School	Total
Construction Costs	\$296,006	\$153,777	\$449,783
Forgiveness	\$0	\$0	\$0
SRRF bond	\$296,006	\$153,777	\$449,783
Term	5	5	10
Rate	2.25%	2.25%	0.00%
Start Year	2	2	2

	Year	Principal	Int.	Principal	Int.	Annual Debt Service	YOY Tax Impact	Cost per \$200,000 property
FY2020	1					-	0.00%	-
FY2021	2	59,201	6,660	30,755	3,460	100,077	0.22%	8.58
FY2022	3	59,201	5,328	30,755	2,768	98,053	0.00%	8.41
FY2023	4	59,201	3,996	30,755	2,076	96,029	0.00%	8.23
FY2024	5	59,201	2,664	30,755	1,384	94,005	0.00%	8.06
FY2025	6	59,201	1,332	30,755	692	91,981	0.00%	7.89
FY2026	7					-	-0.20%	-
	Total	\$296,006	\$19,980	\$153,777	\$10,380	\$480,143		\$41.17

2019 Property Taxes
7,137 Taxable Residential Properties



2020 SRRF Debt Service (both Coffin & BJHS)
Estimated Annual Tax Cost by Taxable Property Values



ITEM 56
BACKUP



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY
DEVELOPMENT

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: Town Council

FROM: John Eldridge, Town Manager
Sally Costello, Economic Development Director

SUBJECT: Community Development Block Grant Application
Natural Selection Inc.

DATE: April 6, 2020

The Town has been asked to sponsor Natural Selection Inc. d/b/a Wild Oats for a Community Development Block Grant (CDBG) related to their expansion project at Brunswick Landing. The specific Economic Development Program (EDP) grant request of \$500,000 is for the purchase and installation of production/manufacturing equipment at the new facility currently under construction and located within the Seahawk Omnibus Municipal and Manufacturing TIF District.

This CDBG request was included as part of the financing package for the \$7 million expansion project, a combination of public-private financing to include: debt financing from Bath Savings with assistance from the Small Business Administration 504 program, owner equity, and a Community Development Block Grant.

A critical part of the expansion project is the cost for the production/manufacturing equipment which accounts for approximately \$1.2 million of total project costs. The CDBG matching grant of \$500,000 would fill the remaining gap in the project financing. A requirement of the CDBG funding is that Wild Oats must commit to hiring approximately 17 FTE employees at the new location over a two-year period and above their existing, certified labor force. Wild Oats has signed the Grantee/Business Assurance Job Creation form as part of the CDBG Application. The Town will require that Wild Oats indemnify the Town of Brunswick as part of the agreement for sponsoring the application.

There are financial, economic and service benefits associated with the Wild Oats Expansion for the Town and Wild Oats. The site of the new facility is within the Seahawk TIF District, an economic development incentive zone. The Town entered into a Credit Enhancement Agreement (CEA) that provides funds over a 10-year period and is tied to job creation.

Direct financial impacts of this project for the Town include the following:

- 1) The land development and new construction of the approximately 19,000 square foot facility will bring this currently vacant property into productive use and onto the tax rolls;

2) Benefits of redevelopment projects within Economic Development TIF Districts

- By nature of its location within the Seahawk TIF District, the value of the land development and improvements (Wild Oats facility) will not be included in the overall valuation for the determination of State Aid to Education, State Revenue Sharing and County taxes during the life of the TIF District (remaining 22 years);
- These total taxes shift benefits to the Town over the life of the TIF will be approximately \$2.7 million.

In closing, this support for the CDBG funding will allow for the project to be financially feasibility and provide the last source of funding for the project.

At this time, we respectfully request that the Town Council set a public hearing which is a requirement of the CDBG application process.

State of Maine Community Development Block Grant Program



Economic & Community
Development



Economic Development Program

2020 Application Package

Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059
Phone: (207) 624-7484
TTY: 1-800-437-1220
www.meocd.org

Application by Invite Only

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS
Economic Development Program**

Please note that all information requested in this application must be included for the application to be considered complete. Please refer to Page 8 for the Economic Development Program Application Package Requirements. The Office of Community Development (OCD) will only process complete applications. All materials submitted to OCD in connection with your EDP application shall become the property of OCD, unless otherwise requested and shall be retained or destroyed in accordance with OCD's file retention policy.

I. APPLICANT MUNICIPALITY INFORMATION

Municipality: TOWN OF BRUNSWICK	County: CUMBERLAND
Mailing Address: 85 UNION STREET 04011-2814	State: MAINE Zip Code+4:
Manager/Contact Person: JOHN ELDRIGE Town Manager	E-Mail: jeldridge@brunswickme.org
Phone: 202-725-6659	Fax: 207-725-6663

Applicant Municipality DUNS (Dunn & Bradstreet) #: 077466274
(visit <http://fedgov.dnb.com/webform> if business needs to obtain a number)

II. APPLICANT BUSINESS INFORMATION

Legal Name of Business: Natural Selection Inc.
Legal Address of Business where jobs will be created and/or retained: Corner of Admiral Fitch Ave. and Gerzofsky Way, Brunswick Landing
Town/City: Brunswick State: ME Zip Code: 04011 County: Cumberland
Manager/Contact Person: Rebecca Shepherd
Phone: 207-232-8970 Fax:
Email: Marshall.Shepherd@gmail.com Website: www.wildoatsbakery.com

Please check if you Own Lease Rent

Square Feet: Monthly Payment: Replaced by New Facility Yes No

Federal Employer Identification Number: 01-0398218 (of applicant business)

Applicant Business DUNS (Dunn & Bradstreet) #: 002318582
(visit <http://fedgov.dnb.com/webform> if business needs to obtain a number)

Is the Applicant Business currently in bankruptcy proceedings? Yes No
 Has the Applicant Business or any owner of more than 20% of the Applicant Business been in bankruptcy proceedings in the last ten years? Yes No
 If the answer to either of the above is "Yes," please give particulars, including the court location and docket # of the proceedings.

Type of Entity: C Corp S Corp Sole Proprietorship Partnership
 Limited Liability Company (list "type"): Other (list):

State of Organization:

III. BUSINESS OWNERSHIP (attach additional sheets as necessary)

Name and Title: Rebecca Shepherd

% of Ownership: 50%

Legal Address: 106 Union Street, Brunswick, ME 04011

Annual Compensation:

Name and Title: David Shepherd

% of Ownership: 50%

Legal Address: 106 Union Street, Brunswick, ME 04011

Annual Compensation:

IV. PROPOSED SOURCES AND USES OF FINANCING

Sources:	Amount:	Uses:	Amount:
Bath Savings Loan	\$100,000	Equipment purchase and installation	\$100,000
SBA Loan	\$480,000	Equipment purchase and installation	\$480,000
Owner Equity	\$120,000	Equipment purchase and installation	\$120,000
CDBG Grant	\$500,000	Take-out of Bath Savings bridge	\$500,000
Total Project Cost	\$1,200,000	Total Project Cost	\$1,200,000

V. PROPOSED COLLATERAL

Available to secure job creation or job retention connected with the grant of CDBG funds in the event DECD elects to secure such requirement/repayment with assets of the Applicant business for a term of up to five years; to secure CDBG Economic Development Program Funds

Type/Description	Existing Lienholder	Outstanding Balance	Available Collateral
Production Equipment	Bath Savings	\$100,000	\$100,000 available
Production Equipment	SBA	\$480,000	\$480,000 available

VI. SUMMARY OF BUSINESS EMPLOYMENT AND BENEFITS

Current Employment: Full-Time # Part-Time#

Projected Employment Increases Over Next 12 Months:
 Full-Time # Part-Time #

Minimum Starting Hourly Wage: Full-Time \$ Part-Time \$

In determining CDBG National Objective compliance with job creation/retention only **Permanent** jobs may be counted; temporary jobs may not. Full time jobs require a worker to work at least 1750 hours per year. Part time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full Time Equivalents (FTE). A FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

Number of positions to be created as part of this development project by job classification identifiers:

Managerial/Officer Professional Technical Sales Clerical/Office
 Craftworker Operatives Laborer Service Worker

Community Development Block Grant Economic Development Program

GRANTEE/BUSINESS ASSURANCES JOB CREATION

The Business (as identified below), having applied for funding from the Municipality (as identified below) through the Maine Community Development Block Grant (CDBG) Program agrees to create a minimum of _____ new jobs above the employment baseline within approximately a 12 month period from the time the CDBG EDP application is notified of grant award. The specific job creation deadline date will be stated in the CDBG contract between the Municipality and the State of Maine. The Business also agrees that at least 51% of the new full-time and full-time equivalent jobs must be taken by qualified low-to-moderate income (LMI) persons in compliance with the Maine CDBG program rules, regulations and policies. The Business will verify the job creation achievements and assist the Municipality in compiling the appropriate documentation as required by the Maine CDBG Program.

In determining CDBG National Objective compliance with job creation only **Permanent** jobs may be counted; temporary jobs may not. Full-time jobs require a worker to work at least 1750 hours per year. Part-time jobs require a worker to work at least 875 hours but less than 1750 hours per year. Part-time jobs **must** be converted to Full-Time Equivalents (FTE). An FTE is defined as two part time jobs. **Seasonal** jobs may count only if the seasonal job lasts long enough and provides sufficient income to be considered the employee's principal occupation. (Contact OCD prior to counting seasonal jobs towards LMI benefit.) **All** permanent jobs created by the project must be counted, regardless of funding source(s). Jobs indirectly created by the project (i.e., remote location, "trickle down" jobs) do not count.

It is understood by the Business and the Municipality that, in the event the job creation goals are not met within the prescribed time frame and according to the regulations of the State of Maine Community Development Block Grant Program, the State of Maine will exercise its right and seek repayment from the Municipality in accordance with the contract provisions and the Municipality may exercise its rights and seek repayment in accordance with the default provisions contained in any agreement it may have with the Business.

Having read and fully understanding the requirements set forth in this agreement, the undersigned agree to the job creation requirements contained herein, and to comply with all regulations of the U.S. Department of Housing and Urban Development and the State of Maine governing this program including submission of quarterly status reports regarding job creation benefit.

Signature of Municipal Official:	Name: JOHN ELDRIDGE
Date:	Title: TOWN MANAGER
Signature of Business Representative: 	Name: REBECCA SHEPHERD
Date: 3/25/20	Title: Vice President

APPENDIX A
Community Development Block Grant
Economic Development Grant Program
Responses to Questions

PROBLEM STATEMENT

Scope

Natural Selections Inc. DBA Wild Oats Bakery and Café (“Wild Oats”) has been a successful, community-based business in downtown Brunswick serving a loyal customer base for over 28 years. The owners of Wild Oats, Rebecca and David Shepherd, have been operating their family business within the Tontine Mall located at 149 Maine Street in Brunswick which started as a small business employing 3 people and has steadily grown its workforce to roughly 50 persons.

As this growth has manifested itself over time in terms of increased sales volume and production of goods, the business’s current location is no longer sufficient. There is a need for more production space, customer dining, parking, and workspace to accommodate a larger workforce.

Natural Selections currently has a lease with Commercial Properties for approximately 8,000 square feet for their operations. Given the limitations of the current space to accommodate the growing demand and for the projected 30 new FTE jobs, the owners are expanding their operation and are investing \$5.5 million into the construction of a new 19,000 square foot facility at Brunswick Landing; this will effectively double their production space, provide 52 dedicated parking spaces (and 100 shared parking space), and provide capacity for an additional 30 FTE employees.

In order for the Town to retain this iconic business and allow for its economic viability, the project requires some subsidy to facilitate the new construction and expanded operations. The project will create additional taxes for Brunswick as well as create jobs - two on-going, economic development goals for the Town and Brunswick Landing, the former NASB.

Impact

There are financial, economic and service benefits associated with the Wild Oats expansion for the Town and Wild Oats. The site of the project expansion is within the Seahawk Omnibus Manufacturing and Municipal TIF District (Seahawk TIF District), an economic development incentive zone at Brunswick Landing.

In order to assist the business with this expansion and allow for the project to be financially feasibility, the Town of Brunswick entered into a Credit Enhancement Agreement with Wild Oats. The CEA is tied to job creation and provides a real property tax abatement for 10 years to Wild Oats as the property owner. This predictable reduction in operating expenses helped the project meet the lender's requirements for debt service coverage.

Direct impacts of this project for the Town are that the land development and new construction project will bring this property into productive use and onto the tax rolls. The estimated taxes to the Town from the Wilds Oats project at the current annual tax rate of \$19.72/1,000 over 10

years is approximately \$478,210; correspondingly, a 1% tax increase is \$516,177; 2% tax increase is \$535,742; and a 3% tax increase is \$601,399.

The other key financial benefit to the Town of the Wild Oats project locating within the Seahawk TIF district is that the value of the land development and new improvements (facility) will not be included in the overall valuation for the determination of State Aid during the life of the TFI District; the Town will realize tax shift benefits associated with the current state rates for State Aid to Education and State Revenue Sharing, and be sheltered from increases in County Taxes. These total tax shift benefits to the Town over the life of the TIF will be approximately \$2.7 million.

Need

The CDBG Economic Development Program funds are needed as gap financing to facilitate the acquisition and installation of equipment at the new Wild Oats facility at Brunswick Landing. The total project costs of the Wild Oats expansion project is approximately \$7 million. In order for the project to be financially feasible there are several economic development incentives that are critical for the project to proceed.

This business expansion is made possible through a public-private partnership that includes and anticipates funding from the following sources: debt financing (loans from Bath Savings and the SBA), owner equity, and various economic development incentives to include the Pine Tree Zone Development Zone Tax Credit Program, a Community Development Block Grant and TIF revenue. A critical part of the expansion project is the cost for production equipment which is estimated at \$1.65 million (equipment list attached). The CDBG matching grant of \$500,000 would fill the remaining gap in the financing.

The business expansion will allow for the retention of approximately 50 jobs and create 30 new FTE jobs in Brunswick. This commitment by Wild Oats to retain and create jobs will help to stabilize and grow Brunswick's workforce and the local economy. Further, Wild Oats will provide a service at Brunswick Landing that is currently not available and serve current tenants and attract additional customers. The departure of Wild Oats from the Tontine Mall is spurring additional investment in the property for new commercial tenants and opens up the possibility for a mixed-use development with new construction of market-rate rental housing above the ground floor which is a needed and desired use for the downtown.

Solution

The Economic Development grant would be used entirely for purchasing and installing production/manufacturing equipment for the new Wild Oats facility. This equipment will allow for more efficient operations and significantly increase the production of goods which will facilitate a wholesale business line that was not possible at their current location.

The jobs at Wild Oats, both retained and created, will be occupied by persons of low/moderate household incomes. It is the practice of owners to provide a quality work environment that is supportive and allows for growth. It is anticipated that Wild Oats will hire 30 new employees in the first two years of its new operation. All employees receive the following benefits: retirement, healthcare, life insurance, paid vacation, food, and training benefits.

The production/manufacturing equipment budget is approximately \$1.165 million and will occupy three primary areas of the facility: the savory kitchen/dish room area, the bakery kitchen and the retail hall. There are over 502 equipment items to be purchased for the new facility that will fit-out the production/retail manufacturing areas facilitating the mass production of the prepared foods needed for wholesale operations. The attached drawings outline the layout of the equipment in the new space; a corresponding itemized list of equipment follows.

Effect on Assisted Business

The expansion of Wild Oats from a retail business to a wholesale/retail manufacturing business requires a significant investment on the owners. Increasing customer demand and a change in business operations necessitated requires a significant investment in the infrastructure, space and equipment needed for operations and mass production/manufacturing of product.

Scaling-up human capital (workforce) as well as equipment is required for Wild Oats to expand their operation into wholesaling. The additional walk-in freezer and refrigerated spaces will provide more space to store food and allow for bulk purchases on pallets that will reduce the cost of ingredients (fresh and packaged) by 25 percent. Further, the separate kitchens (savory and bakery) will allow for a more effective labor force as more employees can work at the same time, thereby removing the need for an overnight shift.

Much of the equipment will be new and therefore require less repairs. The equipment will also be more energy efficient and therefore reduce energy costs associated with the current, outdated equipment.

As Wild Oats looks to the future in this new business model, it is imperative to be in a position to ramp up operations quickly. Over a two-year period, the number of employees will increase by 50 percent and therefore payroll obligations will be a huge part of the operating budget. This efficiency gained by the extensive equipment set-up will be a critical factor in ramping up production of goods and meeting the projected customer demand. Further, the more modern, advanced equipment will require workforce training and therefore advance the skill sets of both current and new employees. The additional capacity to be in the wholesaling market extends the market reach for Wild Oats and allows for continued growth and increased profits.

Project Timeline and Feasibility

Wild Oat's need for funding for production/manufacturing equipment is urgent as they must have the food production system up before the planned opening of the facility in December 2020. The lease agreement at the Tontine Mall will have expired and all business operations and all employees will be moved to the new location at Brunswick Landing.

Construction of the new facility is anticipated to be complete by December 1, 2020. Matching funds have been secured with SBA/Bath Savings loans for the purchase and installation of all the equipment. Once award and funded, the CDBG funds will take-out a portion of the Bath Savings equipment loan which was contemplated by the lender in determining the financial feasibility and cash flow for debt service.

(insert key timeline activities)

Citizen Participation

Public Hearing Process

Opportunity Zone Priority

The Wild Oats expansion project is located in an opportunity zone. See the attached map for the project site. This decision to locate within this opportunity zone was a calculated risk for Wild Oats. The economic development zone was determined to be a distressed community thereby needing additional investment incentives to allow for businesses to be financially feasible. The Wild Oats project needs subsidy for its business expansion and is a great model of a successful public-private partnership.

The Town support the expansion of this long-time, icon Brunswick business for the following reasons: the retention of 50 FTE jobs, the creation of 30 new FTE jobs, the commitment by the owners to on-going workforce development practices, and the growing the food production/retail services - a key economic industry for Brunswick and a service-in-demand for Brunswick Landing.

ITEM 57
BACKUP



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY
DEVELOPMENT

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: Town Council

FROM: Sally Costello, Economic Development Director

SUBJECT: Resolution Authorizing an Appropriation of \$25,000 from Cook's Corner TIF Revenues for BDC's Pandemic Emergency Loan Fund (PELF)

DATE: April 21, 2020

The Brunswick Development Corporation (BDC) is a 501 (c) 3 non-profit organization whose mission is to foster economic development in the Town of Brunswick by providing capital to support the development and growth of local businesses. On March 23, 2020, in response to the COVID-19 Pandemic and its widespread negative economic impact on our business community, the BDC Board unanimously approved the creation of a Pandemic Emergency Loan Fund (PELF). The emergency loan fund is meant to help stem the tide of business closures and hardship by providing interim capital to supplement other State and Federal emergency disaster relief funding.

The response to the announcement of the PELF was immediate; all loan proceeds have been dispersed and there is a waiting list should additional funding become available. As the need for capital is so widespread, it is the goal of BDC to continue its efforts to provide this interim emergency funding to Brunswick's business community and leverage additional capital support from other stakeholder organizations. Therefore, the BDC Board respectfully requests an appropriation from the Town of Brunswick in the amount of \$25,000 from tax increment financing revenues to help recapitalize its Pandemic Emergency Loan Fund.

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

A Resolution Authorizing an Appropriation of \$25,000 from Cook's Corner Tax Increment Financing (TIF) Revenues for the Purpose of Providing Capital to the Brunswick Development Corporation (BDC) for BDC's Emergency Loan Program

WHEREAS, on March 13th the President of the United States issued a Proclamation Declaring a National Emergency Concerning the Novel Coronavirus Disease; and

WHEREAS, on March 18th the Governor of the State of Maine declared a Civil State of Emergency related to the spread of coronavirus disease 2019 ("COVID-19"); and

WHEREAS, on March 24th the Governor of the State of Maine, issued an Executive Order Regarding Essential Businesses and Operations; and

WHEREAS, the COVID-19 pandemic has caused many businesses to curtail or cease operations, having devastating effects on those businesses and their employees; and

WHEREAS, the Brunswick Development Corporation (BDC) exists to foster and support economic development within the Town of Brunswick; and

WHEREAS, the BDC, in response to the COVID-19 pandemic provided \$100,000 in loans to Brunswick businesses to assist those business through these difficult economic times; and

WHEREAS, the BDC would like to provide additional loans, and loans to businesses that did not already receive loans, and is seeking capital to support those loans; and

WHEREAS, the Development Program for the Town's Cook's Corner Tax Increment Financing (TIF) District permits the support of "General Economic Development" which includes providing funding for loan programs, and specifically mentions the BDC:

NOW THEREFORE, BE IT RESOLVED:

Section 1. Appropriation and Expenditure Authorization. The Town transfers from its Cook's Corner TIF funds the sum of Twenty-Five Thousand (\$25,000), and appropriates and authorizes the expenditure of that amount in order to capitalize the BDC's loan program (the "Project").

Section 2. Use of the Funds. BDC shall certify that it has utilized the funds appropriated hereunder for the purpose of making loans to Brunswick businesses that have been affected by the COVID-19 pandemic. The Town shall require reimbursement of any funds not used for that purpose. However, BDC shall not be required to reimburse the Town for loans that are made by BDC regardless of whether BDC receives repayment of the loaned funds.

Section 3. Authorization to Execute Agreements and other Documents. 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 4. Other Actions Authorized. Any actions taken to date by the Town Manager, in connection with the Project are hereby ratified, confirmed, and approved.

Proposed to Town Council – April 21, 2020

Adopted by Town Council –

ITEM 58
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

March 26, 2020

Brunswick Town Council

Re: Town of Brunswick Code of Ordinances: Chapter 7, Fire Prevention and Protection

Attached please find proposed changes to Chapter 7 of the Brunswick Town Ordinance "Fire Prevention and Protection".

- 1) **Updated Code Adoption**- The updated code references are submitted to bring us back in line with the state-adopted codes and standards. Late in 2019 the State of Maine Legislature adopted updated fire and life safety codes for the State of Maine. The attached proposal includes the adoption of parallel codes that are already permissible to enforce locally through state statute. This adoption allows the municipality to adopt the code locally as a standalone document and enables us to enforce the code as the local Authority Having Jurisdiction "AHJ".
- 2) **Updated Language in NFPA 1 Amendments**- Amendment 1.7.7.1.1 is recommended in an effort to provide a wider scope of inspection to include health and welfare when necessary. This recommended change is in part due to the combined efforts often encountered when the fire prevention, and local health roles overlap. The language is very similar to what currently exists for the Codes Officer in Chapter 8 "housing" of the Brunswick Town Ordinance.

It is my recommendation that the Council accept the proposed changes as submitted to stay consistent with state regulation.

Respectfully Submitted,

Jeff Emerson
Deputy Chief
Fire Prevention Division

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

Chapter 7 FIRE PREVENTION AND PROTECTION [M](#)

ARTICLE I. - ADOPTED CODES AND STANDARDS

ARTICLE II. - IN GENERAL

FOOTNOTE(S):

--- (1) ---

Editor's note—Ord. of 2-1-16(2) amended Ch. 7 in its entirety to read as herein set out. Former Ch. 7, §§ 7-26—7-29, pertained to similar subject matter. For prior history, see Code Comparative Table.[\(Back\)](#)

Cross reference— Police and fire alarms, Ch. 3; buildings and building regulations, Ch. 5; electric installation standards, § 5-76 et seq.; housing, Ch. 8; housing code, § 8-26 et seq.; minimum standards for safety under the housing code, § 8-92; licenses and business regulations, Ch. 10; marine activities, structures and ways, Ch. 11; fire department, § 12-171 et seq.; solid waste, Ch. 13; fires prohibited on any public way or public property without obtaining a permit from the fire chief, § 14-3; traffic and vehicles, Ch. 15; zoning and subdivision of land, App. A.[\(Back\)](#)

State Law reference— Fire prevention and protection, 25 M.R.S.A. § 2351 et seq.; municipal fire protection, 30-A M.R.S.A. § 3151 et seq.; fire aid to other municipalities, 30-A M.R.S.A. § 3156.[\(Back\)](#)

ARTICLE I. ADOPTED CODES AND STANDARDS

[Secs. 7-1—7-25. Reserved.](#)

[Sec. 7-26. Codes adopted.](#)

[Sec. 7-27. Amendments to NFPA 1, Uniform Fire Code, 2006-2018 Edition.](#)

[Sec. 7-28. Amendments to NFPA 101 "Life Safety Code" 2009-2018 Edition.](#)

[Sec. 7-29. Reserved.](#)

Secs. 7-1—7-25. Reserved.

Sec. 7-26. Codes adopted.

NFPA 1, Uniform Fire Code, [2006-2018 Edition](#), as published by the National Fire Protection Association and NFPA 101, Life Safety Code, [2009-2018 Edition](#), as published by the National Fire Protection Association, are enacted as the "Fire Prevention Code of the Town of Brunswick" subject to the provisions and amendments in sections 7-27 and 7-28. A copy of each code is on file in the town clerk's office.

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

(Ord. of 2-1-16(2))

Sec. 7-27. Amendments to NFPA 1, Uniform Fire Code, ~~2006-2018~~ Edition.

The following amendments to NFPA 1, Uniform Fire Code, ~~2006-2018~~ Edition adopted in Section 7-26 are hereby adopted:

- (1) The amendments set forth by the Maine Department of Public Safety, Office of the Maine State Fire Marshall by Chapter 3 of its Rules entitled "Fire Prevention Code" as amended on ~~September 3, 2007~~ November 27, 2019, a copy of which is on file in the town clerk's office.
- (2) Section 1.1.2 shall read as follows:

1.1.2 Title: These regulations as set forth herein shall be known as the Fire Prevention Code of the Town of Brunswick and are hereby referred to as "this code."
- (3) Section 1.6 shall read as follows:

1.6 Enforcement: The fire chief or the chief of the fire prevention bureau, or his duly authorized representative has the authority to enforce the provisions of the fire prevention code as herein set forth. The designated enforcement officer of this code is herein referred to as the "code official."

(4) Section 1.7.7.1.1 shall read as follows:

1.7.7.1.1 Inspection: The Code Official is hereby authorized to conduct inspections to determine the condition of dwelling, dwelling units, rooming houses, rooming units and premises located within the town in order that he/she may perform his/her duty of insuring health, safety, and the public welfare.

(45) Section 1.10.9.4 is added reading as follows:

1.10.9.4.1 Appeals: A person aggrieved by a decision of the code official may appeal to the codes appeal board and demand a hearing, as provided in this code. He must file a notice of appeal with the code enforcement officer. The notice must cite the decision appealed from, identify the property involved, list the names of abutting owners and of owners of property directly across a public way and state the specific grounds for the appeal. The appellant shall pay the codes enforcement officer a filing fee to cover the cost of advertising the appeal as required by section 1.10.9.4.3.

1.10.9.4.2 Filing date recorded: The codes enforcement officer shall stamp the filing date on the notice of appeal, give a copy to the appellant and send a copy to the codes appeal board.

1.10.9.4.3 Appeal advertised: On receipt of the notice of appeal, the codes appeal board shall determine a hearing date and have the notice of appeal and the time and the place of the hearing published in a newspaper having general circulation in the town at least seven (7) days before the day of the hearing.

1.10.9.4.4 Abutters notified: The codes enforcement officer shall mail a copy of the notice of appeal and the time and place of hearing to property owners described in section 1.10.9.4.1 at least six (6) days prior to the day of hearing at their last known places of address as shown on the tax records. Failure of the codes enforcement officer to send, or a property owner to receive a copy of the notice does not invalidate the hearing.

1.10.9.4.5 Hearing procedure: At the hearing, the appellant's side of the case must be heard first. When a witness has completed his direct testimony, he may be examined directly by members of the board, and through the chairman by other interested persons. Attorneys representing the

PART II - MUNICIPAL CODE OF ORDINANCES

Chapter 7 FIRE PREVENTION AND PROTECTION

parties may examine and cross-examine witnesses directly. The secretary of the board shall keep the minutes of the proceedings including the date of the hearing, the names and addresses of all witnesses and attorneys, a brief summary of the testimony and the reasons for it. The secretary shall file a copy of the decision with the code official as soon as it is handed down by the board. On receipt of the decision, the code official shall issue or withhold a permit according to its terms.

1.10.9.4.6 Variances: The codes appeal board may grant a reasonable variance from the requirements of this code. The appellant must prove the following:

- (1) Financial hardship. That the application of this code is causing or would cause unusual difficulty or substantial financial hardship because of extraordinary conditions peculiar to his premises, or to a proposed building, which are not reasonably remediable.
- (2) No adverse affect. That the relief sought would not adversely affect other property or the health, safety or general welfare of the public.
- (3) Purpose upheld. That the relief sought would not tend to defeat the purpose of this code as set forth in article 1, section F-100.2.

The codes appeal board may affirm, modify or deny determinations under or interpretations of this code made by the code official in the performance of his duties.

1.10.9.4.7 Special conditions: In granting a variance, the codes appeal board may require that certain special conditions be fulfilled. The failure to comply with those conditions invalidates the permit granted.

1.10.9.4.8 Limitation on subsequent appeals: If the codes appeal board denies an appeal with respect to certain buildings or premises, a second appeal of a similar nature may not be brought before the board within one (1) year.

1.10.9.4.9 Appeal to superior court: A person aggrieved by a decision of the codes appeal board may appeal to the superior court within thirty (30) days after the decision. The appeal is governed by rule 80-B of the Maine Rules of Civil Procedure.

(66) Section 1.16.1.2 is added reading as follows:

1.16.1.2 Penalties: A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 "Offenses and Miscellaneous Provisions" of the Town of Brunswick Code of Ordinance. If this code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.

1.16.1.3 A re-inspection fee in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances will be charged for each subsequent inspection determined by the codes official to be necessary.

(67) Section 18.2.2.1.1 is added reading as follows:

18.2.2.1.1. Key boxes.

18.2.2.1.1.1. General: The code official may require a key box to be installed in an accessible location where immediate access is necessary to verify the existence of a fire or other emergency in a building equipped with, or required to be equipped with, fire detection or fire suppression systems or equipment.

18.2.2.1.1.2 Type, contents, installation: The key box shall be of a type approved by the code official; shall contain keys to gain access as required by the code official; and shall be installed in a manner approved by the code official.

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18.2.2.1.1.3. *Alarms:* At the request of the owner or lessee, the code official shall permit him to install a key box tamper switch connected to the building's fire alarm system.

(Ord. of 2-1-16(2))

Sec. 7-28. Amendments to NFPA 101 "Life Safety Code" ~~2009-2018~~ Edition.

The following amendments to NFPA 101 "Life Safety Code" ~~2009-2018~~ Edition adopted in section 7-26 are hereby adopted:

- (1) The amendments set forth by the Maine Department of Public Safety, Office of the Maine State Fire Marshall by Chapter 20 of its Rules entitled "Code For Safety to Life From Fire in Buildings and Structures" as amended on ~~July 27, 2011~~ November 27, 2019, a copy of which is on file in the town clerk's office.
- (2) "~~9.6.2.9.6.1~~ 9.6.2.10.3.1 The electrical circuits powering the smoke detector(s) installed in accordance with ~~9.6.2.9.6~~ 9.6.2.10.3 shall also power a commonly used lighting circuit within the same living unit."
- (3) 1.6.1 Penalties: A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 "Offenses and Miscellaneous Provisions" of the Town of Brunswick Code of Ordinance. If this code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.
- (4) Section 1.6.1.2 is added reading as follows:

A re-inspection fee in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances will be charged for each subsequent inspection determined by the codes official to be necessary.

(Ord. of 2-1-16(2))

Sec. 7-29. Reserved.

ARTICLE II. IN GENERAL

[Sec. 7-30. Installation of fueled fired heating appliances.](#)

[Sec. 7-31. Installation of fire protection systems.](#)

[Sec. 7-32. Underground storage tanks.](#)

[Sec. 7-33. Outdoor wood boiler/hydronic heaters.](#)

Sec. 7-30. Installation of fueled fired heating appliances.

(a) Applicability.

- (1) This regulation applies to the installation of fuel fired heating units in all structures, occupied or unoccupied, located within the Town of Brunswick, including but not limited to:
 - a. Solid fuel fired heating appliances;

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- b. Oil fired heating appliances;
- c. LP gas fired heating appliances;
- d. Natural gas fired heating appliances.

(2) This regulation does not apply to electric heating devices.

(b) *Definitions.*

(1) **Authority having jurisdiction (AHJ)**— An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

(c) *Permit required.*

(1) All fuel fired heating appliances shall be permitted by the Brunswick Fire Department prior to installation.

(2) Applicant shall show applicable license(s) when applying for permit if required by the AHJ.

(3) Applicant shall provide a copy of plans and/or supporting documentation if requested by the AHJ.

(4) Fees in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances shall be charged for each new installation of a fueled fired heating appliance.

(5) Application process may be delayed for a reasonable amount of time for further review of applicable standards.

(d) *Installation.*

(1) All installations shall be completed by licensed contractors as required.

(2) All installations shall be completed in accordance with applicable federal, state, and local regulations.

(e) *Penalties.*

(1) In those cases where the authority having jurisdiction determines that an installation is incorrect, not according to plan, or presents an unacceptable degree of risk, a notice to stop work may be given until further review can be made by all parties of interest.

(2) **Double fee.** Any person who shall commence any work for which a permit is required by this code without first having obtained a permit therefore, shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this section for such work, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the administrative authority that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all cases, a permit must be obtained as soon as practical to do so. If there is an unreasonable delay in obtaining such permit, a double fee as herein provided shall be charged.

(Ord. of 2-1-16(2))

Sec. 7-31. Installation of fire protection systems.

(a) *Applicability.*

(1) This regulation applies to the installation of fire protection systems, where required, in all structures, occupied or unoccupied, located within the Town of Brunswick.

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- (2) This regulation applies to the installation of all types of fire protection systems including but not limited to:
 - a. Commercial or residential fire alarm system;
 - b. Commercial or residential sprinkler system;
 - c. Commercial or residential alternative suppression systems;
 - d. Commercial cooking hood and suppression systems.
 - (3) This regulation does not apply to:
 - a. Independent or interconnected smoke detection devices not part of a fire alarm system;
 - b. Residential cooking hood and suppression systems.
- (b) *Definitions.*
- (1) Authority having jurisdiction (AHJ)—An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
- (c) *Permit required.*
- (1) All fire protection systems shall be permitted by the Brunswick Fire Department prior to installation.
 - (2) Applicant shall show applicable license(s) when applying for permit if required by the AHJ.
 - (3) Applicant shall provide a copy of plans and supporting documentation for review by the office of fire prevention at the time of application as required or requested by the AHJ.
 - (4) Plans shall be in accordance with federal, state, and local regulations.
 - (5) Plans shall be reviewed and approved prior to the issuance of fire protection system permits.
 - (6) Fees in accordance with the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to this Municipal Code of Ordinances shall be charged for each new installation of a fire protection system or the enlargement or extension of an existing system.
- (d) *Installation.*
- (1) All installations shall be completed by licensed contractors as required.
 - (2) All installations shall be completed in accordance with applicable federal, state, and local regulations.
- (e) *Penalties.*
- (1) In those cases where the authority having jurisdiction determines that an installation is incorrect, not according to plan, or presents an unacceptable degree of risk, a notice to stop work may be given until further review can be made by all parties of interest.
 - (2) *Double fee.* Any person who shall commence any work for which a permit is required by this code without first having obtained a permit therefor, shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this section for such work, provided, however, that this provision shall not apply to emergency work when it shall be proved to the satisfaction of the administrative authority that such work was urgently necessary and that it was not practical to obtain a permit before the commencement of the work. In all cases, a permit must be obtained as soon as practical to do so. If there is an unreasonable delay in obtaining such permit, a double fee as herein provided shall be charged.

(Ord. of 2-1-16(2))

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Sec. 7-32. Underground storage tanks.

(a) *Applicability.* This regulation applies to the installation or removal of underground storage tank containing, or intended to contain, flammable or combustible liquids or gasses located within the Town of Brunswick.

(b) *Definitions.*

Authority having jurisdiction (AHJ) means an organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

Combustible liquid means any liquid that has a closed cup flash point at or above 37.8 °C (100°F).

Flammable liquid means a fluid that has a closed cup flash point that is below 37.8 °C (100°F) and a maximum vapor pressure of 2068 mm Hg (40 psia) at 37.8 °C (100°F).

(c) *Permit required.*

(1) Installation or removal of underground storage tank(s) shall be permitted by the Brunswick Fire Department prior to the start of work.

(2) Applicant shall show applicable license(s) when applying for permit if required.

(3) Any and all applicable state or federal permits shall be provided to the fire department prior to the issuance of a local permit.

(d) *Penalties.*

(1) A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 "Offenses and Miscellaneous Provisions" of the Town of Brunswick Code of Ordinance. If this code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.

(2) In those cases where the authority having jurisdiction determines that an installation or removal is incorrect, not according to plan, or presents an unacceptable degree of risk, a notice to stop work may be given until further review can be made by all parties of interest.

(Ord. of 2-1-16(2))

Sec. 7-33. Outdoor wood boiler/hydronic heaters.

(a) *Applicability.*

(1) This regulation applies to any manufacturer, supplier, distributor or person intending to sell, lease, distribute, or market, an outdoor wood boiler, including an outdoor pellet boiler, in the town that meets the definition of an outdoor wood boiler and to any person who installs, relocates, replaces, operates or owns an outdoor wood boiler, including an outdoor pellet boiler.

(2) This regulation applies to outdoor wood boilers, including outdoor pellet boilers, with a rated thermal input of less than 3 MMBtu/hr. Boilers with a rated thermal heat input of 3 MMBtu/hr or greater are subject to Chapter 103 Fuel Burning Equipment Particulate Emission Standard of the Department of Environmental Protection Regulations.

(b) *Definitions.* The following terms, as used in this section, have the following meanings:

Clean wood means wood that has no paint, stain, or other types of coatings, and wood that has not been treated with, including but not limited to, copper chromium arsenate, creosote, or pentachlorophenol.

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Commercial outdoor wood boiler means any outdoor wood boiler, except for those outdoor wood boilers used solely for space heating or domestic hot water, used to service a commercial establishment.

Distribute or sell means to distribute, sell, advertise for sale, offer for sale, lease, ship, deliver for shipment, release for shipment, or receive and (having so received) deliver or offer to deliver. This term does not include the distribution or sale by a manufacturer of an outdoor wood boiler that is installed outside the town.

Manufacturer means any person who constructs or imports for the distribution or sale into the United States an outdoor wood boiler.

New outdoor wood boiler means an outdoor wood boiler that is not installed and/or operational at the intended location of use as of the effective date of this section.

Nuisance means emission of air contaminants to the outdoor atmosphere of such quantity, characteristic or duration that may be injurious to human, plant or animal life or to property, or that unreasonably interferes with the comfortable enjoyment of life or property.

Opacity means the degree to which emissions other than water reduce the transmission of light and obscure the view of an object in the background.

Outdoor wood boiler (also known as outdoor wood-fired hydronic heater, water stove or outdoor wood furnace) means a fuel burning device that:

- (1) Is designed to burn wood, biomass fuel products or other approved solid fuels;
- (2) The manufacturer specifies for outdoor installation or installation in structures not normally occupied by humans (e.g., sheds) or is an indoor-rated device housed in a modular or containerized structure; and
- (3) Heats building space or water, or both, through the distribution, typically through pipes for a fluid or ducts for air, of a fluid or air heated in the device.

Outdoor pellet boiler means an outdoor wood boiler designed and warranted by the manufacturer specifically to burn pellet fuel with metered fuel and air feed and controlled combustion engineering which is operated according to the manufacturer's specifications and burns only pellet fuel.

Particulate matter or PM means particulate matter PM₁₀ and PM_{2.5} including the condensable fraction.

Sale means the transfer of ownership or control.

(c) **Requirements for the sale, installation and operation of new outdoor wood boilers and outdoor pellet boilers.**

- (1) **Particulate matter emission standards for outdoor wood boilers.**
 - a. **Phase II particulate emission standard for outdoor wood boilers and outdoor pellet boilers.** No person shall distribute or sell, lease, import, supply, relocate, replace, or install an outdoor wood boiler or outdoor pellet boiler after the effective date of this section unless it has been certified under subsection (c)(5) to meet a particulate matter emission limit of 0.32 lbs/MMBtu heat output. Outdoor wood boilers and outdoor pellet boilers meeting the Phase II limit must be installed according to the applicable setback and stack height requirements as defined in subsections (c)(2) and (c)(3).
 - b. **Voluntary technology-forcing particulate emission standard for outdoor wood boilers.** An outdoor wood boiler meeting a particulate matter emission limit of 0.06 lbs/MMBtu heat output is not subject to a setback requirement under this section as long as it meets the stack height requirements described in subsection (c)(3)c. of this section.
- (2) **Setback requirements for new outdoor wood boilers and outdoor pellet boilers.**
 - a. **Outdoor wood boilers and outdoor pellet boilers certified to meet particulate emission limits of 0.32 lbs/MMBtu heat output.** No person shall install or allow the installation of any outdoor

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wood boiler or outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.32 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor wood boiler or outdoor pellet boiler is installed at least one hundred (100) feet from the nearest property line or at least one hundred and forty (140) feet from the nearest dwelling that is not on the same property as the outdoor wood boiler or outdoor pellet boiler.

- b. *Outdoor pellet boilers certified to meet particulate emission limits of 0.06 lbs/MMBtu heat output.* No person shall install or allow the installation of any outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.06 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor pellet boiler is installed at least forty (40) feet from the nearest property line or at least eighty (80) feet from the nearest dwelling that is not on the same property as the outdoor pellet boiler.
 - c. *Outdoor wood boilers that have been modified to burn pellets.* Outdoor wood boilers that have been modified to burn pellets must meet the applicable setback specified in subsection (c)(2) for the original particulate emission limit certification of the outdoor wood boiler, determined in accordance with subsection (c)(5).
- (3) *Stack height requirements for new outdoor wood boilers and outdoor pellet boilers.*
- a. *Outdoor wood boilers and outdoor pellet boilers certified to meet particulate emission limits of 0.32 lbs/MMBtu heat output.* No person shall install or allow the installation of any outdoor wood boiler or outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.32 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor wood boiler or outdoor pellet boiler:
 - 1. Has an attached stack with a minimum stack height of ten (10) feet above ground level; or
 - 2. Has an attached stack extending two (2) feet higher than the peak of the roof of the structure being served by the outdoor wood boiler or outdoor pellet boiler, if an abutting residence is located less than three hundred (300) feet from the outdoor wood boiler or outdoor pellet boiler.
 - b. *Outdoor pellet boilers certified to meet particulate emission limits of 0.06 lbs/MMBtu heat output.* No person shall install or allow the installation of any outdoor pellet boiler that has been certified to meet a particulate matter emission limit of 0.06 lbs/MMBtu heat output, determined in accordance with subsection (c)(5), unless the outdoor pellet boiler:
 - 1. Has an attached stack with a minimum stack height of ten (10) feet above ground level; or
 - 2. Has an attached stack extending two (2) feet higher than the peak of the roof of the structure being served by the outdoor pellet boiler, if an abutting residence is located less than one hundred (100) feet from the outdoor pellet boiler.
 - c. *Outdoor wood boilers that have been modified to burn pellets.* Outdoor wood boilers that have been modified to burn pellets must meet the applicable stack height specified in subsection (c)(3) for the original particulate emission limit certification of the outdoor wood boiler, determined in accordance with subsection (c)(5).
 - d. In the case that there is no structure, such as, but not limited to, swimming pools or hot tubs, being served by an outdoor wood boiler or outdoor pellet boiler subject to subsection (c)(3), the owner or operator of the outdoor wood boiler or outdoor pellet boiler shall extend the stack two (2) feet higher than the peak of the roof of the nearest building to the outdoor wood boiler or outdoor pellet boiler.
- (4) *Commercial outdoor wood boiler, commercial outdoor pellet boiler, outdoor wood boiler or outdoor pellet boiler with a rated thermal output greater than 350,000 Btu/hr analysis requirement.*

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- a. Any person intending to install or operate a commercial outdoor wood boiler, commercial outdoor pellet boiler, an outdoor wood boiler, or outdoor pellet boiler with a rated thermal output greater than three hundred fifty thousand (350,000) Btu/hr shall obtain an evaluation, report and installation recommendations performed by a qualified professional, including a licensed professional engineer or a master solid fuel burner technician, that includes the following information:
 1. What type of application will the outdoor wood boiler or outdoor pellet boiler be used for;
 2. A determination of the heat load requirements of the facility as compared to the available heat supply of the outdoor wood boiler or outdoor pellet boiler to ensure the unit is properly sized;
 3. The stack location relative to the property lines and building locations within four hundred (400) feet of the outdoor wood boiler or outdoor pellet boiler;
 4. The stack height; and
 5. Recommendations for the proper outdoor wood boiler or outdoor pellet boiler installation, including but not limited to, hook-up, auxiliary fuel, properly sized outdoor wood boiler or outdoor pellet boiler, stack height and stack location.
 - b. No person shall install or operate a commercial outdoor wood boiler, commercial outdoor pellet boiler, outdoor wood boiler or outdoor pellet boiler with a rated thermal output greater than three hundred fifty thousand (350,000) Btu/hr unless it is installed according to the recommendations of the evaluation report in subsection (c)(4)a. of this section. In any case, no person shall install or operate a commercial outdoor wood boiler, commercial outdoor pellet boiler, an outdoor wood boiler or outdoor pellet boiler with a rated thermal output greater than three hundred fifty thousand (350,000) Btu/hr unless it meets the minimum setback and stack height requirements stated in subsections (c)(2) and (c)(3).
- (5) *Certification of outdoor wood boilers and outdoor pellet boilers.* No person shall supply, distribute, sell, lease, offer for sale, or allow the installation of an outdoor wood boiler or an outdoor pellet boiler in the town unless the outdoor wood boiler or outdoor pellet boiler has received certification pursuant to the EPA Outdoor Wood-Fired Hydronic Heater Program. The certification shall demonstrate that the outdoor wood boiler or outdoor pellet boiler meets the applicable particulate emission standard in subsection (c)(1). The manufacturer of any such outdoor wood boiler or outdoor pellet boiler shall conduct testing via the EPA Outdoor Wood-Fired Hydronic Heater Phase I Program until EPA replaces the EPA Outdoor Wood-Fired Hydronic Heater Phase I Program with the Environmental Technology Verification Program. The department of environmental protection may approve an alternative certification program.
- (6) *Labeling requirements.* New outdoor wood boilers and outdoor pellet boilers shall be labeled in accordance with the labeling requirements of the U.S. Environmental Protection Agency Outdoor Wood-Fired Hydronic Heater Program. Requirements of this program are located at www.epa.gov/woodheaters/index.htm.
- (7) *Rain cap prohibition.* No person shall operate a new outdoor wood boiler or outdoor pellet boiler using a rain cap unless this device is required by the manufacturer specifications.
- (d) *General provisions and requirements for all outdoor wood boilers and outdoor pellet boilers.*
- (1) *Prohibited fuels.* No person shall burn any of the following items in an outdoor wood boiler:
 - a. **Any wood that does not meet the definition of clean wood;**
 - b. **Garbage;**
 - c. **Tires;**

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- d. Lawn clippings or yard waste;
- e. Materials containing plastic;
- f. Materials containing rubber;
- g. Waste petroleum products;
- h. Paints and paint thinners;
- i. Chemicals;
- j. Glossy or colored papers;
- k. Construction and demolition debris;
- l. Plywood;
- m. Particleboard;
- n. Salt water driftwood and other previously salt-water saturated materials;
- o. Manure;
- p. Animal carcasses;
- q. Asphalt products;
- r. Materials containing asbestos;
- s. Materials containing lead, mercury, or other heavy or toxic metals; and
- t. Coal, unless the outdoor wood boiler is specifically designed to burn coal.

(2) *Fuel requirements.*

- a. No person that operates an outdoor wood boiler shall use a fuel other than the following:
 - 1. Clean wood;
 - 2. Wood pellets made from clean wood;
 - 3. Home heating oil in compliance with the applicable sulfur content limit, propane or natural gas may be used as starter or supplemental fuels for dual-fired outdoor wood boilers; and
 - 4. Other fuels as approved by the department.
- b. No person that operates an outdoor pellet boiler shall use a fuel other than the following:
 - 1. Wood pellets made from clean wood;
 - 2. Corn; and
 - 3. Other fuels as approved by the department.

(e) *Nuisance conditions.*

- (1) *Standard.* No person shall operate an outdoor wood boiler or an outdoor pellet boiler, that produces visible emissions, measured as any opacity totaling twelve (12) minutes in any hour, that cross onto any land or buildings immediately adjacent to a dwelling or commercial building not owned by the owner of the outdoor wood boiler. Opacity under this subsection shall be determined by the Department of Environmental Protection pursuant to EPA Method 22 Visual Determination of Fugitive Emissions from Material Sources and Smoke Emissions from Flares (40CFR60, Appendix B).
- (2) *Prohibition.* No person shall operate an outdoor wood boiler or an outdoor pellet boiler, in such a manner as to create a nuisance.

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- (f) **Effective date.** Unless otherwise noted, compliance with all applicable provisions of this section is the effective date of the regulation.
- (g) **Severability.** Each subsection of this section shall be deemed severable, and in the event that any subsection of this section is held invalid, the remainder shall continue in full force and effect.
- (h) **Existing outdoor wood boilers.** Any outdoor wood boiler in existence upon the effective date of this section shall be allowed to remain provided the owner adheres to the following regulations:
 - (1) **Months of operation.** Outdoor wood boilers may be operated only between October 1 and April 30 of each year.
 - (2) **Permitted fuels.** These fuels are defined under subsection (d)(2).
- (i) **Regulatory references.** In addition to provisions in this section, rule Chapter 150 Control of Emissions from Outdoor Wood Boilers as adopted and amended by the Maine Department of Environmental Protection, along with any other state or federal regulations and rules regarding outdoor wood boilers apply.
- (j) **Penalties.** A person who violates any provisions of this code shall be punished by a fine in accordance with Chapter 11.5 "Offenses and Miscellaneous Provisions" of the Town of Brunswick Code of Ordinance. If this Code is violated by a partnership or corporation, the members of the partnership or the officers of the corporation who participated in or authorized the action resulting in the violation will also be subject to the punishment provided.

(Ord. of 2-1-16(2))

16 DEPARTMENT OF PUBLIC SAFETY

219 OFFICE OF STATE FIRE MARSHAL

Chapter 3: FIRE PREVENTION CODE

SUMMARY: This chapter establishes the rules and regulations prescribing the minimum requirements necessary to establish a reasonable level of fire safety and property protection from the hazards created by fire and explosion.

1. This rule incorporates by reference the following National Fire Protection Association standard, available from the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269: NFPA #1, *Uniform Fire Code*, 2018 edition.

 2. The following chapters and sections of NFPA #1, *Uniform Fire Code*, shall not be incorporated in the State of Maine:

Chapter 13, Section 3.2.20.1 shall be removed with no substitution.

 3. The following chapter and section shall be amended to read:

Chapter 13, Section 3.2.3 New buildings housing emergency fire, rescue or ambulance services shall be protected throughout by approved supervised automatic sprinkler systems. Sprinklers shall be permitted to be omitted from emergency fire, rescue or ambulance services that are storing vehicles or equipment only and are not part of a multiple mixed occupancy.
-

STATUTORY AUTHORITY: 25 MRS §2452

EFFECTIVE DATE:

August 17, 2002 - filing 2002-310

AMENDED:

August 18, 2004 - filing 2004-339

September 3, 2007 – filing 2007-363

November 27, 2019 – filing 2019-207

16 DEPARTMENT OF PUBLIC SAFETY

219 OFFICE OF STATE FIRE MARSHAL

Chapter 20: FIRE SAFETY IN BUILDINGS AND STRUCTURES

SUMMARY: This rule incorporates by reference National Fire Protection Association (NFPA) #101, *Life Safety Code*, 2018 edition; NFPA #80, *Standard for Fire Doors and other Opening Protectives*, 2019 edition; NFPA #220, *Standard on Types of Building Construction*, 2018 edition; NFPA #221 *Standard for High Challenge Fire Walls, Fire Walls and Fire Barrier Walls*, 2018 edition; and NFPA #241, *Standard for Safeguarding Construction, Alteration, and Demolition Operations*, 2019 edition. Specific provisions of the *Life Safety Code* have been excluded to avoid conflict with the *Maine Uniform Building and Energy Code*, and several provisions have been modified to make the provisions specific to Maine. This chapter also includes rules governing portable classrooms and indoor and special pyrotechnic events.

1. This rule incorporates by reference National Fire Protection Association Standard #101, *Life Safety Code*, 2018 edition. All rights reserved by the National Fire Protection Association. Copies of this standard are available through the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269.
 - A. **Unvented fuel-fired heaters.** Unvented fuel-fired heaters shall not be used in a bedroom or bathroom or in a manufactured home.
 - B. **Extinguishment Requirements in One- and Two- Family Dwellings.** Section 24.3.5.1 of NFPA #101, the *Life Safety Code*, 2018 edition, is not incorporated by reference.
 - C. **Stair risers, guards, treads, and tread nosing.** The following provisions of NFPA #101, *Life Safety Code*, 2018 edition, are modified as indicated: The maximum height of risers as prescribed in Chapter 24, Section 24.2.5 is modified to permit a maximum 7 ¾" riser for newly constructed stairs in one- and two family dwellings only. The minimum height of guards as prescribed in Chapter 24, Section 24.2.5 is modified to permit a minimum guard height of 36" for newly constructed stairs in one- and two family dwellings only. The minimum tread depth as prescribed in Chapter 24, Section 24.2.5 shall be amended to permit a 10" tread depth for newly constructed stairs in one-and two family dwellings only. Tread nosing as prescribed in Chapter 7, Section 7.2.2.3.3.2 is modified to permit a nosing at least ¾" but not more than 1 ¼" in depth for newly constructed one-and two family dwellings. *Nosings are not required where tread depth is not less than 11 inches.*
 - D. **Separated Occupancies.** Tables 6.1.14.4.1 Part 1 &2, "*Required Separation of Occupancies (hours.)*" shall be crossed referenced with Table 508.4 *Required Separation of Occupancies* of the *2015 International Building Code (IBC)*. Where separation requirements in the two tables conflict, separation requirements set forth in the IBC table control.

- E. **Accessory Occupancies.** Chapter 6, Section 6.1.14.1.3 of NFPA #101, *Life Safety Code*, 2018 edition, is not incorporated. Section 508.2 *Accessory Occupancies*, of the 2015 *International Building Code* governs.
 - F. **Dead End Corridors.** The following provisions of NFPA #101, *Life Safety Code*, 2018 edition, are modified as indicated: Chapter 18, Section 18.2.5.2 is modified to require dead end corridors not to exceed 20 feet. Chapter 32, Section 32.3.2.5.4 is modified to require dead end corridors not to exceed 50 feet. Chapter 42, Table 42.2.5 is modified to require that a dead end corridor in an ordinary hazard storage occupancy protected by a sprinkler system not exceed 50 feet. A dead end corridor in an ordinary hazard storage occupancy not protected by a sprinkler shall not exceed 20 ft.
 - G. Chapter 33.7.3.6 Add. Section 19.7 shall apply in such instances.
2. This rule incorporates by reference the National Fire Protection Association Standard #80, *Standard for Fire Doors and other Opening Protectives*, 2019 edition. All rights reserved by the National Fire Protection Association. Copies of this standard are available through the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269.
 3. This rule incorporates by reference the National Fire Protection Association Standard #220, *Standard for Types of Building Construction*, 2018 edition. All rights reserved by the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269.
 4. This rule incorporates by reference the National Fire Protection Association Standard #221, *Standard for High Challenge Fire Walls, Fire Walls and Fire Barrier Walls*, 2018 edition. All rights reserved by the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269.
 5. This rule incorporates by reference the National Fire Protection Association Standard #241, *Standard for Safeguarding Construction, Alterations, and Demolition Operations*, 2019 edition. All rights reserved by the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269.
6. **Portable Classrooms**
- Portable Classrooms shall mean buildings manufactured and moved to a site to provide educational space for educational facilities. Similar portable classrooms may be site built if the installation follows these requirements and a construction permit is obtained in accordance with Title 25 M.R.S. §2448.
- A. All portable classrooms shall be placed in such a manner that no part of the portable classroom is within 20 feet horizontally to any other building.
 - B. Groups of portable classrooms shall maintain 20 feet of clearance between individual buildings.
 - C. All groups of buildings under this construction shall have a construction permit issued by the Office of State Fire Marshal as required by Title 25 M.R.S. §2448.

- D. Buildings and groups of buildings on the same property shall have fire alarm systems as required (NFPA 101, 2018 edition, Sections 14.3.4 and 15.3.4) and all systems shall be interconnected.
- E. Fire Drills shall be conducted in conjunction with drills in main educational buildings.
- F. Portable classrooms shall meet all egress requirements of the adopted National Fire Protection Association Standard #101, *Life Safety Code*, 2018 edition.
- G. No installation shall be completed unless a letter from the municipal fire authority has been received by the Office of State Fire Marshal. This letter must indicate that the fire authority's ability to respond to fire emergencies will not be hindered by the placement of the portable classrooms and that the installations of the portable classrooms do not violate local ordinances.

7. Announcement required

At every event with a defined start time, where an assembly occupancy can accommodate 300 occupants or more, the event manager, operator, sponsor, or a designee shall make an audio announcement to all occupants, prior to the commencement of the event, regarding the following:

- A. Location of exits;
- B. Smoking rules and regulations;
- C. Use of open flame devices;
- D. What to do in case of emergency evacuation; and
- E. Location of any first aid stations.

Such events include but are not limited to those held at armories, assembly halls, auditoriums, dance halls, exhibition halls, gymnasiums, special amusement buildings regardless of occupant load, and theaters.

STATUTORY AUTHORITY: 25 M.R.S. §2452 and 8 M.R.S. §236

EFFECTIVE DATE:

December 22, 1977 - filed September 27, 1978

AMENDED:

October 24, 1982
 September 30, 1985
 September 1, 1988
 September 1, 1991
 September 1, 1994

EFFECTIVE DATE (ELECTRONIC CONVERSION):

May 15, 1996

AMENDED:

January 2, 1999

REPEALED AND REPLACED:

August 7, 2001 - formerly Ch. 29

AMENDED:

March 11, 2003 - filing 2003-67 (*EMERGENCY, expires June 9, 2003*)

September 1, 2003 - filing 2003-302

August 18, 2004 - filing 2004-345

NON-SUBSTANTIVE CORRECTIONS:

September 13, 2004 - corrected section numbering

AMENDED:

September 21, 2004 - filing 2004-409, section 1.B reinserted

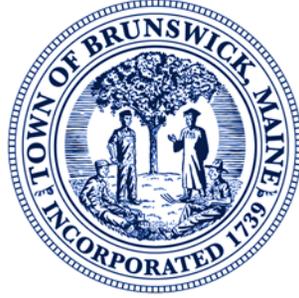
September 3, 2007 – filing 2007-371

July 27, 2011 – filing 2011-250

November 27, 2019 – filing 2019-210

ITEM 59
BACKUP

Town of Brunswick, Maine



Emergency Proclamation and Order of the Town Manager

The following proclamation and order are issued pursuant to Chapter 2, Division 4 of the Municipal Code of Ordinances of the Town of Brunswick ("Code of Ordinances").

WHEREAS, on March 13th the President of the United States issued a Proclamation Declaring a National Emergency Concerning the Novel Coronavirus Disease; and

WHEREAS, on March 18th the Governor of the State of Maine declared a Civil State of Emergency related to the spread of coronavirus disease 2019 ("COVID-19");

WHEREAS, on March 24, 2020 the Governor of the State of Maine, issued an Executive Order Regarding Essential Businesses and Operations; and

WHEREAS, on March 30, 2020, the Town Council ordered, and the Town Manager issued, an Emergency Proclamation and Order, pursuant to Section 2-122 of the Code of Ordinances, to respond to the public health concerns outlined above, and that order expires on April 6, 2020; and

WHEREAS, on March 31, 2020, the Governor of the State of Maine issued an Executive Order Regarding Further Restrictions on Public Contact and Movement, Schools, Vehicle Travel and Retail Business Operations; and

WHEREAS, the risk of community spread of COVID-19 seriously impacts the life, health, and safety of the public, and public health is imperiled by the person-to-person spread of COVID-19, and these risks are likely to continue at least through April 21, 2020; and

WHEREAS, on April 6, 2020, the Town Council ordered the Town Manager to issue another Emergency Proclamation and Order, extending through April 21, 2020, the Town Manager's March 30, 2020 order;

NOW THEREFORE, pursuant to the powers vested in me through the statutes of the State of Maine, the Code of Ordinances, and common law authority to protect the public's health, safety, and welfare in the event of an emergency, I, John S. Eldridge, Town Manager of Brunswick, Maine after consultation with the chairperson of the Brunswick Town Council do hereby find and **PROCLAIM** an emergency exists as defined in section 2-121 of the Code of Ordinances.

FURTHER, I, John S. Eldridge, Town Manager of Brunswick, Maine, in consultation with John M. Perreault, chairperson of the Town Council, do hereby **ORDER** as follows:

1. No auditorium, stadium, arena, large conference room, meeting hall, theater, gymnasium, fitness center, private club, movie theater, museum, dance club, music venue, adult entertainment facility, casino, gymnasium, fitness center, yoga studio, or indoor cycling studio shall be open while this **ORDER**, and the renewal thereof, remains in effect.

2. No dining facilities, including but not limited to restaurants, take-outs, and bars, shall be open, except as allowed under the subsections below, while this **ORDER**, and the renewal thereof, remains in effect.
 - a. Notwithstanding the prohibitions cited above, a dining facility may operate in a delivery, take-out, or drive-through fashion provided that:
 - i. no customer enters any such restaurant and all transfers of food or other product shall occur either outside of the facility, or through an open window or doorway; and
 - ii. the facility takes steps to ensure that no groups of individuals, other than those remaining in motor vehicles, congregate on its premises; and
 - iii. under no condition shall the facility permit the food provided to be eaten at the site where it is provided, or at any other gathering site on that facility's premises.
 - b. Notwithstanding the prohibitions cited above, schools and other entities that typically provide free food services to students or members of the public may continue to do so under this **ORDER** on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site on the premises.
 - c. Notwithstanding the prohibitions cited above, the restrictions shall not apply to any entity that serves meals, and is exempt from these regulations.
3. No other establishment of any kind that sells or otherwise provides goods or services shall be open while said **ORDER**, and the renewal thereof, remains in effect except those listed as Essential Businesses and Organizations on the attached Exhibit A.

A single employee or agent may be in an establishment closed under this **ORDER** in order to perform necessary business functions that do not involve in-person contact with others. No customers or clients may enter the establishment, and no more than one employee or agent may be in the establishment at once.

An entity exclusively of employees, contractors, or other agents performing activities at their own residences or places of rest are not subject to this **ORDER**.

This Emergency Proclamation and Order of the Town Manager supersedes the one issued on March 30, 2020. It shall terminate on April 21, 2020, unless sooner revoked.

Issued at Brunswick, Maine this 6th day of April 2020.

/s/
John S. Eldridge, Town Manager

/s/
John M. Perreault, Council Chair

EXHIBIT A

Essential Businesses and Organizations

The following businesses are exempted from the Emergency Proclamation and Order of the Town Manager dated April 6, 2020. These entities are deemed to be essential.

1. Health care operations and pharmacies;
2. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
3. Food cultivation and processing, including farming, livestock, and fishing;
4. Businesses and organizations that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
5. Newspapers, television, radio, and other media services;
6. Gas stations and auto-supply, auto-repair, and related facilities;
7. Banks and related financial institutions;
8. Hardware and building material stores;
9. Plumbers, electricians, exterminators, building cleaning and maintenance, bottle redemption, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences and Essential Businesses and Organizations;
10. Businesses and organizations providing mailing and shipping services, including post office boxes;
11. Colleges, universities, community colleges, trade schools, and other schools exclusively for the purpose of facilitating distance learning - no in-person instruction is authorized;
12. Laundromats, dry cleaners, and laundry service providers;
13. Businesses that manufacture or supply products needed for people to work from home;
14. Businesses that ship or deliver groceries, food, goods or services directly to residences;
15. Airlines, taxis, public transportation, and other transportation providers providing transportation services necessary for purposes expressly authorized in this Regulation;
16. Home-based care for seniors, adults, or children;
17. Residential facilities and shelters for seniors, adults, and children;
18. Professional services, such as legal, accounting, or title services, that cannot be reasonably accommodated remotely;

19. Childcare facilities providing services that enable employees of essential businesses and organizations as defined herein to work as permitted. To the extent possible, childcare facilities are recommended to operate under the following conditions:
 - A. Childcare should be carried out in stable groups of twelve (12) or fewer (“stable” means that the same twelve (12) or fewer children are in the same group each day).
 - B. Children should not change from one group to another.
 - C. If more than one group of children is cared for at one facility, each group should be in a separate room. Groups should not mix with each other.
 - D. Childcare providers should remain solely with one group of children.
20. Medical marijuana facilities;
21. Funeral homes, crematoriums and cemeteries;
22. Animal shelters, veterinary clinics, animal feed and pet supply stores;
23. Government facilities, agencies, and services needed to ensure the continuing operation of the government and provide for the public health, safety and welfare, including but not limited to police, fire, EMS, code enforcement, and trash collection;
24. Businesses and organizations providing for the construction and maintenance of essential infrastructure, including utilities such as water, wastewater, electricity, telecommunications, and internet service providers;
25. Industrial manufacturing facilities;
26. Construction businesses;
27. Insurance businesses;
28. Hotels and other places of accommodation, except to the extent that said hotels and places of accommodation include bars, restaurants, meeting facilities, and other facilities required to be closed by Town or State emergency declaration, including but not limited to section 2 of the Emergency Proclamation and Order of the Town Manager dated April 6, 2020;
29. Businesses that manufacture or supply goods or services, necessary to operate other Essential Businesses and Organizations.



Proclamation to Renew the State of Civil Emergency

WHEREAS, I proclaimed a state of emergency on March 15, 2020 to authorize the use of emergency powers in order to expand and expedite the State's response to the serious health and safety risks of COVID-19; and

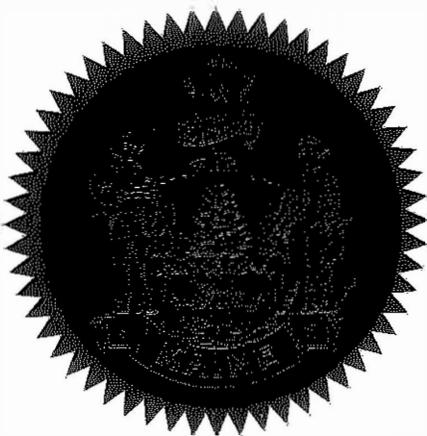
WHEREAS, that Proclamation by law expires on April 15, 2020 and COVID-19 remains a highly infectious agent that poses an imminent threat of substantial harm to our citizens; and

WHEREAS, the State has taken numerous emergency actions to respond and protect against this threat, including the issuance of 29 emergency executive orders to improve and expedite the State's ability to respond; and

WHEREAS, this Proclamation is necessary to authorize the continued use of emergency powers to lead the State's response;

NOW, THEREFORE, I, Janet T. Mills, Governor of the State of Maine, pursuant to *Me. Const. Art. V, Pt. 1, §§ 1 and 12*, do hereby find and declare by this Proclamation that these conditions constitute a state of emergency within the meaning of *37-B M.R.S. §703(2), §742(1)(A) and 37-B M.R.S. Ch. 13, subch. II and 22 M.R.S. §801(4-A) and §802(2-A)*. This Proclamation renews my *Proclamation of State of Civil Emergency to Further Protect Public Health dated March 15, 2020*, and activates any and all authority delegated to me by any and all emergency management, public health and other pertinent laws to issue any and all oral and written directives that I, upon the advice of public health and other expert officials, reasonably deem necessary to respond to and protect against the spread and impacts of COVID-19 in Maine. This Proclamation also authorizes the Maine Department of Health and Human Services to exercise emergency powers pursuant to *22 M.R.S. §820*. Officials and other persons lawfully subject to any and all directives pursuant to this Proclamation shall faithfully and timely execute the same. This Proclamation shall, pursuant to *37-B M.R.S. §743*, expire thirty (30) days from the date of its signature unless earlier renewed or terminated by me, or terminated by legislative joint resolution.

In testimony whereof, I have caused the Great Seal of the State to be hereunto affixed GIVEN under my hand at Augusta this fourteenth day of April Two Thousand Twenty



Janet T. Mills
Governor

Matthew Dunlap
Secretary of State

TRUE ATTESTED COPY

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
March 16, 2020
Regular Meeting – 6:30 P.M.
Council Chambers
Town Hall
85 Union Street

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

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Ryan Leighton, Assistant Town Manager; Ken Brilliant, Fire Chief; Jay Astle, Public Works Director; Tom Farrell, Director of Parks and Recreation; Julia Henze, Finance Director; Jeff Emerson, Deputy Fire Chief; and TV video crew

Chair John Perreault called the meeting to order and asked for roll call.

Adjustments to Agenda:

To table items 38 and 40

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

None

TOWN MANAGER'S REPORT *(This item was discussed at 6:32 p.m.)*

a) Financial update

Manager Eldridge provided this update.

b) Cedar Street Parking

Manager Eldridge provided this update.

c) Mere Creek Golf Club

Manager Eldridge provided this update.

d) 2020-21 Budget

Manager Eldridge provided this update.

PUBLIC HEARING

37. **The Town Council will hear comments regarding a proposed Impact Fee ordinance, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 6:32 p.m.)**

Chair Perreault opened the public hearing.

Manager Eldridge introduced this item.

Chair Perreault closed the public hearing.

The Council had no objection to voting on this item at this meeting

Chair Perreault moved, Councilor Mason seconded, to adopt the proposed Impact Fee Ordinance. The motion carried with nine (9) yeas.

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

NEW BUSINESS

38. **The Town Council will consider setting a public hearing for April 6, 2020 regarding establishing a 4-way stop at the intersection of Weymouth and Armory Streets, in Chapter 15 – Traffic and Vehicles, Article III, Sec. 15-49 – Four-way stop signs, and will take any appropriate action. (Councilor Toby McGrath)**

This item was tabled.

39. **The Town Council is asked to approve the Trust Fund Advisory Committee's recommendation for a current fiscal year disbursement of 4% of the 20-quarter average balance of each trust, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 6:35 p.m.)**

Manager Eldridge and Councilor Mason introduced this item.

Councilor Mason moved, Councilor Watson seconded, to approve the Trust Fund Advisory Committee's recommended disbursement of Town of Brunswick Trusts. The motion carried with nine (9) yeas.

(A copy of the memo from Julia Henze, Finance Director, as well as a list of Trusts and their recommended disbursements, will be attached to the official minutes.)

40. **The Town Council will consider setting a public hearing for April 6, 2020 for a proposed Shoreland Protection Overlay map amendment regarding a change in the**

mapped wetland boundary, and will take any appropriate action. (Planning Board)

This item was tabled.

41. **The Town Council will consider sending to the Planning Board for its consideration and recommendation, proposed options for zoning ordinance amendments that would accommodate construction of a fire station exceeding the maximum building footprint, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 6:38 p.m.)**

Manager Eldridge introduced this item and responded to questions from Councilor Walker, Councilor Watkinson, Councilor Watson, Councilor McGrath, and Councilor Ankeles.

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

Councilor Ankeles moved, Councilor Wilson seconded, to forward options to develop potential zoning ordinance amendments that would allow construction of a fire station exceeding 20,000 square feet within the Growth Mixed-Use 5 (GM5) Zoning District to the Planning Board for consideration and recommendation and to hold a public hearing to work with Planning Board at date to be determined by leadership of both boards. The motion carried with six (6) yeas. Councilor Walker, Councilor Watkinson, and Chair Perreault were opposed.

42. **The Town Council will consider an amendment to Chapter 11 – Marine Activities, Structures and Ways relative to student licensing definitions, to be enacted on a regular and emergency basis and to authorize the Town Clerk to modify the licensing process for Shellfish, and will take any appropriate action. (Town Clerk) (This item was discussed at 7:05 p.m.)**

Fran Smith, Town Clerk, introduced this item and responded to questions from Councilors.

Councilor McGrath moved, Councilor Mason seconded, to enact the proposed amendment to Chapter 11 – Marine Activities, Structures and Ways regarding student licenses on an emergency basis. The motion carried with nine (9) yeas.

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

Councilor Mason moved, Councilor Wilson Motion seconded, to set a public hearing for May 4, 2020, or at discretion of Chair regarding a proposed amendment to Chapter 11 – Marine Activities, Structures and Ways regarding student licenses for emergency and regular. The motion carried with nine (9) yeas.

Councilor Watkinson moved, Councilor Mason seconded, for 2020-21 licensing year, to authorize the Town Clerk to implement measures to allow for shellfish harvesters to apply

for and/or pick up licenses in methods other than in person if the Town Clerk and Town Manager deem this to be the best for public safety and if town hall were to be closed to the public, to be enacted on an emergency basis, and to set a public hearing for May 4, 2020, to adopt an additional emergency time period. The motion carried with nine (9) yeas.

43. The Town Council will discuss the Town's contingency plans for operations due to the coronavirus pandemic, and will take any appropriate action. (Chair Perreault) *(This item was discussed at 7:18 p.m.)*

Manager Eldridge introduced this item.

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

CORRESPONDENCE/COMMITTEE REPORTS *(This item was discussed at 8:13 p.m.)*

Councilor Ankeles brought up some citizens' concerns surrounding the coronavirus pandemic.

CONSENT AGENDA *(This item was discussed at 8:14 p.m.)*

- a) Approval of the minutes of March 2, 2020
- b) Approval of Roth IRA option for employees

Councilor Watson moved, Councilor Mason seconded, to approve the consent agenda. The motion carried with nine (9) yeas.

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

The meeting adjourned at 8:17 p.m.

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

*Frances M. Smith
Town Clerk
April 1, 2020*

April 21, 2020
Date of Approval

Council Chair

Draft
BRUNSWICK TOWN COUNCIL
Special Meeting
Minutes
March 30, 2020
Meeting – 6:30 P.M.
MEETING VIA ELECTRONIC DEVICES

*THIS MEETING CONDUCTED VIA ELECTRONIC DEVICES
WITH TOWN COUNCIL MEMBERS AND TOWN STAFF PARTICIPATING FROM REMOTE
LOCATIONS*

All Votes Taken Via Roll Call

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

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Ryan Leighton, Assistant Town Manager; Ken Brilliant, Fire Chief; Jeff Emerson, Deputy Fire Chief; Julie Henze, Finance Director; and TV video crew

Chair John Perreault called the meeting to order and did roll call.

Public Comments/Announcements *NO PUBLIC COMMENT BEING TAKEN*

TOWN MANAGER’S REPORT

None

NEW BUSINESS

47. The Town Council will receive and discuss the latest updates on the COVID-19 pandemic, and will take any appropriate action. (Town Manager)

Manager Eldridge provided an update.

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

Ken Brilliant, Fire Chief, updated the Council on the current situation in Brunswick and the state.

Manager Eldridge and Kristin Collins, Town Attorney, spoke regarding this item.

All members of the Council spoke and asked questions regarding this item.
Ms. Collins responded to questions.

MOTION #1:

Councilor Wilson moved, Councilor Watkinson seconded, to adopt the Order as presented by the Town Manager.

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

Councilor Walker and Councilor Mason were opposed to what was being proposed.

Councilor Wilson, with the approval of Councilor Watkinson, withdraw motion #1.

MOTION #2:

Chair Perreault moved, Councilor Watkinson seconded, to support the current Order, increasing the number of children in a daycare from 10 to 12, and adding an exemption for legal, accounting, and title services that cannot reasonably be accomplished remotely.

Further discussion occurred among the Council, Town Manager, and Town Attorney.

Chair Perreault and Councilor Watson withdrew motion #2.

MOTION #3:

Chair Perreault moved, Councilor Watson seconded, to increase the number of children allowed in a daycare in the current proclamation from 10 to 12.

MOTION #4:

Chair Perreault moved, Councilor Watson seconded, to add to the exemption in #19 an exemption for legal, accounting, and title services that cannot reasonably be accomplished remotely.

VOTE ON MOTION #3:

Chair Perreault moved, Councilor Watson seconded, to increase the number of children allowed in a daycare in the current proclamation from 10 to 12.

The motion carried with seven (7) yeas. Councilor Walker and Councilor McGrath were opposed.

VOTE ON MOTION #4:

Chair Perreault moved, Councilor Watson seconded, to add to the exemption in #19 an exemption for legal, accounting, and title services that cannot reasonably be accomplished remotely.

The motion carried with eight (8) yeas. Councilor Walker was opposed.

Manager Eldridge, Councilor Jenkins, Councilor Ankeles, Councilor McGrath, Councilor Watson, Councilor Mason, and Councilor Wilson spoke.

It was agreed that bottle redemption fits under exemption #9.

MOTION #5:

Chair Perreault moved, Councilor Watson seconded, to extend the existing Order for with two changes, the daycare allowance increasing from 10 to 12 and the addition of language exempting legal, accounting, and title services that cannot reasonably be accomplished remotely. The motion carried with seven (7) yeas. Councilor Walker and Councilor McGrath were opposed.

The new Proclamation is in effect for seven days.

MOTION #6

Councilor Wilson moved, Councilor Walker seconded, to suspend the requirement to use blue trash bags for as long as the Order is in effect and renewed.

Councilor Watkinson, Councilor Wilson, Councilor Ankeles, and Councilor Mason spoke on the motion.

VOTE ON MOTION #6:

Councilor Wilson moved, Councilor Walker seconded, to suspend the requirement to use blue trash bags for as long as the Order is in effect and renewed. The motion carried with nine (9) yeas.

The meeting adjourned at 8:33 p.m.

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

Frances M. Smith
Town Clerk
April 4, 2020

April 21, 2020
Date of Approval

Council Chair

Draft
BRUNSWICK TOWN COUNCIL
Minutes
April 6, 2020
6:30 P.M. – Regular Meeting
MEETING VIA ELECTRONIC DEVICES

THIS MEETING CONDUCTED VIA ELECTRONIC DEVICES
WITH TOWN COUNCIL MEMBERS, TOWN STAFF, AND THE PUBLIC, PARTICIPATING
FROM REMOTE LOCATIONS
All Votes Taken Via Roll Call

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

Councilors Absent: None

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

Chair John Perreault called the meeting to order and did the roll.

Adjustments to Agenda: None

TABLED

- 38. The Town Council will consider setting a public hearing for April 21, 2020 regarding establishing a 4-way stop at the intersection of Weymouth and Armory Streets, in Chapter 15 – Traffic and Vehicles, Article III, Sec. 15-49 – Four-way stop signs, and will take any appropriate action. (Councilor Toby McGrath) (*This item was discussed at 6:35 p.m.*)**

Councilor McGrath introduced this item.

Councilor Mason, Councilor Jenkins, Councilor Wilson, Chair Perreault, and Councilor Watson spoke regarding this item.

Manager Eldridge spoke regarding this item and answered questions from the Council.

Chair Perreault moved, Councilor McGrath seconded, to set a public hearing for April 21, 2020, regarding the establishment of a 4-way stop at the intersection of Weymouth and Armory Streets. The motion carried with nine (9) yeas.

NEW BUSINESS

48. **The Town Council will consider setting a public hearing for April 21, 2020 for an “Ordinance Authorizing Various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Projects Costs Not to Exceed \$153,777, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266)”, and will take any appropriate action. (School Board) (This item was discussed at 6:47 p.m.)**

Manager Eldridge introduced this item.

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

JuliA Henze, Finance Director, spoke a regarding this item.

Chair Perreault moved, Councilor Watkinson seconded, to set a public hearing for April 21, 2020 for an “Ordinance Authorizing various Health, Safety and ADA Compliance Improvements at the Brunswick Junior High School, with Total Project Costs Not to Exceed \$153,777, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$95,511 (following loan forgiveness of \$58,266)”. The motion carried with nine (9) yeas.

49. **The Town Council will consider setting a public hearing for April 21, 2020 for an “Ordinance Authorizing Health Improvements at the Coffin Elementary School, with Total Project Costs Not to Exceed \$296,006, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$183,849 (following loan forgiveness of \$112,157)”, and will take any appropriate action. (School Board) (This item was discussed at 6:56 p.m.)**

Manager Eldridge introduced this item.

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

Ms. Henze spoke regarding this item.

Chair Perreault moved, Councilor Mason seconded, to set a public hearing for April 21, 2020, for an “Ordinance Authorizing Health Improvements at the Coffin Elementary School, with Total Project Costs Not to Exceed \$296,006, and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$183,849 (following loan forgiveness of \$112,157). The motion carried with nine (9) yeas.

50. **The Town Council will consider adopting “A Resolution Authorizing the Construction and Funding of the Veterans Plaza Memorial, Appropriating Tax Increment Financing Revenues to Fund Replacement of Banner Poles on Maine Street, and Authorizing Acceptance of Contributions to Fund the Costs of the Plaza and to Establish a Permanent Veterans Plaza Trust Fund”, and will take any appropriate action. (Town Manager Eldridge) *This item was discussed at 7:10 p.m.***

Manager Eldridge introduced this item.

Tom Farrell, Parks and Recreation Director, spoke regarding this item and responded to questions from the Council.

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

Councilor Watson moved, Councilor Ankeles seconded, to adopt “A Resolution Authorizing the Construction and Funding of the Veterans Plaza Memorial, Appropriating Tax Increment Financing Revenues to Fund Replacement of Banner Poles on Maine Street, and Authorizing Acceptance of Contributions to Fund the Costs of the Plaza and to Establish a Permanent Veterans Plaza Trust Fund.” The motion carried with eight (8) yeas. Chair Perreault was opposed.

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

51. **The Town Council will consider adopting “A Resolution Authorizing an Appropriation and Expenditure of \$128,000 from Available Tax Increment Financing Revenues to Serve as the Required Local Match for the Maine Department of Transportation’s Final Engineering, Right-of-Way Work and Construction of a Multimodal Parking Area and Park-and-Ride Lot on Cedar Street”, and will take any appropriate action. (Town Manager Eldridge) *(This item was discussed at 7:31 p.m.)***

Manager Eldridge introduced this item.

Ryan Barnes, Town Engineer, presented information on this item.

Councilor Watkinson, Councilor McGrath, and Councilor Ankeles spoke regarding this item.

Public Comments

Julie W Desherbinin, 24 Cedar Street, spoke regarding this item.

Chair Perreault moved, Councilor Watkinson seconded, to adopt “A Resolution Authorizing an Appropriation and Expenditure of \$128,000 from Available Tax Increment Financing Revenues to Serve as the Required Local Match for the Maine Department of Transportation’s Final Engineering, Right-of-Way Work and Construction of a Multimodal Parking Area and Park-and-Ride Lot on Cedar Street.” The motion carried with nine (9) yeas.

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

52. The Town Council will consider extending an Emergency Proclamation regarding the COVID-19 pandemic, and will take any appropriate action. (Town Manager Eldridge) This item was discussed at 8:08 p.m.)

Manager Eldridge introduced this item and responded to questions throughout the discussion.

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

Kristen Collins, Town Attorney, spoke regarding this item.

Chair Perreault moved, Councilor Mason seconded, to extend the current Proclamation to April 21, 2020. The motin carried with nine (9) yeas.

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

CORRESPONDENCE:

Chair Perreault apologized to the Fire Department for comments he made at an earlier workshop.

Councilor Wilson reminded people not to flush flushable wipes as it is bad for the sewer system.

Councilor Ankeles gave a reminder about the waiver regarding the use of blue pay trash bags.

Councilor Watson extended condolences to Chair Perreault on the loss of his mother.

CONSENT AGENDA

a) Approval of a quitclaim deed

Chair Perreault moved, Councilor McGrath seconded, to approve the consent agenda. The motion carried with nine (9) yeas.

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

The meeting adjourned at 8:35 p.m.

Town Council Minutes

April 6, 2020

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

Frances M. Smith

Town Clerk

April 9, 2020

April 21, 2020

Date of Approval

Council Chair

CONSENT AGENDA - B BACK UP MATERIALS

All Active Election Worker By Party - Democrat

LastName	FirstName	Party	Address
Abernethy	Jane	Democrat	246 Coombs Rd
Arford	Loren	Democrat	8 Quarry Rd
Arford	Poppy	Democrat	8 Quarry Rd
Ashby	Jessica	Democrat	4 Chebeague Ln
Brayman	Sarah	Democrat	10 McKeen St.
Breitbart	Bernie	Democrat	38 Cumberland St.
Chale	Donna	Democrat	2 Sagamore Ln
Coleman	Katrina	Democrat	22 Forrestal Dr
Connors	Frank	Democrat	443 Gurnet Rd
Connors	Jane	Democrat	443 Gurnet Rd
Cornell	Christa	Democrat	1 North Trail
Cotton	John	Democrat	2 Brookmere Ln
Daughtry	Hallie	Democrat	15 Oak Ridge Rd
Duquesnoy	Alice	Democrat	7 Hawthorne St.
Eastwood	Nuala	Democrat	10 Atwood Ln
Friese	Diane	Democrat	21 McLellan St
Gerrish	Donald	Democrat	51 Willow Grove Rd
Gerrish	Joan	Democrat	51 Willow Grove Rd
Gilbert	Judy	Democrat	45 Weymouth St.
Goulette-Gamage	Heather	Democrat	91 Peterson Ln
Hamilton	Janice	Democrat	105 Harpswell Rd
Hamilton	Sue	Democrat	156 McKeen St
Harris	Alison	Democrat	38 Cumberland St.

LastName	FirstName	Party	Address
Hartley	Betty	Democrat	27 Ward Cir
Knight	Margo	Democrat	22 Page St
Labonte	Bonita	Democrat	20 Jewell St
Lamb	Cathy	Democrat	331 Bunganuc Rd.
Leachman-Yee	Christine	Democrat	154 Mere Pt Rd
Leonard	Catherine	Democrat	268 Church Rd
Maraghy	Helene	Democrat	4 Botany Pl
Martin	Jennifer-Jo	Democrat	26 Nob Hill Ave
Melissas	Jacqueline	Democrat	26 McLellan St
Michaud	Sue	Democrat	14 Merrymeeting Rd.
Nadell	Sheryl	Democrat	4 Blue Heron Road
Ollier	Dot	Democrat	21 Lisbon Falls Rd.
Pierce	Arthur	Democrat	25 Thornton Way #237
Reese	Jerry	Democrat	26 Cumberland St Apt 30
Riotto	Lin Maria	Democrat	21 Oak St
Scease	Jane	Democrat	15 Franklin St
Schmidt	Robin	Democrat	2 Larkspur Ln
Siegler	Barbara	Democrat	26 Bowker St
Small	Michelle	Democrat	34 Stanwood St
Smyth	Debbie	Democrat	23 Juniper Rd.
Sullivan	Mary Jane	Democrat	45 Franklin Pkwy
Tara	Annee	Democrat	34 Belmont St.
Townley	Lee	Democrat	98 Greenwood Rd
Updegraph	Sande	Democrat	724 Durham Rd
Vaughn	Jean	Democrat	1168 Mere Pt Rd

LastName	FirstName	Party	Address
Walkling	Julia	Democrat	34 Boody St
Weems	Steve	Democrat	44 Thompson St
Weems	Susan	Democrat	44 Thompson St
Welch	Carolyn	Democrat	22 Richards Dr.
Yee	Leland	Democrat	154 Mere Pt Rd
Yuodsnukis	Barbara	Democrat	276 Bunganuc Rd.
Yuodsnukis	Tony	Democrat	276 Bunganuc Rd.
Zrioka	Teri	Democrat	18 Davis Street

All Active Election Worker By Party - Republican

LastName	FirstName	Party	Address
Bailey	Scott	Republican	12 Songbird Ln
Banas	Mike	Republican	39 Tanglewood Dr.
Banas	Sandra	Republican	39 Tanglewood Dr
Bauman	Jack	Republican	85 Minott Shore Road
Bauman	Judy	Republican	85 Minott Shore Road
Bean-Andrenyak	Alice	Republican	17 Webb Field Rd
Brown	Emma	Republican	33 Pleasant Hill Rd
Brown	Theodore	Republican	33 Pleasant Hill Rd
Cota	Kasie	Republican	30 Otter Brook Rd
Emerson	Pat	Republican	26 Peary Dr
Freedell	Ray	Republican	22 Shobe Ave
Hawkins	Sarah	Republican	46 Ward Cir
Henninger	Zeno	Republican	50 Carriage Ln
Kercel	Steve	Republican	2 Brian Dr.
King	Sara	Republican	6 Teaberry Ln
Knight	David	Republican	22 Page St
Lemieux	Nancy	Republican	39 Melden Dr
Payson	Caroline	Republican	41 Surprenant Cir
Thompson	Nancy	Republican	20 Pond Dr
Zrioka	Joe	Republican	18 Davis Street