

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

MEETING VIA ELECTRONIC DEVICES

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

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

*THE PUBLIC CAN VIEW OR LISTEN TO THE MEETING ON TV3 (Channel 3 on Comcast) or
VIA LIVE STREAM FROM THE TOWN'S WEBSITE*

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

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

HOW TO SUBMIT PUBLIC COMMENT

Public Comments must be submitted through the Zoom platform by dialing +1 646 876 9923 and entering the Meeting ID number 863 1038 8890 and the password 339071 when prompted. Please be advised message and data rates may apply. The Council Chair will make an announcement when it is time for public comment.

All Votes to be Taken Via Roll Call

Roll Call of Members/Acknowledgement Notice

Pledge of Allegiance

Adjustments to Agenda

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

PUBLIC HEARINGS

77. The Town Council will hear public comments regarding the proposed 2020-2021 Municipal Budget, which includes the school budget portion of the overall municipal budget, and Capital Improvement Plan 2021-2025, and will take any appropriate action. (Town Manager Eldridge)

HEARING/ACTION

78. The Town Council will hear public comments on amendments to the Business Licensing Ordinance to extend the due date for license payment from June 30, 2020 until no later than December 31, 2020, and will take any appropriate action. (Town Clerk)

HEARING/ACTION

NEW BUSINESS

79. The Town Council will consider ratifying the appointment of a Police Chief, and will take any appropriate action. (Town Manager Eldridge)

ACTION

80. The Town Council will consider appointments to the Town's Boards and Committees, and will take any appropriate action. (Appointments Committee)

ACTION

CONSENT AGENDA

- a) Approval of the minutes of May 18, 2020

**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

*A complete packet of materials is available at

<http://www.brunswickme.org/departments/town-council/schedule-agenda-minutes/>

**Brunswick Town
Council Agenda
June 1, 2020
Council Notes and Suggested Motions**

PUBLIC HEARINGS

77. **Notes:** This is the required public hearing for the proposed 2020-2021 Municipal Budget and the 2021-2025 Capital Improvement Plan. There will be presentations from the School Department and the Town, and comments will be taken for both portions of the budget. Adoption of the budget is scheduled for June 15, 2020. Councilors may find the budget here: <https://www.brunswickme.org/DocumentCenter/View/2338/Managers-Proposed-2020-21-Budget-April-21-2020>

HEARING

Suggested Motion:

There is no suggested motion.

78. **Notes:** This is the public hearing on an amendment to the Business Licensing Ordinance that would extend the payment due date for licenses, currently June 30, 2020, until December 31, 2020 (or another date the Council sets). The Business Licensing Ordinance includes food services and general licenses, including inns, movie theaters and bowling alleys. This amendment would allow additional time to pay their fees during this challenging time, and would also eliminate the late fee for this year. A copy of a memo from the Town Clerk is included in the packet.

Suggested Motion:

Motion to adopt amendments to the Business Licensing Ordinance to extend the due date for license payment from June 30, 2020, until no later than December 31, 2020 (or until _____).

NEW BUSINESS

79. **Notes:** Chief Richard Rizzo is retiring at the end of June, after 14 years of service with the Town of Brunswick as Police Chief. After a thorough search process and 3 rounds of interviews, including department heads, Council members, and members of the police department, Scott Stewart of Topsham was selected for the Police Chief position. The Town Manager is now requesting that the Council consent to the appointment.

Suggested Motion:

Motion to consent to the appointment of Scott Stewart as the Brunswick Police Chief.

80. **Notes:** At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. A copy of the Appointment Committee's report and the applications are included in your packet.

Suggested Motion:

There is no motion required, only nominations and a vote of the Council.

CONSENT AGENDA

- a) **Approval of the Minutes of May 18, 2020:** A copy of the minutes is included in the packet.

Suggested Motion:

Motion to approve the Consent Agenda

Suggested Motion:

Motion to adjourn

ITEM 77

NO BACKUP

ITEM 78
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN CLERK

MEMORANDUM

TO: Town Council

FROM: Fran Smith, Town Clerk

DATE: May 13, 2020

SUBJECT: Amendments to the Business Licensing ordinance

As the Council may be aware, the Clerk's Office license a variety of businesses, with different due dates depending on the license type. The payment for all food service licenses and several other types, including movie theatres, bowling alleys, second hand dealers, tattoo artists, and inns, are due by June 30th in order to avoid a late fee. Clearly, with the restrictions of the pandemic, many businesses are closed or have reduced income. We are proposing to allow businesses to have the fee payment extended to no later than December 31, 2020, and waive the late fee.

This will require an ordinance change that the Town Attorney is drafting, and will be provided prior to the meeting. We are requesting the Council set a public hearing for June 1, 2020, and to enact the amendments on an emergency and a regular basis that evening once the hearing is held.

As a point of information, the fees that were generated in these licenses last year were as follows:

Food Service Licenses: \$23,785
General Licenses: \$23,000

Amendments to Business Licensing Ordinance

Municipal Code of Ordinances Chapter 10 Waiving Fees Until December 31, 2020

If enacted, the proposed ordinance will be in effect until December 31, 2020

ARTICLE II. - LICENSES, GENERALLY

Sec. 10-26. - Required; fees.

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

For all licenses in section 10-26 that expire on June 30, 2020 and will be renewing, license fees for the 2020-21 licensing year will be waived until December 31, 2020. All late fees related to these licenses will be waived for the 2020-21 licensing year. **This paragraph shall be released automatically and stricken from the Code, effective April 1, 2021.**

ITEM 79
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: May 28, 2020

SUBJECT: Police Chief – Consent to Appointment

In accordance with section 302(a) of the Brunswick Town Charter, I request the Town Council's consent to the appointment of Scott Stewart, of Topsham, Maine as the Assessor for the Town of Brunswick.

Mr. Stewart holds a Masters degree in Criminal Justice from Boston University as well as a Bachelor's in Public Administration from the University of Maine at Augusta. He currently serves as the Patrol Captain for the Cumberland County Sheriff's Office. He has thirty years of law enforcement experience. He has recently been selected to attend the FBI Academy later this year.

The process of selecting a new chief began with a review and modification of the job description. The position was advertised in the usual locations as well as with the International Association of Chiefs of Police (IACP). Twenty applications were received and six candidates were selected for the first of three rounds of interviews. Upon conclusion of the interview process, we conducted background and reference checks.

Attached please find a copy of Mr. Stewart's resume and the position description. We look forward to the Council's consent of his appointment as Brunswick's Police Chief.

Attachments

Resume of Scott Stewart
Position Description

Scott Stewart

PERSONAL STATEMENT

An outgoing and approachable leader that is resolutely committed to community policing and transparency. Strong reputation for integrity, work ethic, and team building. A highly goal driven performer that embraces challenges. A proven leader with the ability to adapt to changes, motivate and work exceptionally well with others.

CORE COMPETENCIES AND AREAS OF EXPERTISE

- Transformational Leader
- Policy Writing & Implementation
- Process Improvement
- Strong Media Relations
- Public Speaking
- Personnel Investigations
- Effective Communicator
- Strategic Planning
- Intricate Problem Solver
- Team Building
- Proficient Community Relations
- Employee Development

EXPERIENCE

Cumberland County Sheriff's Office, Portland, Maine

April 25, 2016 to Present

Captain

- Responsible for entire Patrol Division of 48 deputies providing services to 14 towns
- Purchase and maintain Agency fleet of 80 vehicles
- Collaborate with 9 municipalities and 3 school districts for contracted police services
- Create yearly budget for Patrol Division
- Participate on various Local, State, and Federal committees and panels
- Lead strategic planning for future goals including equipment acquisition and services rendered
- Host County School Districts to create a work-group/round table to address school violence concerns
- Oversee: K-9 Unit (3 teams), Accident Reconstruction Unit, Honor Guard, Marine 1 Patrol (Sebago Lake), Dive Team, Marine Resources Unit (Harpwell), Unmanned Aircraft (Drone) Program
- Draft effective policies and procedures in accordance with CALEA guidelines
- Act as liaison with various public safety, community and civic groups
- Implement process improvement to maximize efficiency in Patrol Division
- Maintain an open and positive relationship with numerous civic group and professional organizations
- Analyze data for trends and create reports presenting statistical facts

Lisbon Police Department, Lisbon, Maine

July 1, 2016 to August 31, 2016

Chief of Police (interim)

- Asked to serve as Police Chief of Town after former Chief retired and replacement was sought
- Oversaw all aspects of Police Department, Animal Control and Dispatch Center

Sagadahoc County Sheriff's Office, Bath, Maine

February 1, 2015 to April 24, 2016

Lieutenant

- Responsible for entire Patrol and Transport Divisions
- Conducted Internal Affairs Investigations
- Wrote grants and oversaw implantation once awarded
- Created School Safety Action Plans for local schools
- Developed Agency's first ankle GPS monitoring program for released offenders
- Maintained equipment for Patrol and Transport Divisions
- Acted as liaison with various public safety, community and civic groups
- Developed and implemented Departmental Policies and Procedures
- Interviewed and conducted background checks on potential candidates for hire

Lisbon Police Department, Lisbon, Maine

October 28, 1992 to January 31, 2015

Patrol Sergeant

- Developed Police Officer Training program
- Developed first K-9 program
- Created and lead an 11 week Citizens Police Academy
- Maine Criminal Justice Academy Basic Law Enforcement Training Program - Cadre
- Responsible for Federal UCR / NIBRS conformity and submission
- Developed and reviewed Department Policies and Procedures
- Wrote numerous grants and oversaw implementation once awarded

Sabattus Police Department, Sabattus, Maine

January 1991 to October 1992

Reserve Officer

- Enforced all state and local laws and responded to calls for service
- Worked in undercover capacity with Bureau of Intergovernmental Drug Enforcement (BIDE) and Alcohol Tobacco and Firearms (ATF) purchasing illegal drugs and firearms

Scarborough Police Department, Scarborough, Maine

April 1990 to January 1992

Reserve Officer

- Enforced all state and local laws and responded to calls for service

EDUCATION

FBI National Academy (NA), Session 281: Quantico, VA.

July 2020

A 10 week program offered to a very small percentage of law enforcement leaders worldwide. Designed to enhance the personal and professional development of law enforcement leaders in preparation for complex, dynamic and contemporary challenges.

Boston University

May 2012

Master of Science (MS): Criminal Justice

GPA- 3.73

Inducted into Alpha Phi Sigma

University of Maine at Augusta

December 2010

Bachelors of Science (BS): Public Administration

University of Maine at Augusta

May 1997

Associate of Science (AS): Criminal Justice

TRAINING HIGHLIGHTS

- CALEA Accreditation National Conference, 2019
- Extreme Ownership Leadership Course, *Echelon Front*, 2019
- Disaster Recovery for Rural Communities, *MGT-415, FEMA*, 2019
- Executive Leadership Institute, *FBI Law Enforcement Executive Development Association*, 2017
- New England Law Enforcement Executive Development Seminar, *FBI 2017, 2018*
- International Association of Chiefs of Police Conference, 2018
- Field Force Command and Planning, *FEMA*, 2017
- Command Leadership Institute, *FBI Law Enforcement Executive Development Association*, 2016
- Bullet Proof Leadership, *Maine Sheriff's Association*, 2016
- Walking the Narrow Road of Leadership, *Maine Sheriff's Association*, 2016
- Use of Force Summit, *Daigle Law Group*, 2016
- Media and Public Relations, *FBI Law Enforcement Executive Development Association*, 2016
- Internal Affairs Investigations, *Daigle Law Group*, 2015
- Incident Command: ICS-100, 200, 300, 700 (NIMS), 800, *FEMA*
- Developing Worthy Leaders – The Leadership Academy, *The Beamish Group*, 2014
- Supervisory Leadership Institute, *FBI Law Enforcement Executive Development Association*, 2013
- Cadre Leadership Development, *Maine Criminal Justice Academy*, 2011
- Investigating Complaints of Officer Misconduct, *Maine Criminal Justice Academy*, 2011
- Methods of Instruction, *Maine Criminal Justice Academy*, 2003
- Supervisor Development, *Institute of Police Technology and Management*, 2003

AWARDS / RECOGNITION

- Lifetime Drug Recognition Expert (DRE) Evaluations over 100, *Maine Criminal Justice Academy*, 2018
- Trilogy Award - *FBI Law Enforcement Executive Development Association*, 2017
- Times Record “Reader’s Choice – Law Enforcement” – 2016
- Deputy of the Year, *Sagadahoc County Sheriff* – 2015
- Life Saver Award from *Maine Association of Police* – 2012
- U.S. Attorney’s Office for apprehension of Bank Robbery Suspect – 2011
- MADD for career OUI enforcement efforts - 2010
- Organized Crime Drug Enforcement Task Force (OCDETF), for undercover work, *U.S. Attorney’s Office* -1992
- Numerous letters of appreciation and commendations for professional and outstanding conduct

AFFILIATIONS

- Cumberland County Regional Communications Center – Board of Directors
- Maine Impaired Driving Task Force – Board member
- Cumberland County Incident Management Assistance Team (IMAT) – Team member
- Maine Chief of Police Association
- International Association of Chiefs of Police (IACP)
- FBI – Law Enforcement Executive Development Association (LEEDA)
- Maine Sheriff’s Association
- National Sheriff’s Association
- Lisbon Emergency – Board of Directors (ret)



Town of Brunswick, Maine

Position Description

POSITION:	Police Chief	DATE:	February, 2020
DEPARTMENT:	Police Department	FLSA STATUS:	Exempt
SUPERVISOR:	Town Manager	UNION:	None
SUPERVISES:	Commanders and Others	PAY GRADE:	Per Plan

GENERAL SUMMARY

Under the broad guidelines of the Town Manager, this senior management position is responsible for planning, directing, controlling, budgeting, and staffing all activities of the Brunswick Police Department in accordance with established policies and procedures to ensure the efficient operation of the Department, that order is maintained, laws and ordinances are enforced, and procedures to prevent crime and protect lives and property are effective.

ESSENTIAL JOB FUNCTIONS*

- Plans, develops, directs, coordinates, controls, and directs through subordinate personnel all police activities for effective and efficient operation in the protection of life and property, preservation of peace and order, prevention, suppression and investigation of crime, arrest and prosecution of offenders, recovery and return of stolen property, and regulation of traffic laws.
- Formulates and implements mission, philosophy, strategies, tactics, policies, procedures and methods of operation as needed to improve services or respond to changing circumstances.
- Responsible for Public Safety, Traffic and Animal Control, Marine Resources, Parking Enforcement and Communications.
- Directs departmental personnel activities including recruitment, selection, assignment, promotion, discipline, grievances, commendations and complaints within the requirements of the law, Town charter, collective bargaining agreements and Town policies and procedures.
- Develops and administers annual budget and is responsible for financial oversight of department appropriations and expenditures.
- Confers with the Town Manager, with assistance of subordinate, supervisory officers in the formulation of policies and regulations governing activities of the Police Department.
- Plans, formulates and delegates work methods and procedures to be performed by members of the department, analyzes conditions of work product in the department and initiates necessary objectives for improving the overall police operations.
- Directs and oversees the Town's criminal investigation activities, crime prevention efforts and law enforcement functions.
- Oversees the coordination of Police Training and Programs with assistance from the staff.

- Certifies that the department meets minimum mandatory training standards of the Maine Criminal Justice Academy.
- Enforces all laws of the State of Maine, appropriate Federal Regulations, and Town Ordinances within the confines of the Town.
- Cooperates with Federal, State, County and Local Law Enforcement officers in the apprehension and detention of wanted persons and with other law enforcement agencies in matters involving police activities.
- Reviews or causes to be reviewed all reports, files, records, intelligence information and general criminal history information.
- Directs, coordinates, and participates as necessary, in departmental crime enforcement programs, including detection and prevention.
- Oversees Anti-Drug and Anti-Substance abuse activities for the department.
- Assumes overall responsibility for maintenance and operation of police communications and record management systems, and the overall maintenance of departmental vehicles, property, and equipment.
- Serves as Chief Spokesperson for the department, and assumes responsibility for public awareness, media relations, and speaking at community programs.
- Reviews, analyzes, and evaluates programs regularly, and makes suggestions for program enhancements/updates. Proactively develops and institutes new programs.
- Initiates, reviews, revises and implements department policies.
- Represents the Department and the Town of Brunswick, including the Town Council and Town Manager, before various boards and commissions, and participates in various organizations as a representative of the Town and/or Department as appropriate.
- Serves as a member of the Town's administrative management team by participating in organizational development activities, training, strategic and comprehensive planning, problem-solving, and other management programs as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

SKILLS/EXPERIENCE/TRAINING REQUIRED

- Duties require knowledge of law enforcement or criminal justice and administration equivalent to completion of a 4-year college degree in related field, and at least 10 years of related experience with progressively increasing responsibility in all phases of police work, including 5 years in an executive command position as Chief or Deputy Chief, or equivalent combination of education and experience.
- Basic Law Enforcement Certificate, as well as current Firearms Certification are required; FBI National Academy certificate (or equivalent) and/or Maine Chiefs Executives certificate are desirable.
- Considerable knowledge of modern police administration, practices and methods; Federal and State criminal laws; principles and accepted practices and procedures relating to preventative patrol; traffic control and enforcement; criminal investigation;

standards by which the quality of police service is evaluated; and the types and uses officers equipment, police communications and automotive equipment.

- Ability to lead, manage, motivate and direct the activities of departmental personnel.
- Excellent customer service skills with the ability to proactively establish and maintain effective working relationships and deal courteously with business executives, vendors, associates, employees, federal, state, regional and local agencies, community organizations and the general public.
- Ability to establish priorities, organize work and develop short term and long-range plans.
- Facilitation skills with the ability to successfully communicate ideas and concepts effectively; at various meetings of boards and committees.
- Knowledge of budget preparation and finance.
- Knowledge of the principles and practices of effective public relations and labor relations.
- Strong oral and written communication skills.
- Strong records management and maintenance skills.
- Strong computer skills and software knowledge.
- Strong interpersonal skills and the ability to maintain confidentiality.
- Valid drivers' license

WORKING CONDITIONS/PHYSICAL DEMANDS

The working conditions/physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions - While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public. Physical surroundings vary with exposure to all conditions, including any elements under demanding and stressful circumstances. Exposure to varying weather conditions including rain, snow, heat, and freezing temperatures. Work may involve an element of personal danger, and employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies.

Physical Demands - While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Regularly uses a desktop computer requiring eye-hand coordination and finger dexterity. High level of physical effort required, such as climbing, bending, standing, and lifting. Physical strength and agility without any physical or mental disabling defects; and ability to meet such specific physical or mental requirements as may be established by the Municipal Officers and Personnel Board.

The Town of Brunswick considers applicants for all positions without regard to race, color, religion, creed, sex, ancestry or national origin, age, physical or mental handicaps, marital or veteran status, sexual orientation, or any other legally protected status.

**** External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.***

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

Employee Signature

Date

Scott Stewart

PERSONAL STATEMENT

An outgoing and approachable leader that is resolutely committed to community policing and transparency. Strong reputation for integrity, work ethic, and team building. A highly goal driven performer that embraces challenges. A proven leader with the ability to adapt to changes, motivate and work exceptionally well with others.

CORE COMPETENCIES AND AREAS OF EXPERTISE

- Transformational Leader
- Policy Writing & Implementation
- Process Improvement
- Strong Media Relations
- Public Speaking
- Personnel Investigations
- Effective Communicator
- Strategic Planning
- Intricate Problem Solver
- Team Building
- Proficient Community Relations
- Employee Development

EXPERIENCE

Cumberland County Sheriff's Office, Portland, Maine

April 25, 2016 to Present

Captain

- Responsible for entire Patrol Division of 48 deputies providing services to 14 towns
- Purchase and maintain Agency fleet of 80 vehicles
- Collaborate with 9 municipalities and 3 school districts for contracted police services
- Create yearly budget for Patrol Division
- Participate on various Local, State, and Federal committees and panels
- Lead strategic planning for future goals including equipment acquisition and services rendered
- Host County School Districts to create a work-group/round table to address school violence concerns
- Oversee: K-9 Unit (3 teams), Accident Reconstruction Unit, Honor Guard, Marine 1 Patrol (Sebago Lake), Dive Team, Marine Resources Unit (Harpwell), Unmanned Aircraft (Drone) Program
- Draft effective policies and procedures in accordance with CALEA guidelines
- Act as liaison with various public safety, community and civic groups
- Implement process improvement to maximize efficiency in Patrol Division
- Maintain an open and positive relationship with numerous civic group and professional organizations
- Analyze data for trends and create reports presenting statistical facts

Lisbon Police Department, Lisbon, Maine

July 1, 2016 to August 31, 2016

Chief of Police (interim)

- Asked to serve as Police Chief of Town after former Chief retired and replacement was sought
- Oversaw all aspects of Police Department, Animal Control and Dispatch Center

Sagadahoc County Sheriff's Office, Bath, Maine

February 1, 2015 to April 24, 2016

Lieutenant

- Responsible for entire Patrol and Transport Divisions
- Conducted Internal Affairs Investigations
- Wrote grants and oversaw implantation once awarded
- Created School Safety Action Plans for local schools
- Developed Agency's first ankle GPS monitoring program for released offenders
- Maintained equipment for Patrol and Transport Divisions
- Acted as liaison with various public safety, community and civic groups
- Developed and implemented Departmental Policies and Procedures
- Interviewed and conducted background checks on potential candidates for hire

Lisbon Police Department, Lisbon, Maine

October 28, 1992 to January 31, 2015

Patrol Sergeant

- Developed Police Officer Training program
- Developed first K-9 program
- Created and lead an 11 week Citizens Police Academy
- Maine Criminal Justice Academy Basic Law Enforcement Training Program - Cadre
- Responsible for Federal UCR / NIBRS conformity and submission
- Developed and reviewed Department Policies and Procedures
- Wrote numerous grants and oversaw implementation once awarded

Sabattus Police Department, Sabattus, Maine

January 1991 to October 1992

Reserve Officer

- Enforced all state and local laws and responded to calls for service
- Worked in undercover capacity with Bureau of Intergovernmental Drug Enforcement (BIDE) and Alcohol Tobacco and Firearms (ATF) purchasing illegal drugs and firearms

Scarborough Police Department, Scarborough, Maine

April 1990 to January 1992

Reserve Officer

- Enforced all state and local laws and responded to calls for service

EDUCATION

FBI National Academy (NA), Session 281: Quantico, VA.

July 2020

A 10 week program offered to a very small percentage of law enforcement leaders worldwide. Designed to enhance the personal and professional development of law enforcement leaders in preparation for complex, dynamic and contemporary challenges.

Boston University

May 2012

Master of Science (MS): Criminal Justice

GPA- 3.73

Inducted into Alpha Phi Sigma

University of Maine at Augusta

December 2010

Bachelors of Science (BS): Public Administration

University of Maine at Augusta

May 1997

Associate of Science (AS): Criminal Justice

TRAINING HIGHLIGHTS

- CALEA Accreditation National Conference, 2019
- Extreme Ownership Leadership Course, *Echelon Front*, 2019
- Disaster Recovery for Rural Communities, *MGT-415, FEMA*, 2019
- Executive Leadership Institute, *FBI Law Enforcement Executive Development Association*, 2017
- New England Law Enforcement Executive Development Seminar, *FBI 2017, 2018*
- International Association of Chiefs of Police Conference, 2018
- Field Force Command and Planning, *FEMA*, 2017
- Command Leadership Institute, *FBI Law Enforcement Executive Development Association*, 2016
- Bullet Proof Leadership, *Maine Sheriff's Association*, 2016
- Walking the Narrow Road of Leadership, *Maine Sheriff's Association*, 2016
- Use of Force Summit, *Daigle Law Group*, 2016
- Media and Public Relations, *FBI Law Enforcement Executive Development Association*, 2016
- Internal Affairs Investigations, *Daigle Law Group*, 2015
- Incident Command: ICS-100, 200, 300, 700 (NIMS), 800, *FEMA*
- Developing Worthy Leaders – The Leadership Academy, *The Beamish Group*, 2014
- Supervisory Leadership Institute, *FBI Law Enforcement Executive Development Association*, 2013
- Cadre Leadership Development, *Maine Criminal Justice Academy*, 2011
- Investigating Complaints of Officer Misconduct, *Maine Criminal Justice Academy*, 2011
- Methods of Instruction, *Maine Criminal Justice Academy*, 2003
- Supervisor Development, *Institute of Police Technology and Management*, 2003

AWARDS / RECOGNITION

- Lifetime Drug Recognition Expert (DRE) Evaluations over 100, *Maine Criminal Justice Academy*, 2018
- Trilogy Award - *FBI Law Enforcement Executive Development Association*, 2017
- Times Record “Reader’s Choice – Law Enforcement” – 2016
- Deputy of the Year, *Sagadahoc County Sheriff* – 2015
- Life Saver Award from *Maine Association of Police* – 2012
- U.S. Attorney’s Office for apprehension of Bank Robbery Suspect – 2011
- MADD for career OUI enforcement efforts - 2010
- Organized Crime Drug Enforcement Task Force (OCDETF), for undercover work, *U.S. Attorney’s Office* -1992
- Numerous letters of appreciation and commendations for professional and outstanding conduct

AFFILIATIONS

- Cumberland County Regional Communications Center – Board of Directors
- Maine Impaired Driving Task Force – Board member
- Cumberland County Incident Management Assistance Team (IMAT) – Team member
- Maine Chief of Police Association
- International Association of Chiefs of Police (IACP)
- FBI – Law Enforcement Executive Development Association (LEEDA)
- Maine Sheriff’s Association
- National Sheriff’s Association
- Lisbon Emergency – Board of Directors (ret)

ITEM 80
BACKUP



MEMORANDUM

TO: Town Council
FROM: Appointments Committee
SUBJECT: Report for June 1st Appointments
DATE: 5/28/2020

All Councilors were present through last night's interviews, and every scheduled applicant was able to appear before us. We would like to make the following unanimous recommendations:

- David Shaughnessy for reappointment to a full three-year term on the Trust Fund Advisory Committee
- Jackie Sartoris and Charlie Priest for re-appointment new three-year terms on the Sewer District Trustees
- Wallace Pinfold for reappointment to a new three-year term on the Tree Committee
- Mark Worthing for reappointment to three-year term on the Rivers and Coastal Waters Commission as a full member (citizen).
- Jane Scease for appointment to a five-year term on the Housing Authority

(There was an additional application for this spot – Michael Veilleux)
- Shaun Hogan for appointment to serve a three-year term on the Personnel Board as an Alternate member.
- Keith Bisson for appointment to serve the balance of a term on the Trust Fund Advisory Committee that expires in May of 2021.

We will hold off making a recommendation regarding the Conservation Commission until all applicants have been interviewed.

Elin Gould

From: noreply@civicplus.com
Sent: Thursday, March 5, 2020 11:11 AM
To: Fran Smith; Elin Gould
Subject: Online Form Submittal: Board Application Form

Board Application Form

Select the Board, Commission, Trust Fund Advisory Committee
or Committee applying for

If Other, what committee OR if specific membership type
*Fill this in if the Committee you are applying for is not listed OR if the Committee
you applied for has different membership types (e.i. Alternate, Full) type here*

First Name	David
Last Name	Shaughnessy
Address1	5 Chestnut Rd
Address2	<i>Field not completed.</i>
City	Brunswick
State	Maine
Zip	04011
Home Phone Number	<i>Field not completed.</i>
Cell Phone Number	6177947750
Work Phone Number	2075186248
Occupation	Portfolio Manager
Email Address	djs@hmpayson.com
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Trust Advisory Committee
Have you served on a Board, Commission, or Committee before?	<i>Field not completed.</i>

If yes, which *Field not completed.*

Please list civic organizations to which you belong *Field not completed.*

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission: *Field not completed.*

Upload Resume (Optional) *Field not completed.*

1. Do you have any questions about what the Board/Commission/Committee does or on its charge? *Field not completed.*

2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee? *Field not completed.*

3. Why would you like to be on the Board/Commission/Committee? *Field not completed.*

4. Are you aware of the time involved and would you be able to attend most of the meetings? *Field not completed.*

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain? *Field not completed.*

6. Do you have anything you would like to add *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Board Application Form

Select the Board, Commission, or Committee applying for Sewer District Board of Trustees

If Other, what committee OR if specific membership type
Fill this in if the Committee you are applying for is not listed OR if the Committee you applied for has different membership types (e.i. Alternate, Full) type here

First Name	Jacqueline
Last Name	Sartoris
Address1	14 Bowdoin Street
Address2	<i>Field not completed.</i>
City	Brunswick
State	Maine
Zip	04011
Home Phone Number	207 441 4654
Cell Phone Number	207 441-4654
Work Phone Number	<i>Field not completed.</i>
Occupation	Assistant District Attorney
Email Address	jacqueline.sartoris@gmail.com
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Sewer Board of Trustees
Have you served on a Board, Commission, or Committee before?	Yes
If yes, which	Above, and numerous Council-member committees
Please list civic organizations to which you belong	<i>Field not completed.</i>

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

Water quality policy analyst in former career

Upload Resume (Optional)

Field not completed.

1. Do you have any questions about what the Board/Commission/Committee does or on its charge?

no

2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?

Professional experience as a water quality policy analyst, and multiple years on the BSDB

3. Why would you like to be on the Board/Commission/Committee?

Continue the work of the Board, which this year includes review of comp plan.

4. Are you aware of the time involved and would you be able to attend most of the meetings?

Yes.

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No

6. Do you have anything you would like to add

I enjoy the work of the Board and believe continuity is important at this time. Thank you to the Council for your past support of my role as a Trustee.

Town of Brunswick
Application for
Appointment to Board/ Commission/ Committee

2/25/20	For Office Use Only
	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: Charles R. Priest Date 2-24-20
Street Address: 9 Bowker Street, Brunswick Home Phone # 725-5439
Cell/mobile Phone #: 522-2071 E-mail Address: cpriest1@comcast.net I live in Council Dist. #: 5

I wish to be considered for appointment to the:
Brunswick Sewer District Board of Trustees

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: X TERM BEGINS: 4-1-20
and/or
ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: 4-1--23

Do you or any relative currently serve on any Town Board/Commission/Committee? Yes If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:

Cable TV Advisory Committee # of Years 15+ Date term exp. _____ Relationship Citizen

Your occupation:

Employer: Attorney--Law Office of Charles Priest Work Telephone #: 207 725-5439

List any civic organizations to which you belong:

St. Paul's Episcopal Church

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

I have served as Chair of the Brunswick Sewer District for 10+ years

Have you previously served on a Town board/commission/committee? Yes If so, please list the board/commission/committee and years of service:

Brunswick Town Council--1993-1994; 2001-2004; Chair--1994, 2002-2003

Brunswick Sewer District Board of Trustees--15 + years

Charles R. Priest

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form.
Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

You will be contacted to set up an interview with the Appointment Committee.

It is the intent of the Town to televise proceedings of Boards/Commissions/Committees

PLEASE NOTE: This completion of this application allows a person to be considered for a Town

Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Board of Trustees Brunswick Sewer District

Term Length: 3 years

1. Do you have any questions about what the Board/Commission/Committee does or on its charge?

No

2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?

Previous service on the Sewer District Board of Trustees

3. Why would you like to be on the Board/Commission/Committee?

I enjoy the work of the Trustees, and of the excellent employees of the District.

The current General Manager of the District intends to retire at the end of this year and I would like to be involved in the hiring of the new manager.

4. Are you aware of the time involved and would you be able to attend most of the meetings?

I am well aware of the time involved, and am able to attend most of the meetings.

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No

6. Do you have anything you would like to add?

I would like to thank the Town Council for its cooperation with and support of the Sewer District and its employees.

PLEASE REVIEW THE TOWN OF BRUNSWICK BOARDS, COMMISSIONS, AND COMMITTEES APPOINTMENT POLICY PRIOR TO SUBMITTING THIS APPLICATION. YOU MAY VIEW THE POLICY AT <http://www.brunswickme.org/departments/town-clerk/boards-committees/> OR OBTAIN A COPY FROM THE TOWN CLERK'S OFFICE.

Elin Gould

From: noreply@civicplus.com
Sent: Monday, February 24, 2020 2:21 PM
To: Fran Smith; Elin Gould
Subject: Online Form Submittal: Board Application Form

Board Application Form

Select the Board, Commission, Tree Committee
or Committee applying for

If Other, what committee OR if specific membership type
*Fill this in if the Committee you are applying for is not listed OR if the Committee
you applied for has different membership types (e.i. Alternate, Full) type here*

First Name	Wallace
Last Name	Pinfold
Address1	1 Stetson Street
Address2	<i>Field not completed.</i>
City	Brunswick
State	Maine
Zip	04011
Home Phone Number	2075044024
Cell Phone Number	<i>Field not completed.</i>
Work Phone Number	<i>Field not completed.</i>
Occupation	Retired
Email Address	wgpifold@gmail.com
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No

If yes, which	<i>Field not completed.</i>
Please list civic organizations to which you belong	Village Improvement Association; volunteer with/ former board member College Guild
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:	I worked as a landscape gardener, first for Earheart Gardes of Harpswell, then fpr myself, for fifteen years 2001-2016.
Upload Resume (Optional)	<i>Field not completed.</i>
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?	No
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?	Yes, see above
3. Why would you like to be on the Board/Commission/Committee?	For continuity; it is a way for the VIA point of viw to make it into public discourse.
4. Are you aware of the time involved and would you be able to attend most of the meetings?	Yes
5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?	None
6. Do you have anything you would like to add	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Town of Brunswick
Application for
Appointment to Board/ Commission/ Committee

For Office Use Only	
<u>3/24/20</u>	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Mark Worthing Date 3/29/20

Street Address: 26 Eastern Shore Rd Home Phone # _____

Cell/mobile Phone #: 8441505 E-mail Address: mrworthing@comcast.net I live in Council Dist. #: 2

I wish to be considered for appointment to the:
Rivers and Coastal Waters Commission2

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: X TERM BEGINS: 5/1/20
and/or
ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: 4/30/23

Do you or any relative currently serve on any Town Board/Commission/Committee? yes If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:

Rivers and Coastal Waters # of Years 6 Date term exp. May 2020 Relationship self

Your occupation:

Employer: MD at Maine General Medical Center Work Telephone #: 623-6510

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:
Six years as chair of the RCWC . Prior experience as trained water quality tester at Friends of Casco Bay. Education, BA Biology including oceanography,geology

Have you previously served on a Town board/commission/committee? yes If so, please list the board/commission/committee and years of service:
RCWC

Current Fence Viewer

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form.
Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

You will be contacted to set up an interview with the Appointment Committee.

It is the intent of the Town to televise proceedings of Boards/Commissions/Committees

PLEASE NOTE: This completion of this application allows a person to be considered for a Town

Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Rivers and Coastal Waters

Term Length: _____

1. Do you have any questions about what the Board/Commission/Committee does or on its charge?

no

2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?
yes, please see above

3. Why would you like to be on the Board/Commission/Committee?

I would like to continue the work to maintain or improve the quality of our rivers and ocean waters, encourage wise use of the resources, promote public access and education and prepare for climate change and sea level rise.

4. Are you aware of the time involved and would you be able to attend most of the meetings?

yes

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

no

6. Do you have anything you would like to add?

PLEASE REVIEW THE TOWN OF BRUNSWICK BOARDS, COMMISSIONS, AND COMMITTEES APPOINTMENT POLICY PRIOR TO SUBMITTING THIS APPLICATION. YOU MAY VIEW THE POLICY AT <http://www.brunswickme.org/departments/town-clerk/boards-committees/> OR OBTAIN A COPY FROM THE TOWN CLERK'S OFFICE.

Town of Brunswick
Application for
Appointment to Board/ Commission/ Committee

5/18/2020	For Office Use Only
	Date App.
	Received
	Date App.
	Entered
	Appointed

Full Name: Jane Scease Date May 11, 202

Street Address: 15 Franklin Street Home Phone # None

Cell/mobile Phone #: 2072428475 E-mail Address: janescease@gmail.com I live in Council Dist. #: 6-2

I wish to be considered for appointment to the:

Brunswick Housing Authority

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: X

TERM BEGINS: June 2020

and/or
ASSOC/ALT MEMBERSHIP STATUS:

TERM EXPIRES: June 2025

Do you or any relative currently serve on any Town Board/Commission/Committee? No If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:

X # of Years X Date term exp. X Relationship X

Your occupation:

Employer: Retired social worker Work Telephone #: None

List any civic organizations to which you belong:

Greater Brunswick Housing Corporation Board; , Merrymeeting Adult Education
Advisory Board; Housing Resources for Youth, Board Chair

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

As a Topsham selectman, I was involved in many activities concerning housing, and
have served on the Topsham Housing Authority.

Have you previously served on a Town board/commission/committee? No If so, please list the board/commission/committee and years of service:

Jane Scease
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form.
Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

You will be contacted to set up an interview with the Appointment Committee.

It is the intent of the Town to televise proceedings of Boards/Commissions/Committees

PLEASE NOTE: This completion of this application allows a person to be considered for a Town

Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Brunswick Housing Authority

Term Length: 5 years

1. Do you have any questions about what the Board/Commission/Committee does or on its charge?

Since I regularly attend the Housing Authority meetings, I am familiar with the organization's work.

2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?

My experience with the Greater Brunswick Housing Corporation as well as the Topsham Housing Authority will be very helpful. As Selectman, I participated in developing relevant zoning ordinances in Topsham.

3. Why would you like to be on the Board/Commission/Committee?

I would like to continue to use my experience with public and affordable housing to benefit both the town and the clients of the Authority.

4. Are you aware of the time involved and would you be able to attend most of the meetings?

Yes

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No

6. Do you have anything you would like to add?

I look forward to discussing my application with the Appointment Committee.

PLEASE REVIEW THE TOWN OF BRUNSWICK BOARDS, COMMISSIONS, AND COMMITTEES APPOINTMENT POLICY PRIOR TO SUBMITTING THIS APPLICATION. YOU MAY VIEW THE POLICY AT
OR OBTAIN A COPY FROM THE TOWN

Please type this form or it is available in a fillable form on line

Town of Brunswick
Application for
Appointment to Board/ Commission/ Committee

For Office Use Only	
AUG - 1 2019	Date App. Received
_____	Date App. Entered
_____	Appointed

Full Name: Michael Veilleux Date July 15, 2019

Street Address: 4 Quarry Rd Home Phone # 725-4684

Cell/mobile Phone #: _____ E-mail Address: mveilleu@bowdoink.edu

I live in Council Dist. #: 3 I wish to be considered for appointment to the:

Brunswick Housing Authority
(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
 FULL MEMBERSHIP STATUS: TERM BEGINS: _____
 and/or
 ASSOC/ALT MEMBERSHIP STATUS: TERM EXPIRES: _____

Do you or any relative currently serve on any Town Board/Commission/Committee? No If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:

_____ # of Years _____ Date term exp. _____ Relationship _____

Your occupation: Facilities Project manager

Employer: Bowdoink College Work Telephone #: 725-3857

List any civic organizations to which you belong:

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

- Resident of Brunswick since 85
- Familiarity with construction (20 yrs in field)

Have you previously served on a Town board/commission/committee? No If so, please list the board/commission/committee and years of service:

m. Veilleux
SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form.
Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

You will be contacted to set up an interview with the Appointment Committee.

It is the intent of the Town to televise proceedings of Boards/Commissions/Committees

PLEASE NOTE: This completion of this application allows a person to be considered for a Town/Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Housing Authority

Term Length: 5 yrs

1. Do you have any questions about what the Board/Commission/Committee does or on its charge?

2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?

Engineering and management
20 years as maintenance and construction mgr

3. Why would you like to be on the Board/Commission/Committee?

civic contribution

4. Are you aware of the time involved and would you be able to attend most of the meetings?

yes

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No

6. Do you have anything you would like to add?

PLEASE REVIEW THE TOWN OF BRUNSWICK BOARDS, COMMISSIONS, AND COMMITTEES APPOINTMENT POLICY PRIOR TO SUBMITTING THIS APPLICATION. YOU MAY VIEW THE POLICY AT <http://www.brunswickme.org/departments/town-clerk/boards-committees/> OR OBTAIN A COPY FROM THE TOWN CLERK'S OFFICE.

Elin Gould

From: noreply@civicplus.com
Sent: Wednesday, May 13, 2020 1:48 PM
To: Fran Smith; Elin Gould
Subject: Online Form Submittal: Board Application Form

Board Application Form

Select the Board, Commission, or Committee applying for Personnel Board

If Other, what committee OR if specific membership type
Fill this in if the Committee you are applying for is not listed OR if the Committee you applied for has different membership types (e.i. Alternate, Full) type here

First Name	Shaun
Last Name	Hogan
Address1	PO Box 777
Address2	<i>Field not completed.</i>
City	Brunswick
State	Maine
Zip	04011
Home Phone Number	<i>Field not completed.</i>
Cell Phone Number	(207) 449-0088
Work Phone Number	<i>Field not completed.</i>
Occupation	Education (Self-Employed)
Email Address	shaun_m_hogan1@outlook.com
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	<i>Field not completed.</i>
Have you served on a Board, Commission, or Committee before?	No

If yes, which	<i>Field not completed.</i>
Please list civic organizations to which you belong	None
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:	Law Enforcement Officer/Military/Security, B.S. Criminal Justice, B.A. Business Administration
Upload Resume (Optional)	<u>Brunswick Personnel Board Resume.doc</u>
1. Do you have any questions about what the Board/Commission/Committee does or on its charge?	No I do not have any questions at this time. The description of the expectations of a Personnel Board member and the duties they are tasked with is clear.
2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?	Yes, I have a strong background in law enforcement and security along with degrees in both Criminal Justice and Business Administration.
3. Why would you like to be on the Board/Commission/Committee?	I have always had a strong desire to serve the communities in which I have lived and believe my practical experience and education makes me a solid fit for the Personnel Board.
4. Are you aware of the time involved and would you be able to attend most of the meetings?	Yes I am aware of the time involved and yes I would be able to attend most of the meetings.
5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?	No, I am aware of no conflicts of interest.
6. Do you have anything you would like to add	I have nothing to add at this time.

Email not displaying correctly? [View it in your browser.](#)

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Town of Brunswick
Application for
Appointment to Board/ Commission/ Committee

For Office Use Only
<u>3/9/2020</u> Date App. Received
<u>3/9/2020</u> Date App. Entered
_____ Appointed

Full Name: Keith Bisson Date 3/5/2020
Street Address: 36 Meadowbrook Rd Home Phone # 607-4158
Cell/mobile Phone #: 522-8764 E-mail Address: keith_bisson@yahoo.com I live in Council Dist. #: 2

I wish to be considered for appointment to the:
Trust Fund Advisory Committee

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:

FULL MEMBERSHIP STATUS: TERM BEGINS: 3/9/2020
and/or
ASSOC/ALT MEMBERSHIP STATUS: _____ TERM EXPIRES: 5/10/2020

Do you or any relative currently serve on any Town Board/Commission/Committee? No If so, please state name of Board/Commission/Committee, the number of years of service, and the relationship to this applicant:

School Board # of Years <1 Date term exp. 2022 Relationship Spouse

Your occupation:

Employer: Coastal Enterprises, Inc. (CEI) Work Telephone #: 504-5870

List any civic organizations to which you belong:

Family Focus Early Learning Center - Board of Directors

United Way of Midcoast Maine - Board of Directors

Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:

I am president of a non-profit organization, overseeing staff and budgets. I've also served on multiple non-profit boards of directors.

Have you previously served on a Town board/commission/committee? No If so, please list the board/commission/committee and years of service:

Keith Bisson

SIGNATURE

PLEASE COMPLETE THE QUESTIONS ON THE BACK OF THIS APPLICATION.

Applicants may submit a cover letter and resume with the application form.
Applications should be returned to the TOWN CLERK'S OFFICE, 85 Union Street, Brunswick, Me 04011.

You will be contacted to set up an interview with the Appointment Committee.

It is the intent of the Town to televise proceedings of Boards/Commissions/Committees

PLEASE NOTE: This completion of this application allows a person to be considered for a Town

Board/Commission/Committee, but does not guarantee placement on a Board/Commission/Committee.

APPLICANT – PLEASE COMPLETE THE QUESTIONS BELOW

Board/Commission/Committee Applying For: Trust Fund Advisory Committee

Term Length: _____

1. Do you have any questions about what the Board/Commission/Committee does or on its charge?

No

2. Do you have any practical experience or formal education that would be relevant to the Board/Commission/Committee?

Yes, please see attached resume.

3. Why would you like to be on the Board/Commission/Committee?

I would like to contribute to the Town of Brunswick, where I grew up and currently live.

4. Are you aware of the time involved and would you be able to attend most of the meetings?

Yes

5. Do you have any conflict of interest that might involve either a direct financial gain or other gain?

No

6. Do you have anything you would like to add?

No

PLEASE REVIEW THE TOWN OF BRUNSWICK BOARDS, COMMISSIONS, AND COMMITTEES APPOINTMENT POLICY PRIOR TO SUBMITTING THIS APPLICATION. YOU MAY VIEW THE POLICY AT <http://www.brunswickme.org/departments/town-clerk/boards-committees/> OR OBTAIN A COPY FROM THE TOWN CLERK'S OFFICE.

Keith R. Bisson
36 Meadowbrook Road | Brunswick, Maine 04011
(207) 522-8764 | keith.bisson@aya.yale.edu

Experience

Coastal Enterprises, Inc. (CEI) Brunswick, ME
President 2016-Present

- Oversee strategic plan implementation. Lead the major operations of the organization and provide essential support to CEI's subsidiaries in the development of policies and practices required to support program alignment and growth.

Senior Vice President, Program Management and Development 2012-2016

- Managed and provided strategic direction for three small business advising, natural resource, and workforce development programs, including 5 direct and 15 indirect reports; oversee a \$2.5 million annual program budget.
- Coordinated corporate development group and grant fundraising with annual goals of \$4 million in operating grants and \$3 million in capital grants.
- Prior to hire of CFO in 2015, managed over \$29 million in debt/grant relationships for CEI's loan platform, including federal funding and local, regional, and national banks and foundations.
- Represented CEI in Washington on rural policy, appropriations and regulatory matters.
- Represented CEI in national impact investing networks (e.g., Mission Investors Exchange, SOCAP, Confluence Philanthropy).

Director, Northern Heritage Development Fund 2006-2012

- Developed and managed Northern Heritage Development Fund, from initial capitalization of \$1.5 million to current aggregated pool of resources totaling \$13 million. Opened CEI's Bangor office.
- Co-founded Maine Woods Consortium to support triple bottom line development in the Maine Woods.
- Represented CEI in Washington on rural policy matters.
- Represented CEI in national impact investing networks (e.g., Mission Investors Exchange).

Rapoza Associates Washington, DC
Policy Associate 2005-2006

- Staffed New Markets Tax Credit Coalition and co-authored first annual NMTC Progress Report.
- Advocated for reauthorization of NMTC and rural water and waste-water appropriations.

Independent Consultant Brunswick, ME
2004-2005

- Resource development, policy analysis and data modeling for clients including: CEI, Environment Northeast, Innovative Natural Resource Solutions LLC, Maine Center for Economic Policy, Maine Forest Service, Pinchot Institute for Conservation, and Quebec-Labrador Foundation.

Coastal Enterprises, Inc. Wiscasset, ME
Research Associate 1998-2002

- Developed funding proposals; conducted program evaluation, financial analysis, and strategic planning.

Education

Yale University, Environment School New Haven, CT
Master of Environmental Management, Social Ecology and Community Development

McGill University Montreal, QC
B.A. Geography

Current Board Affiliations

United Way of Midcoast Maine**Bath, ME
2019-Present****CDFI Coalition****Washington, DC
2010-2019****Family Focus Child Care****Brunswick, ME
2015-Present****Honors**

Annie E. Casey Foundation

- Participant, Annie E. Casey Foundation's first CDFI Leadership Learning Network

**Baltimore, MD
2013-2014****Massachusetts Institute of Technology**

- Mel King Community Fellow, MIT Community Innovator's Lab

**Cambridge, MA
2012**

CONSENT AGENDA - A BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
May 18, 2020
Regular Meeting 6:30 P.M.

MEETING VIA ELECTRONIC DEVICES

All Votes Taken Via Roll Call

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

Councilors Absent: None

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Ryan Leighton, Assistant Town Manager; Ken Brilliant, Fire Chief; Julia Henze, Finance Director; Jared Woolston, Town Planner; Matt Panfil, Director of Planning and Development; Jay Astle, Public Works Director; and TV video crew.

Adjustments to Agenda

Add item 76 for CDBG Grant

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

a) Clayton Rose – Bowdoin College

Mr. Rose made this presentation.

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

Matt Orlando, Bowdoin College, spoke regarding this item.

b) Financial update:

Manager Eldridge provided this report.

c) Graham Road Landfill

Manager Eldridge provided this report.

d) Downtown Re-opening

Manager Eldridge provided this report.

Councilor Watkinson, Councilor McGrath, Councilor Ankeles, and Councilor Wilson asked questions and spoke regarding this item.

e) Municipal Partnership Initiative MPI

Manager Eldridge provided this report.

f) Codes Enforcement

Manager Eldridge provided this report.

g) Town Mall

Manager Eldridge provided this report.

h) People Plus Parking Lot

Manager Eldridge provided this report.

i) Absentee ballots

Manager Eldridge provided this report.

PUBLIC HEARING

69. The Town Council will hear public comments on options for adoption of a text amendment to increase the maximum square foot building footprint established for Growth Mixed-Use 5 (GM5) Zoning District, or to exempt the building footprint in GM5 for municipal facilities, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 7:14 p.m.)

Chair Perreault opened the public hearing.

Charles Frizzle, Chair of Planning Board, introduced this item and responded to questions from Council members.

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

Matt Panfil, Director of Planning and Development, spoke regarding this item and responded to questions from Chair Perreault.

This will come back to the Council at the next meeting.

NEW BUSINESS

- 70. The Town Council will receive a report from the Recycling & Sustainability Committee regarding its vision for short-term waste management, and will take any appropriate action. (Recycling & Sustainability Committee) (This item was discussed at 7:43 p.m.)**

Jennifer Hicks, Chair of Recycling and Sustainability Committee, and **James Ecker**, committee member, made this presentation.

Chair Perreault, Councilor Walker, and Councilor Mason asked questions to which Mr. Ecker and Ms. Hicks responded.

Manager Eldridge spoke regarding this item and responded to a question from Councilor Watkinson.

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

This motion was made after the next two items.

MOTION

Councilor Mason moved, Councilor Walker seconded, to adopt as the guiding vision for this Council the Recycling & Sustainability Committee plan regarding its vision for short-term waste management.

Manager Eldridge, Councilor Mason, and Councilor Watkinson spoke regarding this item.

Mr. Ecker spoke regarding this item.

Jean Powers, 44 Redwood Lane, spoke regarding the recycling items.

Councilor Mason moved, Councilor Walker seconded, to adopt as the guiding vision for this Council the Recycling & Sustainability Committee plan regarding its vision for short-term waste management. The motion carried with nine (9) yeas.

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

- 71. The Town Council will discuss a memo from the Recycling & Sustainability Committee regarding a budget proposal to reduce costs associated with curbside collection of residential recyclables, and will take any appropriate action. (Recycling & Sustainability Committee) (This item was discussed at 8:53 p.m.)**

Jennifer Hicks, Chair of Recycling and Sustainability Committee, and Steve Weems, committee member, made this presentation.

Councilor Jenkins, Councilor Mason, Councilor Walker, and Chair Perreault asked questions, to which Mr. Weems responded.

Councilor Ankeles spoke regarding this item.

Additional discussion took place at 9:40 p.m.

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

Councilor Wilson moved, Councilor Walker seconded, to continue with recycling, removing glass from the Town of Brunswick's recycling program, and not bring forward the fee to recycle idea.

Jay Astle, Public Works Director, spoke regarding this item.

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

Manager Eldridge spoke regarding this item.

Ms. Hicks spoke regarding this item.

VOTE ON MOTION

Councilor Wilson moved, Councilor Walker seconded, to continue with recycling, removing glass from the Town of Brunswick's recycling program, and not bring forward the fee to recycle idea. The motion carried with nine (9) yeas.

- 72. The Town Council will consider reinstatement of the usage of the Town's blue bags, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 9:15 p.m.)**

Manager Eldridge introduced this item.

Chair Perreault moved, Councilor Walker seconded, to reinstate the requirement to use the PAYT blue bags for residential refuse collection on June 1, 2020. The motion carried with nine (9) yeas.

- 73. The Town Council will consider setting a public hearing for June 1, 2020 to consider amendments to the Business Licensing Ordinance to extend the due date for payment for the licenses from June 30, 2020, until no later than December 31, 2020, and will take any appropriate action. (Town Clerk) (This item was discussed at 9:59 p.m.)**

Fran Smith, Town Clerk, introduced this item.

Councilor Watson moved, Councilor Wilson seconded, to set a public hearing for June 1, 2020 to consider amendments to the Business Licensing Ordinance to extend the due date for license payment from June 30, 2020, until no later than December 31, 2020. The motion carried with nine (9) yeas.

74. The Town Council will consider granting an extension for redevelopment of a parcel at 4 Business Parkway, Gjoris LLC, Map 17 Lot 66, and will take any appropriate action. (Town Manager Eldridge) *(This item was discussed at 10:05 p.m.)*

Manager Eldridge introduced this item.

Leah Rachin, Drummond Woodsum, spoke on behalf of Gjoris LLC.

Councilor Watkinson spoke on this item.

Charlie Frizzle spoke regarding this issue and responded to questions from Chair Perreault and Councilor Watson.

Councilor Jenkins spoke on this item.

Chair Perreault moved, Councilor Wilson seconded, to authorize an extension of 1 year for Gjoris, LLC, to develop property known as Map 17 Lot 66, in the Brunswick Industrial Park. The motion carried with seven (7) yeas. Councilor Watkinson was opposed. Councilor McGrath abstained since Ms. Rachin works at his firm.

75. The Town Council will discuss the proposed budget, and will take any appropriate action. (Town Manager Eldridge)

This item was not taken up at this meeting.

76. (ADDED) The Town Council will consider adopting a resolution for A State of Maine Community Development Block Grant - Economic Development Program Application” for Natural Selections, Inc., and take any appropriate action. *(This item was discussed at 10:19 p.m.)*

Manager Eldridge introduced this item.

Chair Perreault moved, Councilor Wilson seconded, to adopt a resolution for A State of Maine Community Development Block Grant - Economic Development Program Application” for Natural Selections, Inc. The motion carried with nine (9) yeas.

CONSENT AGENDA *(This item was discussed at 10:23 p.m.)*

- a) Approval of the minutes of March 23, April 27, April 30 and May 4, 2020

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

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

The meeting adjourned at 10:23 p.m.

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

*Frances M. Smith
Town Clerk
May 20, 2020*

June 1, 2020
Date of Approval

Council Chair