

BRUNSWICK TOWN COUNCIL
Agenda
September 21, 2020
6:30 P.M. - Regular Meeting
Council Chambers
Town Hall
85 Union Street

MEETING VIA ELECTRONIC DEVICES

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

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

*THE PUBLIC CAN VIEW OR LISTEN TO THE MEETING ON TV3 (Channel 3 on
Comcast)*

or

VIA LIVE STREAM FROM THE TOWN'S WEBSITE

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

HOW TO SUBMIT PUBLIC COMMENT

Public Comments must be submitted through the Zoom platform by dialing **+1 646 876 9923** and entering the Meeting ID number **863 4882 8140** and the passcode **164454** when prompted. Please be advised message and data rates may apply. The Council Chair will make an announcement when it is time for public comment.

Roll Call of Members/Acknowledgement Notice

Pledge of Allegiance

Adjustments to Agenda

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

MANAGER'S REPORT

- a) Financial update
- b) Graham Road Landfill
- c) Cedar Street Parking

- d) Road Paving
- e) Fire Station Project
- f) Police Department – Cameras in Cruisers
- g) Downtown Streetscape Renovation and Enhancement Project
- h) Cook’s Corner Redevelopment Plan - Overview

PUBLIC HEARING

- 131. The Town Council will hear public comments on amendments to the language in the Planning fee schedule to reflect a per unit fee as well as the per lot fee, and will take any appropriate action. (Planning and Development Department)

HEARING/ACTION

NEW BUSINESS

- 132. The Town Council will consider “A Resolution to Acknowledge Maine’s Indigenous Cultures”, and will take any appropriate action. (Town Manager Eldridge)

ACTION

- 133. The Town Council will consider expanding voting to the Coffin School to maximize the number of citizens served on election day, and will take any appropriate action. (Town Clerk)

ACTION

- 134. The Town Council will consider participating in Maine Municipal Association’s Workers’ Compensation Safety Incentive Program for risk management services, and will take any appropriate action. (Town Manager Eldridge)

ACTION

CONSENT AGENDA

- a) Approval of a Utility Location Permit requested by Central Maine Power
- b) Approval of minutes from August 3, 2020, August 17, 2020, September 3, 2020 and September 8, 2020
- c) Approval of a quitclaim deed
- d) Approval of a quitclaim deed

**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
September 21, 2020
Council Notes and Suggested Motions**

MANAGER’S REPORT

A memo from Town Manager Eldridge with further information on the items below is included in the packet. Additional information is provided for items a), g) and h).

- a) **Financial update**
- b) **Graham Road Landfill**
- c) **Cedar Street Parking**
- d) **Road Paving**
- e) **Fire Station Project**
- f) **Police Department – Cameras in Cruisers**
- g) **Downtown Streetscape Renovation and Enhancement Project**
- h) **Cook’s Corner Redevelopment Plan - Overview**

PUBLIC HEARING

131. **Notes:** The Planning and Development Department amended its fee schedule last year, but due to a scrivener’s error a “per unit” alternative was not added under Subdivision application fees. It has been the Department’s practice to charge per unit when the “per lot” option does not apply, and the Town Council is holding this public hearing to consider approving the proposed administrative revision to Appendix B: Master Schedule of Revenues, Charges, Fees and Fines. A copy of a memo from Julie Erdman, Codes Enforcement Officer/Zoning Administrator, the public hearing notice, and draft changes to Appendix B 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 an amendment regarding a “per unit” fee under Subdivision application fees to the Brunswick Zoning Ordinance and under Appendix B: Master Schedule of Revenues, Charges, Fees and Fines

NEW BUSINESS

132. **Notes:** This resolution honors the historic, cultural and contemporary significance of Indigenous peoples and holds in esteem their roots, history and contributions, as the Town Council recognizes the second Monday in October as Indigenous Peoples Day. A copy of the resolution is included in the packet.

Suggested Motion:

Motion to adopt “A Resolution to Acknowledge Maine’s Indigenous Cultures”.

133. **Notes:** In order to maximize the number of voters served, and to limit waiting time, the Town Clerk is proposing to use the Coffin School gymnasium along with the Brunswick Junior High School gymnasium to serve voters during the presidential election in November. The buildings share a parking lot and a common entrance, and the voter list would be split evenly between the two sites with extensive signage. This action requires approval from the Secretary of State’s office, and the Town Clerk would be authorized to proceed with obtaining permission. A copy of a memo from Town Clerk Fran Smith is included in the packet.

Suggested Motion:

Motion to authorize the Town Clerk to request permission to expand voting to the Coffin School gymnasium as a secondary location for November’s presidential election.

134. **Notes:** Maine Municipal Association’s Risk Management Services is replacing the Leader Program for workplace safety with the Workers’ Compensation Safety Incentive Program (WCIPS), and offering up to a 10% credit. Staff is asking the Town Council to approve the attached resolution. A copy of a memo from Human Resources Manager Jody Durisko, the resolution, and more information regarding the program are included in the packet.

Suggested Motion:

Motion to adopt the “MMA Workers’ Compensation Safety Incentive Program Resolve Form”.

CONSENT AGENDA

- a) **Approval of a Utility Location Permit requested by Central Maine Power:** Central Maine Power is requesting authorization to install a new utility pole on Bath Road, 30’ east of utility pole 145. A copy of a memo from Town Engineer Ryan Barnes and the application is included in the packet.
- b) **Approval of minutes from August 3, 2020, August 17, 2020, September 3, 2020 and September 8, 2020:** Copies of the minutes are included in the packet.
- c) **Approval of a quitclaim deed:** Approval will release the property back to the owner, who has paid owed taxes on building/property depicted as Map 051 Lot 001 Sub 000 Typ 455. A copy of the deed is included in the packet.
- d) **Approval of a quitclaim deed:** Approval will release the property back to the owner, who has paid owed taxes on building/property depicted as Map 016 Lot 003 Sub 000 Typ 005. A copy of the deed is included in the packet.

Suggested Motion:

Motion to approve the Consent Agenda.

Suggested Motion:

Motion to adjourn.

MANAGER'S REPORT MEMO

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: September 17, 2020

SUBJECT: Town Manager's Report
September 21, 2020 – Town Council Meeting

Financial Update (a)

Revenue and expenditure reports for the fiscal year through August 31st are included in your packet.

The Finance Department is working feverishly to prepare for the audit of the June 30, 2020 financial statements. We hope to have draft statements available by the end of this month. As expected COVID did impact revenues between March and June. For instance, excise tax revenue was 18% lower than the amount collected in the March – June period in 2019. For the year, excise tax collections were nearly \$200,000 lower. However, some of that reduction may have been made up in July as revenues exceeded last year's by nearly \$120,000.

Finance Director Julia Henze and I will be happy to answer any questions.

Graham Road Landfill (b)

On behalf of the Town, I executed the Administrative Consent Agreement (ACA) to resolve the violations that have occurred at the Graham Road Landfill. As you will recall, most of the violations were of a technology-based standard for the wastewater discharge of ammonia. I understand that the Board of Environmental Protection will soon be considering approval of the ACA.

A landfill closure plan and application is currently under review by the Maine Department of Environmental Protection (MDEP). We hope to have those plans approved by this fall so that the closure bid specifications and documents can be issued by year end. As you know, per our agreed-upon Schedule of Compliance (SOC), the Landfill is scheduled to close in April 2021. Household refuse will no longer be accepted at the landfill at that time. However, we are continuing work on siting processing facilities at Graham Road. A processing facility would allow for the continued drop-off of materials that are not landfilled. Those would include woodwaste, metals, tires, construction debris, etc. The processing facility would have limited hours of operations.

Cedar Street Parking (c)

Phase one of the project, including the construction of the parking lot and sidewalk connection on Cedar Street, was bid in August and has been awarded to the low bidder Crooker Construction. The contractor is planning to begin construction in the Spring of 2021 and the project will be completed

in July 2021. At that time the parking lot will be opened for use and will be accessed via the sidewalk on Cedar Street.

The Town is currently working with MaineDOT to begin the design of Phase 2, which will connect the parking lot to Union Street with a trail adjacent to the railroad tracks. This connection requires a new pedestrian crossing of the tracks, requiring approval from the MaineDOT and the operators that utilize the tracks. The design of this phase is anticipated to begin soon, and construction is anticipated to occur in the fall of 2021 or the spring of 2022 depending on the results of the railroad crossing review and the acquisition of required right of way.

Road Paving (d)

The Town has completed paving projects on approximately 1.8 miles of roadway so far this season and anticipates completing an additional 3.0 miles this fall. Based on current funding we anticipate completing 2.4 additional miles of paving in the spring of 2021 if funding allows. A summary of those streets currently paved and those scheduled to be paved is below:

Street	To	From	Scope	Length(FT)	Notes
Completed					
Charles Court	Jordan	End	Strip & Pave	210	Joint w/BSD
Chamberlain Court	Chamberlain Ave	Corner	Shim & Overlay	690	Joint w/BTWD
Garden Lane	Merrymeeting	Riverview	Shim & Overlay	725	
Joan Street	Jordan	Katherine	Shim & Overlay	325	
Justamere Road	Merrymeeting	Minat	Shim & Overlay	600	
Katherine Ave	Wadsworth	End	Shim & Overlay	975	
Merrymeeting Road	Riverview	End	Shim & Overlay	2675	
Minat Ave	Jordan	Merrymeeting	Shim & Overlay	975	
Riverview Drive	Minat	#2 Riverview	Shim & Overlay	1200	
Wadsworth Road	Jordan	End	Shim & Overlay	1275	
Fall 2020					
Brackett Road	Durham	End	Surface	4,300	
Pleasant Hill Road	Church	Maine	Overlay	9,400	
Wood Pond Road	Brackett	End	Overlay	2,200	
Spring 2021					
Bowker Street	Harpwell	Pine	Strip & Pave	1,600	
Cedar Street	Spring	Union	Strip & Pave	1,130	Joint w/BTWD
Oak Street	Cushing	Union	Overlay	930	Joint w/MNG
Pleasant Street	#75	Maine	Mill&Fill	2,640	MPI
Simpson Point Road	Pennell Way	End	Reclaim	2,900	
Woodside Road	Church	Pleasant Hill	Mill & Fill	3,500	
			Length (ft) =	38,250	
			Length (mi) =	7.24	

Fire Station Project (e)

The fire station project is currently under review by the Town's Planning Board and the Maine Department of Environmental Protection (MDEP). We are hopeful or receiving those approvals this fall so that bid documents and specifications can be issued by year end. Construction could start in the spring of 2021. The latest estimate puts the cost of the building without the "add-alts" at slightly

more than \$11 million. With this estimate, the project will be bumping up against the total project budget of \$13,500,000.

Police Department – Cameras in Cruisers (f)

A few years ago, the Council approved and funded the installation of cameras in the cruisers. Chief Stewart reports that cameras have been installed in all the patrol cruisers. The Department has converted an intern's position into a position responsible for cataloging and maintaining the video. Once the PD is comfortable with the administration of the cruiser video system, we will resume consideration of body cameras. We hope to have a recommendation to the Town Council later this year.

Downtown Streetscape Renovation and Enhancement Project (g)

Please see the attached memo from Sally Costello.

Cook's Corner Redevelopment Plan – Overview (h)

Please see the attached memo from Sally Costello.

MANAGER'S REPORT - A BACK UP MATERIALS

FOR 2021 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
00 Fill							
19000 General Fund Transfers Out	1,888,000	2,529,000	2,529,000.00	.00	.00	.00	100.0%
TOTAL Fill	1,888,000	2,529,000	2,529,000.00	.00	.00	.00	100.0%
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10 General Government							
11000 Administration	569,964	569,964	68,550.46	33,145.40	4,283.51	497,130.03	12.8%
11100 Finance Department	794,328	794,328	122,005.87	60,371.84	1,028.91	671,293.22	15.5%
11150 Technology Services Dept	360,528	360,528	114,023.74	18,893.22	28,859.00	217,645.26	39.6%
11200 Municipal Officers	261,369	261,369	481.89	481.89	.00	260,887.11	.2%
11210 Munic Bldg - 85 Union	169,650	169,650	25,923.84	14,582.92	10,169.00	133,557.16	21.3%
11230 Risk Management	611,393	611,393	162,360.80	21,752.00	.00	449,032.20	26.6%
11240 Employee benefits	0	0	-82,834.01	-34,713.86	.00	82,834.01	100.0%
11250 Cable TV	95,133	95,133	13,063.63	6,914.81	656.91	81,412.46	14.4%
11300 Assessing	304,876	304,876	46,194.38	20,987.74	.00	258,681.62	15.2%
11600 Town Clerk & Elections	422,470	422,470	71,699.68	33,107.36	2,029.00	348,741.32	17.5%
11800 Engineering	276,999	276,999	47,265.58	28,623.12	2,170.83	227,562.59	17.8%
11900 Planning Department	625,539	625,539	82,062.42	46,547.29	354.99	543,121.59	13.2%
11950 Economic Development Dept	142,999	142,999	17,648.15	9,195.79	.00	125,350.85	12.3%
TOTAL General Government	4,635,248	4,635,248	688,446.43	259,889.52	49,552.15	3,897,249.42	15.9%
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20 Public Safety							
12100 Fire Department	4,046,295	4,046,295	602,695.93	330,133.65	39,176.82	3,404,422.25	15.9%
12150 Central Fire Station	46,775	46,775	3,916.23	2,215.48	.00	42,858.77	8.4%
12160 Emerson Fire Station	62,700	62,700	10,547.54	4,420.78	159.64	51,992.82	17.1%
12200 Police Department	4,431,687	4,431,687	685,762.39	350,228.51	1,306.11	3,744,618.50	15.5%
12210 Police Special Detail	0	0	8,260.46	1,067.68	.00	-8,260.46	100.0%
12220 Emergency Services Dispatch	973,899	973,899	121,900.63	63,135.98	.00	851,998.37	12.5%
12250 Police Station Building	119,306	119,306	20,186.75	11,307.33	6,651.00	92,468.25	22.5%
12280 Marine Resources	117,696	117,696	13,497.71	7,077.32	.00	104,198.29	11.5%
12310 Streetlights	216,000	216,000	32,328.30	16,527.45	.00	183,671.70	15.0%
12320 Traffic Signals	33,000	33,000	1,925.40	652.62	.00	31,074.60	5.8%
12330 Hydrants	600,000	600,000	5,508.64	.00	.00	594,491.36	.9%
12340 Civil Emergency Preparedness	2,000	2,000	.00	.00	.00	2,000.00	.0%

FOR 2021 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Public Safety	10,649,358	10,649,358	1,506,529.98	786,766.80	47,293.57	9,095,534.45	14.6%
<hr/> 30 Public Works							
13100 Public Works Administration	300,875	300,875	44,023.44	23,147.35	1,050.00	255,801.56	15.0%
13110 PW General Maintenance	1,933,515	1,933,515	194,062.62	105,415.65	7,819.16	1,731,633.22	10.4%
13130 Refuse Collection	659,899	659,899	13,088.80	3,673.60	.00	646,810.20	2.0%
13140 Recycling	496,518	496,518	250.00	250.00	475.00	495,793.00	.1%
13150 PW Central Garage	665,178	665,178	60,560.25	42,113.71	5,018.85	599,598.90	9.9%
TOTAL Public Works	4,055,985	4,055,985	311,985.11	174,600.31	14,363.01	3,729,636.88	8.0%
<hr/> 40 Human Services							
14100 General Assistance	732,159	732,159	35,482.93	20,646.06	5,474.24	691,201.83	5.6%
14120 Health & Social Services	102,250	102,250	15,202.40	8,306.27	.00	87,047.60	14.9%
TOTAL Human Services	834,409	834,409	50,685.33	28,952.33	5,474.24	778,249.43	6.7%
<hr/> 45 Education							
14500 School Department	42,748,055	42,748,055	2,039,692.64	867,227.14	.00	40,708,362.36	4.8%
TOTAL Education	42,748,055	42,748,055	2,039,692.64	867,227.14	.00	40,708,362.36	4.8%
<hr/> 50 Recreation and Culture							
15000 Recreation Administration	484,168	484,168	78,420.99	39,101.18	675.00	405,072.01	16.3%
15050 Rec Buildings and Grounds	857,008	857,008	149,874.78	91,862.55	-5,043.18	712,176.40	16.9%
15250 Rec Building 211	233,573	233,573	12,926.74	10,431.13	6,748.79	213,897.47	8.4%
15300 Teen Center	18,051	18,051	18,051.00	.00	.00	.00	100.0%
15310 People Plus	140,553	140,553	131,100.00	112.00	.00	9,453.00	93.3%
15400 Curtis Memorial Library	1,533,441	1,533,441	254,912.10	126,481.98	.00	1,278,528.90	16.6%
TOTAL Recreation and Culture	3,266,794	3,266,794	645,285.61	267,988.84	2,380.61	2,619,127.78	19.8%
<hr/> 60 Intergovernmental							

FOR 2021 02

60	Intergovernmental	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16000	County tax	1,674,551	1,674,551	.00	.00	.00	1,674,551.00	.0%
	TOTAL Intergovernmental	1,674,551	1,674,551	.00	.00	.00	1,674,551.00	.0%
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70	Unclassified							
17000	Promotion and Development	308,209	308,209	186,465.44	.00	.00	121,743.56	60.5%
17010	Additional School Assistance	10,000	10,000	.00	.00	.00	10,000.00	.0%
17020	Cemetery Care	3,200	3,200	500.00	250.00	.00	2,700.00	15.6%
17030	Wage Adjustment Account	200,000	200,000	.00	.00	.00	200,000.00	.0%
	TOTAL Unclassified	521,409	521,409	186,965.44	250.00	.00	334,443.56	35.9%
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80	Debt Service							
18020	2006 CIP G/O Bonds	204,000	204,000	.00	.00	.00	204,000.00	.0%
18030	2011 GO CIP Bonds	204,015	204,015	.00	.00	.00	204,015.00	.0%
18040	Police Station Bond	372,625	372,625	.00	.00	.00	372,625.00	.0%
18070	2017 CIP GO Bonds	167,797	167,797	.00	.00	.00	167,797.00	.0%
	TOTAL Debt Service	948,437	948,437	.00	.00	.00	948,437.00	.0%
GRAND TOTAL		71,222,246	71,863,246	7,958,590.54	2,385,674.94	119,063.58	63,785,591.88	11.2%

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

FOR 2021 02

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes								
111190	41101	Property Taxes	46,934,482	46,934,482	7,103.00	7,103.00	46,927,379.00	.0%
111190	41103	Deferred Property Tax	-200,000	-200,000	.00	.00	-200,000.00	.0%
111190	41104	Tax Abatements	-75,000	-75,000	.00	.00	-75,000.00	.0%
111190	41105	Interest on Taxes	73,000	73,000	28,794.06	9,283.89	44,205.94	39.4%
111190	41106	Tax Lien Costs Revenu	13,000	13,000	12,799.80	11,918.70	200.20	98.5%
111190	41107	Tax Lien Interest Rev	17,000	17,000	21,925.38	21,925.38	-4,925.38	129.0%
111190	41109	Payment in Lieu of Ta	390,000	390,000	.00	.00	390,000.00	.0%
111190	41198	Homestead exemption r	0	0	1,202,567.00	1,202,567.00	-1,202,567.00	100.0%
111190	41199	Miscellaneous tax adj	-672	-672	.00	.00	-672.00	.0%
111191	41110	Excise Tax - Auto	3,275,000	3,275,000	844,425.57	374,483.25	2,430,574.43	25.8%
111191	41111	Excise Tax Boat/ATV/S	24,000	24,000	3,950.90	1,002.90	20,049.10	16.5%
111191	41112	Excise Tax - Airplane	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL Taxes			50,458,810	50,458,810	2,121,565.71	1,628,284.12	48,337,244.29	4.2%
TOTAL REVENUES			50,458,810	50,458,810	2,121,565.71	1,628,284.12	48,337,244.29	
20 Licenses & Fees								
121111	42207	Passport Fees	20,000	20,000	.00	.00	20,000.00	.0%
121111	42209	Passport Picture Reve	6,500	6,500	.00	.00	6,500.00	.0%
121411	42100	Building Permits	220,000	220,000	131,713.08	94,051.78	88,286.92	59.9%
121411	42101	Electrical Permits	40,000	40,000	10,266.33	6,131.13	29,733.67	25.7%
121411	42102	Plumbing Permits	35,000	35,000	9,072.00	3,634.50	25,928.00	25.9%
121611	42200	Hunting & Fishing Lic	700	700	.00	.00	700.00	.0%
121611	42201	Dog License Fee	2,600	2,600	43.00	31.00	2,557.00	1.7%
121611	42202	Vital Statistics	47,500	47,500	7,040.00	4,023.00	40,460.00	14.8%
121611	42203	General Licenses	31,225	31,225	2,985.00	640.00	28,240.00	9.6%
121611	42204	Victulars/Innkeepers	23,785	23,785	2,935.00	725.00	20,850.00	12.3%
121611	42205	Shellfish Licenses	37,100	37,100	350.00	200.00	36,750.00	.9%
121611	42206	Neutered/Spayed Dog L	4,500	4,500	68.00	54.00	4,432.00	1.5%
121611	42210	Mooring fees	17,492	17,492	162.00	.00	17,330.00	.9%
121611	42215	Marijuana Licenses	10,800	10,800	5,525.00	625.00	5,275.00	51.2%
121911	42300	Planning Board Appl F	40,000	40,000	33,196.90	10,035.00	6,803.10	83.0%
122121	42400	Fire Permits	2,000	2,000	.00	.00	2,000.00	.0%
122221	42500	Conc Weapons Permits	400	400	75.00	75.00	325.00	18.8%
122221	42501	Parking Permit fee	300	300	150.00	75.00	150.00	50.0%
123131	42600	Public Works Opening	30,000	30,000	2,210.00	2,010.00	27,790.00	7.4%
TOTAL Licenses & Fees			569,902	569,902	205,791.31	122,310.41	364,110.69	36.1%
TOTAL REVENUES			569,902	569,902	205,791.31	122,310.41	364,110.69	

FOR 2021 02

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
30 Intergovernmental								
131132	43103	Highway Grant Fund	200,000	200,000	.00	.00	200,000.00	.0%
131142	43104	State General Assista	400,000	400,000	.00	.00	400,000.00	.0%
131152	43108	IFW-MerePoint Boat La	9,999	9,999	.00	.00	9,999.00	.0%
131190	43102	State Tax Exemption R	55,000	55,000	.00	.00	55,000.00	.0%
131192	43101	State Revenue Sharing	1,800,000	1,800,000	378,130.35	154,674.76	1,421,869.65	21.0%
131192	43106	Snowmobile Receipts	1,500	1,500	.00	.00	1,500.00	.0%
134546	43120	State Education Subsi	12,399,982	12,399,982	1,855,971.28	927,985.64	10,544,010.72	15.0%
TOTAL Intergovernmental			14,866,481	14,866,481	2,234,101.63	1,082,660.40	12,632,379.37	15.0%
TOTAL REVENUES			14,866,481	14,866,481	2,234,101.63	1,082,660.40	12,632,379.37	
40 Charges for services								
141111	44110	Agent Fee Auto Reg	70,000	70,000	15,195.00	6,839.00	54,805.00	21.7%
141111	44111	Agent Fee Boat/ATV/Sn	1,600	1,600	290.00	99.00	1,310.00	18.1%
141211	44121	Rental of Property	7,092	7,092	1,183.70	591.85	5,908.30	16.7%
141611	44131	Advertising Fees	0	0	470.81	109.42	-470.81	100.0%
142121	44155	Ambulance Service Fee	1,000,000	1,000,000	188,355.47	103,494.07	811,644.53	18.8%
142121	44166	Special Detail - Fire	1,500	1,500	648.00	.00	852.00	43.2%
142221	44161	Witness Fees	1,000	1,000	.00	.00	1,000.00	.0%
142221	44162	Police Reports	4,500	4,500	501.00	329.00	3,999.00	11.1%
142221	44163	School Resource Offic	96,408	96,408	.00	.00	96,408.00	.0%
142221	44165	Special Detail - Poli	3,000	3,000	7,503.00	1,860.50	-4,503.00	250.1%
142221	44167	Dispatch Services fee	150,745	150,745	25,886.00	12,943.00	124,859.00	17.2%
142221	44168	ACO Services fees	19,000	19,000	.00	.00	19,000.00	.0%
143131	44174	PW Labor & Materials	1,000	1,000	.00	.00	1,000.00	.0%
143431	44175	Recycling Revenue	15,000	15,000	3,518.40	.00	11,481.60	23.5%
144545	44100	School Tuition, etc	208,494	208,494	.00	.00	208,494.00	.0%
145051	44121	Rental of Property	2,000	2,000	1,700.00	850.00	300.00	85.0%
TOTAL Charges for services			1,581,339	1,581,339	245,251.38	127,115.84	1,336,087.62	15.5%
TOTAL REVENUES			1,581,339	1,581,339	245,251.38	127,115.84	1,336,087.62	
50 Fines & Penalties								
151611	45108	Gen License Late Pena	225	225	50.00	.00	175.00	22.2%

FOR 2021 02

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
151611 45109 Mooring Fee Late Pena	500	500	50.00	.00	450.00	10.0%
151611 45110 Victualers Lic Late P	270	270	.00	.00	270.00	.0%
151621 45103 Unlicensed Dog Fines	3,750	3,750	125.00	75.00	3,625.00	3.3%
152121 45107 Fire Code Violation F	0	0	200.00	200.00	-200.00	100.0%
152221 45100 Ordinance Fines	200	200	.00	.00	200.00	.0%
152221 45101 Parking Tickets	30,000	30,000	5,130.00	4,155.00	24,870.00	17.1%
152221 45102 Leash Law Fines	200	200	.00	.00	200.00	.0%
152221 45105 False Alarm Police	100	100	.00	.00	100.00	.0%
TOTAL Fines & Penalties	35,245	35,245	5,555.00	4,430.00	29,690.00	15.8%
TOTAL REVENUES	35,245	35,245	5,555.00	4,430.00	29,690.00	
60 Interest earned						
161193 46100 Interest Earned	100,000	100,000	7,211.17	7,211.17	92,788.83	7.2%
TOTAL Interest earned	100,000	100,000	7,211.17	7,211.17	92,788.83	7.2%
TOTAL REVENUES	100,000	100,000	7,211.17	7,211.17	92,788.83	
70 Donations						
171012 47000 Contrib from Portland	35,000	35,000	.00	.00	35,000.00	.0%
171952 47000 BDC Contrib to Econ D	25,000	25,000	.00	.00	25,000.00	.0%
TOTAL Donations	60,000	60,000	.00	.00	60,000.00	.0%
TOTAL REVENUES	60,000	60,000	.00	.00	60,000.00	
80 Use of fund balance						
181100 48000 Unapprop General Fund	650,000	1,291,000	.00	.00	1,291,000.00	.0%
184500 48004 School Balance Forwar	1,811,364	1,811,364	.00	.00	1,811,364.00	.0%
TOTAL Use of fund balance	2,461,364	3,102,364	.00	.00	3,102,364.00	.0%
TOTAL REVENUES	2,461,364	3,102,364	.00	.00	3,102,364.00	
90 Other						
191111 49000 Finance Miscellaneous	3,000	3,000	167.16	126.16	2,832.84	5.6%

FOR 2021 02

			ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
191111	49106	W/C Proceeds	0	0	68.67	.00	-68.67	100.0%
191192	49100	Cable Television	280,000	280,000	.00	.00	280,000.00	.0%
191611	49000	Town Clerk Miscellane	2,000	2,000	91.69	3.50	1,908.31	4.6%
191911	49000	Planning Miscellaneou	200	200	135.00	100.00	65.00	67.5%
192121	49000	Fire Miscellaneous	1,000	1,000	.00	.00	1,000.00	.0%
192294	49153	Police Vehicle Sales	1,500	1,500	.00	.00	1,500.00	.0%
194545	49000	School Miscellaneous	126,936	126,936	6,913.22	4,825.21	120,022.78	5.4%
195051	49000	Recreation Miscellane	500	500	5.00	.00	495.00	1.0%
199980	48100	General Fund Transfer	673,969	673,969	.00	.00	673,969.00	.0%
TOTAL Other			1,089,105	1,089,105	7,380.74	5,054.87	1,081,724.26	.7%
TOTAL REVENUES			1,089,105	1,089,105	7,380.74	5,054.87	1,081,724.26	
GRAND TOTAL			71,222,246	71,863,246	4,826,856.94	2,977,066.81	67,036,389.06	6.7%

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

ITEMS g and h



Town of Brunswick, Maine

INCORPORATED 1739

ECONOMIC AND COMMUNITY
DEVELOPMENT

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-721-0292

FAX 207-725-6663

MEMORANDUM

TO: John Eldridge
FROM: Sally Costello, Economic Development Director
SUBJECT: Project Briefings
DATE: September 8, 2020

Downtown Streetscape Renovation and Enhancement Project:

The project is currently in the design development stage and the consultant, Milone & MacBroom, is working through site-specific details related to the recommended design/scope of work. In response to public concern over the choice of sidewalk surfacing - specifically, the recommendation to use a combination of concrete and brick vs. all brick - the Town hired the consultant to conduct a specific investigation of the sidewalk surface materials. The final report provides data and information regarding various decision factors to include: initial costs, life cycle costs, maintenance, ADA, and durability that supports the recommended hybrid concrete/brick sidewalk design.

The results of the investigation were presented to the Streetscape Review Committee on Sept. 3rd; the consultant will present the project to MPIC on Sept. 22nd which will be broadcasted live on TV3 to facilitate public comment. Staff presented an overview of the project elements and the findings of the sidewalk surface investigation during a BDA retailer's meeting on Sept. 17th and they continue to work with individual property owners on specific site conditions to coordinate the new sidewalk and streetscaping elements.

Cook's Corner Redevelopment Plan - Overview

The Departments of Economic Development & Planning will be having a particular focus on the Cook's Corner area in the coming weeks and months. Given the pipeline of commercial and residential development, they have identified the need for a more coordinated redevelopment effort. The redevelopment plan will provide the vision and regulatory framework to manage our current and planned development/growth. Specific goals of the plan include: making improvements to our public transit, identifying the needs of the growing residential/commercial markets, improving roadway and site-specific infrastructure, and addressing both the function and aesthetics of the commercial developments. It is the goal of this coordinated redevelopment effort to create a "sense of place" for this critical commercial area facilitated through public-private partnerships.

- Proposed Cook's Corner Redevelopment Plan area
- The Department Heads and staff will be meeting with stakeholders in the area to discuss the vision and goals for the area this Fall.

ITEM 131
BACKUP

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Brunswick Town Council

FROM: Julie Erdman, Codes Enforcement Officer/Zoning Administrator

DATE: August 27, 2020

SUBJECT: Planning and Development Application Fees

I. INTRODUCTION

The Planning and Development Department amended its fee schedule last year effective July 3, 2019; and due to a scrivener's error a "per unit" alternative was not added under Subdivision application fees. It has been the department's practice to charge per unit when the "per lot" option does not apply. Please see the proposed revision below and in the amended Master Schedule attached.

Sketch Plan, Subdivision	\$125/Lot <i>or Unit</i>
Final Plan, Subdivision	\$175/Lot <i>or Unit</i>

II. ACTION REQUESTED

It is requested that the Town Council move to accept the attached revision to Appendix B: Master Schedule of Revenues, Charges, Fees and Fines.

**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on September 21, 2020 at 6:30 p.m. in the Council Chambers of the Brunswick Town Hall, 85 Union Street, **to consider amendments to the Codes Enforcement and Planning permit fees and fines in the Master Schedule of Revenues, Charges, Fees and Fines, Appendix B to the Code of Ordinances.** These additions must be accomplished in accordance with the Code and Charter requirements for ordinance amendments.

The text of the proposed ordinance is too extensive to be included with this notice. Anyone having questions about the proposed ordinance 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 _____, 2019

APPENDIX B MASTER SCHEDULE OF REVENUES, CHARGES, FEES AND FINES

Chapter 19—Planning and Development			
<i>Fees in this category are rounded to the nearest dollar</i>			
	7/3/2019	Major review, sketch plan—Subdivision	\$125.00/lot or Unit
		Major review, final plan – Subdivision	\$175.00/lot or Unit
		Major review, sketch plan—Site plan	New construction > 2,500 sq. ft. calculated at \$.05/sq. ft.; Others = \$200.00
		Major review, final plan—Site plan	New construction > 2,500 sq. ft. calculated at \$.12/sq. ft.; Others = \$200.00
		Reapproval, subdivision/site plan	\$200.00
		Minor amendment, subdivision/site plan (minor modification)	\$75.00
		Major amendment, subdivision/site plan	\$200.00
		Conditional use permit	\$500.00 (includes public hearing fee)
		Special permit	\$500.00 (includes public hearing fee)
		Minor (staff) review	\$200.00
		Public hearing	\$250.00
		Zoning ordinance amendment, text only	\$250.00
		Zoning ordinance amendment, map	\$450.00
		Shoreland zoning permit	\$50.00 (May also require development review application fee)
		Village review board, minor (staff approval)	\$25.00
		Village review board, major (board approval)	\$50.00

ITEM 132
BACKUP

Town of Brunswick, Maine



TOWN COUNCIL

A Resolution to Acknowledge Maine's Indigenous Cultures

WHEREAS, the Town of Brunswick recognizes Indigenous people have lived upon this land since time immemorial, and natives and non-natives have shared this community for hundreds of years; and

WHEREAS, the Town of Brunswick recognizes the historic, cultural, and contemporary significance of the Wabanaki and other Indigenous peoples in the lands that became known as the Americas, including Maine; and

WHEREAS, the idea of a day to celebrate Indigenous peoples and cultures was first proposed in 1977 by a delegation of Native nations to a United Nations – sponsored conference; and

WHEREAS, a growing number of cities, states, and communities around the Country have declared the importance of a day to celebrate Indigenous peoples and cultures; and

WHEREAS, the Town Council of Brunswick wishes to recognize and honor the Wabanaki, a Confederation of five principal tribes, the Mi'kmaq, Maliseet, Passamaquoddy, Abenaki and Penobscot, and other Indigenous Peoples to better reflect the experiences of native peoples and to hold in esteem their roots, history, and contributions;

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Brunswick recognizes the second Monday in October as Indigenous Peoples Day, and encourages enhanced knowledge of the Wabanaki and of our shared history and future.

*Resolution Adopted by the Town Council of Brunswick, Maine this twenty first day of September,
2020*

John Perreault, Chair – Town Council

ITEM 133
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN CLERK

MEMORANDUM

TO: Town Council

FROM: Fran Smith, Town Clerk

DATE: September 15, 2020

SUBJECT: Permission to expand voting to Coffin School

This memo serves as a request for the Council to vote on expanding voting to Coffin School in addition to Brunswick Junior High School.

As you are aware, the Governor's executive order allows only 50 people, including workers and observers, to be in the polling location at any given time. In order to maximum the number of voters inside at a time, I would like to use the gymnasiums at both gyms, splitting the voter list by last name. As you are aware, they share a common entrance driveway and parking lot. We will have extensive signage to direct voters to the appropriate building.

This action requires approval from the Secretary of State's office, with whom I have spoken. Until they check with legal staff they will not commit to giving us permission since we would be utilizing two different buildings. I am hopeful we can work out the details and get them to approve it. As the Council does not meet again until after the deadline for polling place changes for this Election, I would like the Council's permission to go forward at this time, so that we may proceed upon approval.

ITEM 134
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: September 16, 2020

SUBJECT: Maine Municipal Association (MMA)
Workers Compensation Safety Incentive Program

Our current Leader Credit for Workers' Compensation with Maine Municipal Risk Management will expire at the end of this year. Maine Municipal's new Workers' Compensation Safety Incentive Program (WCIPS) is replacing the Leader Program and offers up to a 10% credit on a three tier basis as outlined below:

- Tier I 5.0%
- Tier II 7.5%
- Tier III 10.0%

Maine Municipal Risk Management Services has designed the program to improve workplace safety and the workers' compensation experience by:

- Reducing the incidence of injury and illness throughout the operations
- Improve overall safety in the work environment
- Maintain lines of communication with all employees
- Protect assets
- Promote a self-sustaining safety culture
- Utilize best practices claim management
- Provide financial incentives which reward our partnership toward safety

On May 1, 2020 our Acknowledgement was submitted to MMA Risk Management Services well before the June 1st deadline. The next step is to have Town Council to approve the attached Resolution on or before October 1, 2020. The last requirement is to submit the attached Data Verification Form on or before October 1st.

If you have any questions or require additional information, please let me know.

Cc: Human Resources Manager

1111 Maine Municipal Association

Important Dates

IMPORTANT UPDATE: DEADLINE EXTENSION

The on-going response to the Coronavirus pandemic has created many challenges for all of us as we look for ways to stay in contact with and provide services to the public. We at MMA understand some municipal offices have closed, some are operating with reduced staffing, while others have reduced hours of operation.

MMA Risk Management Services wants all of our members to have as much time as possible to review, decide, and act on their involvement in the Workers Compensation Safety Incentive Program. To assist with this, we are, for 2020 only, going to extend the deadlines for members to send the WCSIP Acknowledgement, Resolve, and the Data Verification for Tier Assignment to MMA.

For 2020 only;

The Acknowledgment will be due on or before July 1.

The Resolve will be due on or before October 1.

The Data Verification form will remain due to us on or before October 1.

Please send all completed forms or forward any questions to us at WCSIP@memun.org.

WCSIP Program

- [Introduction](#)
- [Overview](#)
- [Criteria](#)

Forms

- [Acknowledgment](#)
- [Resolve](#)
- [Verification](#)
- [Facility Survey](#)

Plans

- [Personal Protection Equipment](#)
- [Slip, Trip & Fall](#)
- [Lifting](#)
- [ErgQ](#)
- [Incident Review](#)
- [Safety Committee](#)
- [Return to Work](#)

Workers' Compensation Safety Incentive Program - Introduction

Maine Municipal Association Risk Management Services has designed a program to work in partnership with our Workers' Compensation Fund members to improve workplace safety and the member's workers' compensation experience. The goals of this program are to:

- Reduce the incidence of injury and illness throughout the operations
- Improve overall safety in the work environment
- Maintain lines of communication with all employees
- Protect members assets
- Promote a self-sustaining safety culture
- Utilize best practices claim management
- Provide financial incentives which reward our partnership toward safety

Participation in the program will be on a voluntary basis and eligible credits will be applied effective January 1, 2021. These credits will only be added at the next renewal (no mid-term adjustments will be made). Each member must elect to be part of the program on or before

Helpful Links

- [MDOL Directives](#)
- [WCB Preferred Providers](#)
- [MMA Online University](#)

April 1 and provide all completed documentation by September 1. The Risk Management

Services team will work with the member to help achieve its safety goals.

Each qualifying member may receive an incentive credit up to 10%. The program is tiered into three levels based on documented performance. The tiers and associated credits are:

- Tier 15%
- Tier 117.5%
- Tier 111 10%

The application of a tier credit will not reduce the annual contribution below the minimum contribution level. However, for those members affected by the minimum contribution level (currently \$500 or less) they will receive additional consideration as part of a safety enhancement grant application.



**MMA WORKERS' COMPENSATION SAFETY INCENTIVE PROGRAM
RESOLVE FORM**

Whereas, the **Town of Brunswick** is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund");
And

Whereas, Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and

Whereas, MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and

Whereas, MMA will provide necessary written program information, and offer assistance to participants; and

Whereas, WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and

Whereas, the **Town of Brunswick** is committed to providing a safe environment for its employees, citizens, and visiting public; and

Whereas, the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

Now Therefore Be It Resolved By The Brunswick Town Council to elect to participate in the MMA Workers' Compensation Safety Incentive Program.

Be It Further Resolved that the Town Manager and Town Clerk be authorized to forward a copy of this resolution to MMA and to further attest that it is a true copy of the action taken by the Town Council.

Dated this 21st Day of September, 2020

Attest by _____

Member's Name: Town of Brunswick

Please place a check in all boxes that apply to your organization:

Verification Questions			
Resolve adopted and submitted to MMA	<input type="checkbox"/>		
All departments meet MDOL compliance directive requirements	<input type="checkbox"/>		
Agrees to respond MMA corrective action recommendations within 30 days	<input type="checkbox"/>		
A Personal Protective Equipment safety plan is implemented for all required department	<input type="checkbox"/>		
Annual administrative review of safety policies is documented	<input type="checkbox"/>		
Key personnel assigned safety responsibilities	<input type="checkbox"/>		
A process to communicate safety concerns to all employees is in place	<input type="checkbox"/>		
Leadership is aware of and reviews accidents	<input type="checkbox"/>		
A slip trip and fall safety policy is in place		<input type="checkbox"/>	
A lifting and back safety policy is in place		<input type="checkbox"/>	
An office ergonomics safety policy is in place		<input type="checkbox"/>	
A safety committee holds meetings at least quarterly and minutes are documented		<input type="checkbox"/>	
Incident reviews (i.e. accidents, near misses) are conducted to find appropriate root cause(s) of reported occurrences. Corrective recommendations are implemented		<input type="checkbox"/>	
Facility and equipment self-inspections are completed annually and documented		<input type="checkbox"/>	
Preferred providers are used		<input type="checkbox"/>	
Employee training is documented			<input type="checkbox"/>
A written incident review policy is in place			<input type="checkbox"/>
A wellness program or similar alternative is offered to employees			<input type="checkbox"/>
A return-to-work policy (light-duty) for all departments is in place			<input type="checkbox"/>
Leadership attends/participates in Safety Committee meetings, trainings and other safety events			<input type="checkbox"/>

E-Signature:

Title: Town Manager

Date: 09/16/2020

RETURN TO: WCSIP@memun.org or fax to (207)624-0127

CONSENT AGENDA - A BACK UP MATERIALS

Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

MEMORANDUM

TO: John Eldridge, Town Manager
FROM: Ryan Barnes, Town Engineer
DATE: September 10, 2020
SUBJECT: Utility Location Permit Application, Permit # ULP-20-08
Central Maine Power
Utility Pole Installation – Bath Road

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

Central Maine Power seeks authorization to install one (1) new utility pole (pole 145H), 30' east of utility pole 145 on Bath Road.

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

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

Town of Brunswick
Public Works Department

Application for Utility Location Permit

DATE 9/9/2020

Permit Number: ULP-20-08
(to be provided by Town)

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

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

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

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

Name of Street: Bath Road

Starting Point: Pole 145 End Point: Pole 145 H

Minimum Depth of Cover _____ (if applicable) Maximum PSI _____ (if applicable)

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

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

Name of Newspaper: _____

Signature of Utility: Thomas M Sansouci

Print Name and Title: Thomas M Sansouci Line Supervisor

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

**Central Maine Power
Town Pole Permit
Fax Cover Sheet**

9/4/20

Town of Brunswick- 207-725-6663

Central Maine Power fax - 207-629-4752

5 pages (including cover)

Please sign and return Pole Permit

Email lineclerknewservice@cmpco.com

or

FAX 207-629-4752

10300689016

801000306615

BRUNSWICK -BATH ROAD

If you have any questions please call 1-800-750-4000

①

Auto Fill Form for:
4501 - 4502 - 4503

Notification: <input type="text" value="10300689016"/>	<input checked="" type="checkbox"/> Not Published
Work Order: <input type="text" value="801000306615"/>	<input type="checkbox"/> Public Notice of this application has been given by publishing the text of the same
Field Planner Name: <input type="text" value="Wayne Potvin"/>	In: <input type="text"/>
Field Planner Phone #: <input type="text" value="207-242-9754"/>	On: <input type="text"/>
Date: <input type="text" value="Aug 26, 2020"/>	

City / Town:

To the: City
 Town
 County of: , Maine

CMP applying for: Overhead URD

- Starting Point:
- Road (State & CMP):
- Direction:
- Distance: feet
- Number of Poles:

TEL CO: <input type="text" value="FairPoint New England"/>	Refer To Field Planner Web Page for selecting the appropriate Tel Co. Home Page > Field Planner Resources > Telco Information
--	---

If you only need 1 copy of the 4502 Form, just click "Print Form" A print dialogue will open, click print to print all 3 forms.

If you need multiple copies of the 4502 Form, click "Print Form" A print dialogue will open, again, click print to print all. After you print all, click "Print Form" again, but this time select print range page "3" only and select the number of copies you need

Form 4501

2

Notification: 10300689016

Work Order: 801000306615

CENTRAL MAINE POWER COMPANY
APPLICATION FOR POLE LOCATION OR UNDERGROUND LOCATION

In the City/Town of: Brunswick, Maine

To the: City

Town

County of: Cumberland, Maine

Central Maine Power hereby applies for permission to:

Construct and maintain poles together with attached facilities and appurtenances upon, along or across certain streets and highways in said City/Town as described below.

Construct and maintain buried cables, conduits, manholes and handholes, together with wire and cables, transformers, cutouts, and other equipment therein, under, along, and across certain streets and highways in said City/Town as described below.

Central Maine Power Company and Consolidated Comm of Northern New England
FairPoint New England

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

1. Starting Point: pole 145

2. Road (State & CMP): Bath Road

3. Direction: east

4. Distance: 30 feet

5. Number of Poles: 1

Overhead wires shall have a minimum clearance of 18 feet over the public highway and be constructed to conform with the requirements of the National Electric Safety Code.

Buried cable facilities shall be placed at a minimum depth of 36 inches under pavement and 30 inches elsewhere and be constructed to conform with the requirements of the National Electric Safety Code.

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

Public Notice of this application has been given by publishing the text of the same

Not Published

In: _____

On: _____

CENTRAL MAINE POWER COMPANY

Consolidated Comm of Northern New England

FairPoint New England

By: Wayne Potvin

Date: Aug 26, 2020

By: Jessica Theriault Date: 9/2/2020
Jessica Theriault - Right of Way

4

Form 4503

Notification: 10300689016

Work Order: 801000306615

LOCATION PERMIT

Consolidated Comm of Northern New England

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

dated Aug 26, 2020, asking for permission, in accordance with law, to construct and maintain poles, buried cables, conduits, and transformers, together with attached facilities and appurtenances over, under, along or across certain highways and public roads in the location described in said application, permission is hereby given to construct, reconstruct, maintain and relocate in substantially the same location, said facilities and appurtenances in the City / Town of Brunswick

approximately located as follows:

- 1. Starting Point: pole 145
- 2. Road (State & CMP): Bath Road
- 3. Direction: east
- 4. Distance: 30 feet
- 5. Number of Poles: 1

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

By: _____

By: _____

By: _____

By: _____

By: _____

Municipal Officers

Office of the _____

Received and Recorded in Book _____, Page _____

Attest: _____

Clerk

CONSENT AGENDA - B BACK UP MATERIALS

Draft
BRUNSWICK TOWN COUNCIL
Minutes
August 3, 2020
Executive Session – 6:00 P.M.
Regular Meeting - 6:30 P.M.
Council Chambers
Town Hall
85 Union Street

MEETING VIA ELECTRONIC DEVICES

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; Sally Costello, Economic Development Director; Julia Henze, Finance Director; and TV video crew

Executive Session: Executive Session to Discuss a Personnel Matter per 1 M.R.S.A. §405(6)(A)

Chair Perreault moved, Councilor Watson seconded, to go into executive session to discuss a personnel matter per 1 M.R.S.A. §405(6)(A). The motion carried with nine (9) yeas.

Meeting resumed at 7:07 p.m.

Adjustments to the Agenda: None

Public Comments (for items not on the agenda) *(This item was discussed at 7:07 p.m.)*
None

MANAGER’S REPORT *(This item was discussed at 7:07 p.m.)*

a) **Nomination papers for Town Council and School Board**

Fran Smith, Town Clerk, provided this update.

PUBLIC HEARINGS

Town Council Minutes

August 3, 2020

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- 107. The Town Council will hear public comments on an amendment to the Marijuana Licensing Ordinance, and will take any appropriate action. (Town Clerk) (This item was discussed at 7:12 p.m.)**

Manager Eldridge introduced this item.

The Council supported unanimously to suspend the rules to vote tonight.

Councilor Wilson moved, Councilor Walker seconded, to adopt the proposed amendment to the Marijuana Establishment Licensing Ordinance. The motion carried with nine (9) yeas.

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

- 108. The Town Council will consider supporting a pass-through grant for the Good Shepherd Food Pantry from the Department of Economic and Community Development for food-relief partners in non-entitlement areas across Maine, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 7:16 p.m.)**

Sally Costello, Economic Development Director, introduced this item.

Karen Parker, MidCoast Hunger Prevention, spoke regarding this item.

Chair Perreault and Councilor Watkinson spoke a regarding this item.

Chair Perreault closed the public hearing.

Chair Perreault moved, Councilor Watkinson seconded, for the Town of Brunswick to enter into a service contract with the State Department of Housing and Community Development to pass through funds from the 2020 CDBG CV-19 Urgent Need Food Security Program to the Good Shepherd Food Bank for distribution to food-relief partners across Maine. The motion carried with nine (9) yeas.

NEW BUSINESS

- 109. The Town Council will consider the following request for a Seller of Prepared Food on Public Way license for a business on the Brunswick Mall, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 7:26 p.m.)**

Mr. Tuna

Fran Smith introduced this item.

Owner of Mr. Tuna spoke regarding this item.

Chair Perreault moved, Councilor Ankeles seconded, to approve Mr. Tuna for a license as a Seller of Prepared Food on Public Way on the Brunswick Mall. The motion carried with nine (9) yeas.

110. The Town Council will consider setting a public hearing for August 17, 2020 for adoption of proposed zoning ordinance text amendments regarding Conditional Use Permits, and will take any appropriate action. (Planning Board) *(This item was discussed at 7:30 p.m.)*

Matt Panfil, Director of Planning and Development, introduced this item

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

Chair Perreault moved, Councilor Mason seconded, to set a public hearing for August 17, 2020 for proposed zoning ordinance text amendments regarding Conditional Use Permits. The motion carried with nine (9) yeas.

111. The Town Council will consider setting a public hearing for August 17, 2020 for proposed amendments to the Town Charter, and will take any appropriate action. (Town Manager Eldridge) *(This item was discussed at 7:46 p.m.)*

Manager Eldridge introduced this item.

Chair Perreault moved, Councilor Watkinson seconded, to set a public hearing for August 17, 2020 on proposed amendments to the Town Charter. The motion carried with nine (9) yeas.

112. The Town Council will consider appointing a member to Maine Municipal Association's Legislative Policy Committee, and will take any appropriate action. (Town Manager Eldridge) *(This item was discussed at 8:00 p.m.)*

Manager Eldridge introduced this item.

Councilor Wilson spoke regarding this item.

Chair Perreault moved, Councilor Watkinson seconded. to appoint Councilor Wilson as Brunswick's representative to MMA's Legislative Policy Committee. The motion carried with nine (9) yeas.

113. The Town Council Chair will consider the nomination of an elected or appointed official from the Town of Brunswick's Senate District to Maine Municipal Association's Legislative Policy Committee, and will take any appropriate action. (Town Manager Eldridge) *(This item was discussed at 8:05 p.m.)*

Manager Eldridge introduced this item.

This item was not done at this time pending nominations from MMA

114. The Town Council will consider a “Resolution Supporting Equitable Health Care for All Maine Residents”, and will take any appropriate action. (Councilor Dan Ankeles) (This item was discussed at 8:06 p.m.)

Councilor Ankeles has requested that the attached resolution be considered by the Town Council.

Councilor Watson spoke regarding this item.

Bill Clark, Brunswick resident

Jean Sawyer, Brunswick resident spoke regarding this item.)

Councilor Ankeles moved, Councilor Watson seconded Motion to adopt “Resolution Supporting Equitable Health Care for All Maine Residents” with adding extra health care including medical, vision, and hearing. The motion carried with nine (9) yeas.

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

115. The Town Council will consider appointments to the Town’s Boards and Committees, and will take any appropriate action. (Appointments Committee) (This item was discussed at 8:23 p.m.)

Councilor Ankeles nominated Bethany Taylor to the Downtown and Pleasant Street Master Plan Implementation Committee as creative economy/non-profit member. The Council support this appointment with nine (9) yeas.

Correspondence

Councilor Watson spoke regarding the August 17th Groundbreaking for the Veteran’s Plaza.

Councilor Ankeles spoke regarding the Bicycle and Pedestrian Committee.

Councilor Watkinson spoke on the Comprehensive Plan Committee.

CONSENT AGENDA

a) **Approval of the minutes of July 6 and July 20, 2020:** .

Chair Perreault moved, Councilor Watson seconded, to approve the Consent Agenda.

Town Council Minutes

August 3, 2020

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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 8:35 p.m.

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

Frances M. Smith

Town Clerk

August 31, 2020

September 8, 2020

Date of Approval

Council Chair

Draft
BRUNSWICK TOWN COUNCIL
Minutes
August 17, 2020
6:30 P.M. - Regular Meeting
Council Chambers
Town Hall
85 Union Street

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

Councilors Absent: Councilor Mason and Councilor Jenkins

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Sally Costello, Economic Development Director; Matt Panfil, Director of Planning and Development; and TV video crew

Chair John Perreault opened the meeting.

Adjustments to Agenda: None

Public Comments/Announcements (for items not on the agenda) *(This item was discussed at 6:33 p.m.)*

Lucy Derbyshire, Bath, Maine, thanked Council and Police Department

Kathy Wilson spoke about the 100th anniversary for the right to vote for women.

MANAGER'S REPORT *(This item was discussed at 6:36 p.m.)*

a) Financial update

Manager Eldridge provided this update.

b) Nomination papers

Fran Smith, Town Clerk, provided this update.

PUBLIC HEARING

116. The Town Council will hear public comments on proposed amendments to the Town Charter, and will take any appropriate action. (Town Manager) *(This item was discussed at 6:38 p.m.)*

Chair Perreault opened the public hearing.

Town Council Minutes

August 17, 2020

Page 2

Manager Eldridge introduced this item.

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

Chair Perreault moved, Councilor Watkinson seconded, to to direct the Town Attorney to draft the ballot question(s) to be voted on by Brunswick citizens in November and to leave public hearing open until September 8 when a decision will be made. The motion carried with seven (7) yeas.

The public hearing will continue on September 8, 2020.

117. The Town Council will hear public comments on proposed zoning ordinance text amendments regarding Conditional Use Permits, and will take any appropriate action. (Planning Board) (This item was discussed at 6:59 p.m.)

Chair Perreault opened the public hearing.

Matt Panfil introduced this item.

Councilor Walker, Councilor Ankeles, Councilor Watkinson, and Chair Perreault asked questions to which staff responded.

The following people spoke regarding this item:

Carol Liscovitz, former Planning Board member.

Attorney, Portland for affected business

Ken Fredette, 19 Rugosa Way

Greg Hastening, owner 3 Business Parkway

Councilor Watkinson and Councilor Ankeles spoke regarding this item.

Chair Perreault closed the public hearing.

No objection to voting this week.

Councilor Watkinson moved, Councilor Wilson seconded, to adopt proposed zoning ordinance text amendments to the Brunswick Zoning Ordinance regarding Conditional Use Permits with restoring criteria number 5 to have reference to comprehensive plan and adding criteria #6 that is the #2 recommendation from the Planning Board. The motion carried with six (6) yeas. Councilor McGrath abstained since he works for the firm representing an affected business

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

NEW BUSINESS

- 118. The Town Council will consider adopting “A Proclamation Recognizing September as National Childhood Cancer Awareness Month”, and will take any appropriate action. (Chair John Perreault) (This item was discussed at 7:47 p.m.)**

Chair Perreault spoke regarding this item

Manager Eldridge read the Proclamation.

Chair Perreault moved, Councilor Watson seconded, to adopt “A Proclamation Recognizing September as National Childhood Cancer Awareness Month”. The motion carried seven (7) yeas.

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

- 119. The Town Council will consider setting a public hearing for September 8, 2020 for acceptance of an Economic Development/Business Assistance CDBG grant for Natural Selections, Inc. (Wild Oats), and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 7:53 p.m.)**

Ms. Costello introduced this item and responded to questions from Councilor Watkinson and Chair Perreault.

Councilor Watkinson moved, Councilor Walker seconded, to set a public hearing for September 8, 2020, to move forward with the CDBG grant process. The motion carried with seven (7) yeas.

- 120. The Town Council will consider “A Resolution Authorizing the Town Manager to Continue Developing the Downtown Streetscape Enhancement Project and to Pursue Grant Funding to Finance the Project, and Stating the Council’s Intention to Utilize TIF Revenues for the Purpose of Financing the Project”, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 7:58 p.m.)**

Ms. Costello and Manager Eldridge spoke regarding this item and responded to questions from Councilor Walker, Councilor Ankeles, and Chair Perreault.

Chair Perreault moved, Councilor Wilson seconded, to adopt “A Resolution Authorizing the Town Manager to Continue Developing the Downtown Streetscape Enhancement Project and to Pursue Grant Funding to Finance the Project, and Stating the Council’s Intention to Utilize TIF Revenues for the Purpose of Financing the Project”. The motion carried with seven (7) yeas.

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

Town Council Minutes

August 17, 2020

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- 121. The Town Council will consider providing return postage for absentee ballots, and will take any appropriate action. (This item was discussed at 8:08 p.m.)**

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

Councilor Watkinson moved, Councilor McGrath seconded, to include return postage for absentee ballots. The motion carried with five (5) yeas. Councilor Wilson and Councilor Watson were opposed.

- 122. The Town Council will consider the slate of proposed nominees to serve on the Maine Municipal Association's (MMA) Executive Committee as selected by the MMA Nominating Committee, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:40 p.m.)**

Councilor Wilson moved, Councilor Watson seconded, to accept the slate of nominees for MMA Vice President and Executive Committee members as presented on the ballot. The motion carried with seven (7) yeas.

Councilor Watson moved, Councilor Walker seconded, to adjourn. The motion carried with seven (7) yeas.

The meeting adjourned at 8:47 p.m.

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

*Frances M. Smith
Town Clerk
September 14, 2020*

September 21, 2020
Date of Approval

Council Chair

**Draft
Brunswick Town Council
Special Meeting
Minutes
September 3, 2020
6:30 pm**

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: Councilor Toby McGrath.

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Julia Henze, Finance Director; Taylor Burns, Assessor; and TV video crew.

Chair John Perreault opened the meeting.

- 1. The Town Council will discuss the estimated 2020-21 municipal taxable value, and will take any appropriate action.**

Manager Eldridge and Julia Henze, Finance Director, introduced this item.

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

Taylor Burns, Assessor, responded to questions from Councilor Walker.

Councilor Mason moved, Councilor Wilson seconded, to keep the tax rate as voted in June at 3.3%. The motion carried with seven (7) yeas. Chair Perreault was opposed, and Councilor McGrath left prior to the vote.

Councilor Watson moved, Councilor Walker seconded, to adjourn the meeting. The motion carried with eight (8) yeas.

The meeting adjourned at 7:08 p.m.

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

*Frances M. Smith
Town Clerk
September 9, 2020*

September 21, 2020
Date of Approval

Council Chair

Draft
BRUNSWICK TOWN COUNCIL
Minutes
September 8, 2020
Executive Session 6:00 P.M.
6:30 P.M. – Regular Meeting
Council Chambers
Town Hall
85 Union Street

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

Councilors Absent: Councilor Toby McGrath.

Town Staff Present: John S. Eldridge, III, Town Manager; Fran Smith, Town Clerk; Sally Costello, Economic Development Director; Tom Farrell, Parks and Recreation Director; Matt Panfil, Director of Planning and Development; and TV video crew.

Chair John Perreault opened the meeting.

EXECUTIVE SESSION

Chair Perreault moved, Councilor Watson seconded, to go into executive session to discuss acquisition of real property per 1 M.R.S.A. §405(6)(C). The motion carried with eight (8) yeas.

The meeting resumed at 6:30 p.m.

Adjustments to Agenda: None

Public Comments/Announcements: None

PUBLIC HEARING

116. Public hearing continued from August 17, 2020 - The Town Council will hear public comments on proposed amendments to the Town Charter, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 6:32 p.m.)

Chair Perreault continued the public hearing from the last meeting.

Manager Eldridge introduced this item.

Stephen Langsdorf, Town Attorney, spoke regarding this item.

Chair Perreault closed the public hearing.

Chair Perreault moved, Councilor Mason seconded, to place three (3) Town of Brunswick Charter amendments and their summaries on the ballot for the November 3, 2020 election by adopting this order. The motion carried with eight (8) yeas.

(A copy of order with the questions will be attached to the official minutes.)

- 123. The Town Council will hear public comments regarding the acceptance of an Economic Development/Business Assistance CDBG Grant for Natural Selections, Inc., (Wild Oats), and will take any appropriate action. (Town Manager Eldridge)**
(This item was discussed at 6:41 p.m.)

Chair Perreault opened the public hearing.

Sally Costello, Director of Economic Development, read a memo with information on this grant.

Councilor Wilson spoke regarding this item.

Ms. Costello responded to questions from Councilor Wilson, Councilor Watson, and Councilor Ankeles.

Rick Wilson, 171 Brackett Road and Brunswick teacher, spoke regarding this item.

Chair Perreault spoke regarding this item.

Manager Eldridge indicated that the Council received email from Dan Lord, 22 Columbia Avenue. It will be entered as part of the record.

Becky Shepherd, owner of Wild Oats, spoke regarding this item and responded to questions from Chair Perreault.

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

Chair Perreault closed the public hearing.

Chair Perreault moved, Councilor Watkinson seconded, to approve moving forward with the CDBG grant process. The motion carried with eight (8) yeas.

(A copy of the memo from Sally Costello, Economic Development Director, the email from Mr. Lord, and the adopted order will be attached to the official minutes.)

NEW BUSINESS

- 124. The Town Council will hear a presentation from Bowdoin College administrators detailing their plans for opening the college campus to a portion of its students in light of the COVID-19 pandemic, and will take any appropriate action. (Town Manager Eldridge)** *(This item was discussed at 7:04 p.m.)*

Manager Eldridge introduced this item.

Clayton Rose, President of Bowdoin College, spoke regarding this item and responded to questions from Councilor Ankeles, Councilor Walker, Chair Perreault, and Councilor Watkinson.

Councilor Watkinson and Councilor Wilson spoke regarding this item.

Matt Orlando, Senior Vice President for Bowdoin, spoke regarding this item.

Mike Ranen, Director of Resident Life for Bowdoin, spoke regarding this item.

Janet Lohmann, Dean of Student Affairs for Bowdoin College, spoke regarding this item.

Bowdoin staff answered questions for Councilor Watkinson and Chair Perreault.,

125. The Town Council will consider adopting “May We Never Forget”, a resolution regarding the remembrance of the September 11, 2001 terror attacks, and will take any appropriate action. (Councilor David Watson) (This item was discussed at 7:45 p.m.)

Councilor Watson introduced this item and read the proclamation.

Councilor Watson moved, Councilor Wilson seconded, to adopt “May We Never Forget”, a resolution regarding the September 11, 2001 terror attacks on our country. The motion carried with eight (8) yeas.

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

126. The Town Council will consider a Use Agreement between the Town and Central Maine Power that allows the Town to install and maintain certain structures located within CMP’s existing transmission line easement, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 7:49 p.m.)

Manager Eldridge introduced this item.

Manager Eldridge and Tom Farrell spoke regarding this item and answered questions from Chair Perreault, Councilor Ankeles, Councilor Walker, Councilor Wilson, Councilor Jenkins and Councilor Watson.

Councilor Watkinson, Councilor Jenkins, Councilor Mason, Councilor Watson, and Chair Perreault spoke regarding this issue.

Chair Perreault moved, Councilor Watkinson seconded, to approve the Use Agreement with Central Maine Power with the conditions as listed in the agreement. The motion carried with seven (7) yeas. Councilor Ankeles was opposed.

(A copy the use agreement will be attached to the official minute.)

- 127. The Town Council will consider adopting “A Resolution Authorizing the Creation of an Economic Development Specialist/Grant Writer Position, and Appropriating \$63,000 from Cook’s Corner Tax Increment Financing (TIF) Revenues for the Purpose of Funding the Position Beginning November 1, 2020, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:18 p.m.)**

Manager Eldridge introduced this item.

Councilor Watkinson spoke regarding this item.

Councilor Walker and Councilor Watkinson asked questions to which Ms. Costello and Manager Eldridge responded.

Chair Perreault moved, Councilor Watkinson seconded, to adopt a “Resolution Authorizing the Creation of an Economic Development Specialist/Grant Writer Position, and Appropriating \$63,000 from Cook’s Corner Tax Increment Financing (TIF) Revenues for the Purpose of Funding the Position Beginning November 1, 2020”. The motion carried with eight (8) yeas.

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

- 128. The Town Council will consider adopting “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$300,000 from Available Unassigned General Fund Revenues to Fund Unanticipated Expenditures to Replace Three Rooftop HVAC Units on Town Hall”, and will take any appropriate action. (Town Manager Eldridge) (This item was discussed at 8:25 p.m.)**

Manager Eldridge introduced them and responded to questions from Councilor Walker.

Chair Perreault moved, Councilor Mason seconded, to adopt “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$300,000 from Available Unassigned General Fund Revenues to Fund Unanticipated Expenditures to Replace Three Rooftop HVAC Units on Town Hall”. The motion carried with eight (8) yeas.

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

- 129. The Town Council will consider changing the language ordinance to the Planning fee schedule to reflect a per unit fee as well as the per lot fee, and will take any appropriate action. (Planning and Development Department) (This item was discussed at 8:31: p.m.)**

Manager Eldridge introduced this item

Chair Perreault moved, Councilor Wilson seconded, to set a public hearing for September 21, 2020, for amendments to Appendix B: Master Schedule of Revenues, Charges, Fees and Fines regarding adding a “per unit” fee under Subdivision application fees. The motion carried with eight (8) yeas.

130. The Town Council will consider appointments to the Town’s Boards and Committees, and will take any appropriate action. (Appointments Committee) *(This item was discussed at 8:33 p.m.)*

Councilor Ankeles made the following nominations

- Cory Theberge for reappointment to the Rivers and Coastal Waters Commission for a term to expire on 05/01/2023
- William Steinbock for reappointment to the Village Review Board for a term that expire 10/20/22.

The Council supported the nominations with eight (8) yeas.

CORRESPONDENCE/COMMITTEE REPORTS *(This item was discussed at 8:34: p.m.)*

Recycling & Sustainability Committee provided a vision statement for the Council to read.

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

Councilor Watson moved, Councilor Ankeles seconded, to adjourn the meeting. The motion carried with eight (8) yeas.

The meeting adjourned at 8:35 p.m.

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

*Frances M. Smith
Town Clerk
September 9, 2020*

September 21, 2020
Date of Approval

Council Chair

CONSENT AGENDA - C BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on September 8, 2020 for consideration paid, release to **Troy Rogers**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
34262	181	August 25, 2017	2016
35093	139	August 24, 2018	2017
35911	344	August 23, 2019	2018

The real estate is located in the Town of Brunswick, County of Cumberland and State of Maine, and is described as follows:

A certain Mobile Home on land depicted as Map 051 Lot 001 Sub 000 Typ 455 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated April 1, 2016, April 1, 2017 and April 1, 2018.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this **21st** day of **September 2020**.

Signed, Sealed and Delivered by John S. Eldridge, III, Town Manager of the Town of Brunswick.

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

September 21, 2020

Personally appeared the above named John S. Eldridge, III, Town Manager of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

Chelsea Burnell
Notary Public
Commission expires – December 5, 2024

CONSENT AGENDA - D BACK UP MATERIALS

MUNICIPAL QUITCLAIM DEED

The Town of Brunswick, a body corporate, located at 85 Union Street, Brunswick, Maine, by and through its Town Manager duly authorized by its Town Council, on September 21, 2020 for consideration paid, release to **Giberson, Bruce A & Glenys N JT**, of Brunswick, ME any interest the Town of Brunswick may have acquired in real estate by virtue of Tax Lien Certificates filed in the Cumberland County Registry of Deeds as follows:

Book	Page	Date Recorded	For Tax Year
35093	33	August 24, 2018	2017
35912	28	August 23, 2019	2018
37091	179	August 25, 2020	2019

The real estate is located in the Town of Brunswick, County of Cumberland and State of Maine, and is described as follows:

A certain parcel of land with any buildings depicted as Map 016 Lot 003 Sub 000 Typ 005 as shown on the Tax Maps and further described in the records of the Tax Assessor of the Town of Brunswick, Maine. Said maps and records dated, April 1, 2017, April 1, 2018, and April 1, 2019.

The Town of Brunswick has caused this instrument to be signed in its corporate name by its duly authorized Town Manager this 21th day of **September 2020**.

Signed, Sealed and Delivered by John S. Eldridge, III, Town Manager of the Town of Brunswick.

TOWN OF BRUNSWICK

Witness

John S. Eldridge, III
Town Manager

STATE OF MAINE
Cumberland, ss.

September 21, 2020

Personally appeared the above named John S. Eldridge, III, Town Manager of the Town of Brunswick, and acknowledged the above instrument to be his free act and deed in his said capacity and the free act and deed of the Town of Brunswick.

Before me,

Chelsea Burnell
Notary Public
Commission expires – December 5, 2024