

BRUNSWICK TOWN COUNCIL

Agenda

October 5, 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>

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 885 5454 0270 and the passcode 848671 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 of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

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

MANAGER'S REPORT

- a) Absentee Ballots
- b) BSC Diversity, Equity, and Inclusion Superintendent Steering Committee

- c) Dredge Harvesting Prohibition in the New Meadows River
- d) Capital Improvement Programming Process
- e) Financial Statement Audit
- f) Graham Road Landfill

PUBLIC HEARING

135. The Town Council will hear public comments on the following Special Amusement license applications, and will take any appropriate action. (Town Manager Eldridge)

Special Amusement

Bowdoin College
D/B/A: Magee’s Pub & Grill
3700 College Station

Bolos
D/B/A: Bolos
7 Dunlap Street

James Jerome

Bumpa’s Bar & Grille
D/B/A: Yankee Lanes
276 Bath Road

Nelson Moody

HEARING/ACTION

136. The Town Council will hear public comments regarding an initial liquor license application, and will take any appropriate action. (Town Manager Eldridge)

Full-Time Vinous & Malt

Bangkok Garden, Inc.
D/B/A: Bangkok Garden
14 Maine St. Ste #12

Pinkham Bouasri

HEARING/ACTION

NEW BUSINESS

137. The Town Council will establish a Policing Review Committee, and will take any appropriate action. (Councilors James Mason and Daniel Ankeles)

ACTION

138. The Town Council will consider setting a public hearing for October 19, 2020, for “An Ordinance Authorizing the Funding and Acquisition of a New Fire Tank Truck, With Total Project Costs Not to Exceed \$425,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed

\$425,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder”, and will take any appropriate action. (Town Manager Eldridge)

ACTION

139. The Town Council will consider setting a public hearing for October 19, 2020, for proposed zoning ordinance text amendments regarding lengthening the timeline for Major Development Review and the Common Development Plan review applications, and will take any appropriate action. (Planning Board)

ACTION

140. The Town Council will consider setting a workshop for October 15, 2020, regarding the Downtown Streetscape Enhancement Project, and will take any appropriate action. (Town Manager Eldridge)

ACTION

141. The Town Council will consider a proposal for a special election to replace Councilor Toby McGrath in District 6 on January 23, 2021 at Brunswick Town Hall, and will take any appropriate action. (Town Clerk)

ACTION

142. The Town Council will consider setting a public hearing for October 19, 2020, to consider amendments to the General Assistance Maximums, and will take any appropriate action. (Town Manager Eldridge)

ACTION

143. 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 a quitclaim deed
- b) Approval of Utility Location Permits requested by Maine Natural Gas for multiple locations
- c) Appointment of Fran Smith as Warden and Susan Karnes, Sara King, Joe Zrioka and Sarah Brayman as Deputy Wardens for the November 3, 2020 Election
- d) Approval of the Election Warrant for November 3, 2020

The Council has the option to remove any item from the Consent Agenda to be considered separately.

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

To email Town Council: towncouncil@brunswickme.org

**Brunswick Town
Council Agenda
October 5, 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.

- a) **Absentee ballots:** Town Clerk Fran Smith will remind citizens that absentee ballots are available in the Town Clerk’s office.
- b) **BSC Diversity, Equity, and Inclusion Superintendent Steering Committee:** Town Manager Eldridge will provide information on this item.
- c) **Dredge Harvesting Prohibition in the New Meadows River:** Town Manager Eldridge and Coastal Resources Manager Dan Devereaux will provide information on this item.
- d) **Capital Improvement Programming Process:** Town Manager Eldridge and Finance Director Julia Henze will provide information on this item.
- e) **Financial Statement Audit:** Town Manager Eldridge and Finance Director Julia Henze will provide information on this item.
- f) **Graham Road Landfill:** Town Manager Eldridge will provide information on this item.

PUBLIC HEARINGS

135. **Notes:** This is the public hearing for special amusement licenses for Magee’s Pub at Bowdoin College, 3700 College Station; Bolos, 7 Dunlap Street and Yankee Lanes, 276 Bath Road. Magee’s Pub requests music and dancing from 10:00 pm until 1:00 am every night on the stage and in open space. Bolos requests music every night from 5:00 pm to 10:00 pm in the entertainment area inside Bolos and outside in the Norway Savings Bank parking lot. Yankee Lanes would like a DJ, karaoke and live bands in the bar area from 7:00 pm to 11:00 pm on Saturday, and bowling and a DJ on the lanes from 8:30 to 12:30 am. Copies of their applications are included in the packet.

Suggested Motion:

Motion to approve Special Amusement licenses for Magee’s Pub, 3700 College Station; Bolos, 7 Dunlap Street and Yankee Lanes, 276 Bath Road, with _____ restrictions.

136. **Notes:** This item is a request for an initial liquor license for Bangkok Garden, 14 Maine Street, Suite 12. This is a first-time liquor license application that the Town Council will consider for approval. A copy of the application is included in the packet.

Suggested Motion:

Motion to approve an initial liquor license for Bangkok Garden, 14 Maine Street, Suite 12.

NEW BUSINESS

137. **Notes:** As a follow up to the *Statement on Criminal Justice and Policing*, which the Council adopted on June 15, 2020, Brunswick committed to engage the community in addressing and uprooting institutionalized racism and implicit bias by forming a Police Review Committee. This committee would proactively engage with the groups, communities and professions it deems necessary in order to seek the broadest representation of views to assist in meeting its responsibilities. The committee would be requested to prepare and deliver a report with its findings and any recommendations to Town Council no later than April 30, 2021. A memo from Town Manager John Eldridge and the Committee's charge are included in the packet.

Suggested Motion:

Motion to establish a Policing Review Committee to begin to address the concerns raised in the adopted *Statement on Criminal Justice and Policing*.

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

Suggested Motion:

Motion to set a public hearing for October 19, 2020, for "An Ordinance Authorizing the Funding and Acquisition of a New Fire Tank Truck, With Total Project Costs Not to Exceed \$425,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$425,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder".

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

Suggested Motion:

Motion to set a public hearing for October 19, 2020, for amendments to the Brunswick Zoning Ordinance regarding proposed text amendments related to increasing the time period for Major Development Review and Common Development Plan review.

140. **Notes:** The goal of the Downtown Streetscape Enhancement Project is to design and construct a streetscape plan that includes attractive, welcoming, functional and accessible design for an active pedestrian environment and one that serves a diversity of uses, and includes easy to maintain building materials which can be implemented cost-effectively. Milone & MacBroom was awarded the bid for the project in October of 2019, and a public Open House was held in February of 2020. The project is currently in the design development stage, and the proposed design and sidewalk surfacing reports have been received favorably by the Streetscape Review Committee, the Brunswick Downtown retailers, and the Master Plan Implementation Committee (MPIC). Staff is requesting a Town Council Workshop to review the project as currently designed. For the project to proceed, a funding resolution and authorization to proceed to final design and bidding would need to be adopted. A copy of a memo from Town Engineer Ryan Barnes is included in the packet.

Suggested Motion:

Motion to set a workshop for the Downtown Streetscape Enhancement Project for October 15, 2020.

141. **Notes:** There is a vacancy in the District 6 Council seat since Councilor McGrath resigned last month. The Town Clerk is proposing a special election to be held on January 23, 2021 at Brunswick Town Hall. A copy of a memo from Town Clerk Fran Smith with additional information is included in the packet.

Suggested Motion:

Motion to set a special election for Saturday, January 23, 2021 at Brunswick Town Hall regarding the election of a Councilor to fill the District 6 vacancy.

142. **Notes:** The Town Council is asked to set a public hearing for October 19, 2020, to change the current General Assistance Maximums. This is the annual adoption of the limits, with changes to GA overall and housing maximums. Copies of a memo and the current and proposed overall maximum levels are included in your packet.

Suggested Motion:

Motion to set a public hearing for October 19, 2020, to consider new General Assistance Maximums.

143. **Notes:** At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the Committee's report and the corresponding 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 a quitclaim deed:** This would deed the property back to the estate, who would pay all outstanding obligations to the Town at closing. Copies of a memo from Finance Director Julia Henze and the quitclaim deed are included in the packet.
- b) **Approval of Utility Location Permits requested by Maine Natural Gas for multiple locations:** Maine Natural Gas is requesting authorization to install gas mains at Hennessey Avenue, Peary Drive and various locations along Church Road. Copies of memos from Town Engineer Ryan Barnes and the applications are included in the packet.
- c) **Appointment of Fran Smith as Warden and Susan Karnes, Sara King, Joe Zrioka and Sarah Brayman as Deputy Wardens for the November 3, 2020 Election:** These are the appointments for the November election.
- d) **Approval of the Election Warrant for November 5, 2019:** A copy of the warrant is included in your packet.

The Council has the option to remove any item from the Consent Agenda to be considered separately.

Suggested Motion:

Motion to approve the Consent Agenda.

Suggested Motion:

Motion to adjourn.

MANAGER'S REPORT

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: October 1, 2020

SUBJECT: Town Manager's Report
October 5, 2020 – Town Council Meeting

Absentee Ballots (a)

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

BSD Diversity, Equity, and Inclusion Superintendent Steering Committee (b)

Superintendent of Schools, Phil Potenziano, has announced the creation of a steering committee to review issues related to diversity, equity and inclusion. The Superintendent would like a member of the Town Council to sit on this committee. A general description of the committee's anticipated work follows.

The series of conversations and learning will focus on inspiring and enhancing the capacity of school leaders and community members to foster school environments and promote cultural responsiveness and inclusion to meet the needs of all learners. Participants will be engaged in a series of activities designed to evoke individual and collective abilities to self-reflect, engage in productive conflict, and change policies. In addition, participants will explore ways to cultivate a positive and productive organizational culture. While developing the mindset needed to enhance cultural responsiveness and inclusion, Advisory group members will also enhance their individual leadership skills in these areas. Participants will reflect and engage with these complex topics as a community of leaders with a singular focus on cultivating equity and excellence for all students.

Possible Focus Areas/Activities for Monthly Meetings:

Workshop participants will focus on developing the mindset and skill sets needed to continuously improve equity and inclusion systems. In addition to enhancing personal skill sets, the participants will also build working agreements and documents that will guide district and school implementations. The workshop topics may include:

1. Definition of Culture. Definition of Equity. What is School Culture?
2. Self-Reflection, Conflict, & Policy - Individual/Organizational
3. Evaluating and Changing Board Policy and Procedures
4. Evaluating Instructional Practices, Curriculum, Assessment
5. Implicit Bias and White Supremacy Culture in Schools
6. Recruiting and Retaining a Diverse Workforce

7. What's in Your Data Portfolio- Accountability Metrics
8. Resource Allocation for Equity
9. Culture & Climate

Dredge Harvesting Prohibition in the New Meadows River (c)

The Maine Department of Marine Resources (DMR) is proposing to remove the existing sunset clause on the prohibition on dredge harvesting of quahogs in the New Meadows River. The Town supported the prohibition when it was enacted in 2018 and, for the same reasons, would continue to support the prohibition. Even though this doesn't prohibit "dragging" for other species such as mussels and oysters, the continued prohibition will help protect the spawning populations of quahogs, which naturally helps sustain the quahog population. Dan Devereaux or I would be happy to provide more information at your meeting.

Capital Improvement Programming Process (d)

We are in the early stages of developing the next Capital Improvement Program (CIP) for the Town Council's consideration. The CIP process has been an excellent tool for prioritizing and coordinating projects. It is essential that any department or committee considering a new project work with the Finance Department and Finance Committee on scoping that project for the CIP.

Financial Statement Audit (e)

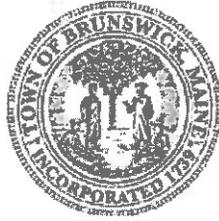
Runyon Kersteen Ouellette (RKO), the accounting firm that audits the Town's financial statements, has begun its review of the draft financial statements prepared by our Finance Department. At times RKO will reach out to elected officials with questions and to see if there are any concerns. The auditors' reporting obligation is to the Finance Committee and the Town Council. They work for you.

Graham Road Landfill (f)

The Board of Environmental Protection has approved the Administrative Consent Agreement (ACA) that was negotiated between the Department of Environmental Protection (DEP) and the Town. The ACA is intended to resolve the license violations that have occurred at the landfill. Most of those were related to the discharge of ammonia. In addition to the ACA, the Town paid a fine of \$10,000 attributable to these violations.

Bid plans and specifications have been issued inviting bids on the work required to close the Graham Road Landfill. Bids are due by October 29th. This is a very large and very costly project and we are hopeful of receiving favorable bids.

ITEM 135
BACKUP



Town Clerk's Office
85 Union Street
Brunswick, ME 04011

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Council Chamber, Municipal Office Building, 85 Union Street, Brunswick, at 6:30 P.M. on Monday, October 5, 2020 on the following license applications:

Special Amusement

Bowdoin College
D/B/A: Magee's Pub & Grill
3700 College Station

Bolos
D/B/A: Bolos
7 Dunlap St.

James Jerome

Bumpa's Bar & Grille
D/B/A: Yankee Lanes
276 Bath Rd.

Nelson Moody

All persons may appear to show cause, if any they may have, why such applications should or should not be approved.

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

Fran Smith
Town Clerk

TOWN OF BRUNSWICK

85 Union Street Brunswick, Maine 04011 TEL: (207) 725-6658 Fax: (207) 725-6663

APPLICATION FOR SPECIAL AMUSEMENT LICENSE

Please complete:

Type of Business: Sole Proprietor-Owner's Name: Nelson E. Moody

Partnership-Partner's Names: _____

Corporation-Corporation Name: _____

Incorporation Date: _____ Incorporation State: _____

New License: Opening Date _____ Renewal License

Business Name: Bumpa's Bar & Grille d/b/a Yankee Lanes E-Mail: nelson.moody@yankeelanes.com

Business Address: 276 Bath Road Brunswick ME 04011 Business Phone Number: 2077252963

Name of Contact Person: Nelson E. Moody Contact's Phone Number: 2077512985

Mailing Address for Correspondence: 276 Bath Road Brunswick ME 04011

Signature of Owner, Officer, Partner or Agent: _____

Date: _____

Corporations Please Complete:			
Address of Incorporation:			Phone #:
Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership

The fee is \$150 permit fee and \$50 inspection/application fee for a total of \$200. (In addition, if you are required to have more than 2 inspections, there will be an additional fee of \$25 per inspection to be paid prior to issuance of license.)

Town Clerk Use Only

License Fee \$150.00 Plus \$50 application fee 0 Paid Advertising Fee \$ 52.02
0 Paid

Required Approvals: 0 Finance Codes/Fire 0 Council PH Date: 10/5

Mailed or Issued Date: _____

Clerk Notes:

pd 200 ek
SEP 14 2020

OVER

Describe in detail the kind and nature of entertainment:

Bar with DJ, Karaoke, live bands in bar. Bowling and DJ on the lanes

Describe in detail the room or rooms to be used under this license:

Bar and Bowling

During what hours will your live entertainment occur?

7p to 11p on Saturday live bands in bar 8:30p-1230p Friday and Saturdays DJ on lane

Did the Town Council place any specific restrictions on your license over the past three years? If so, what were those restrictions?

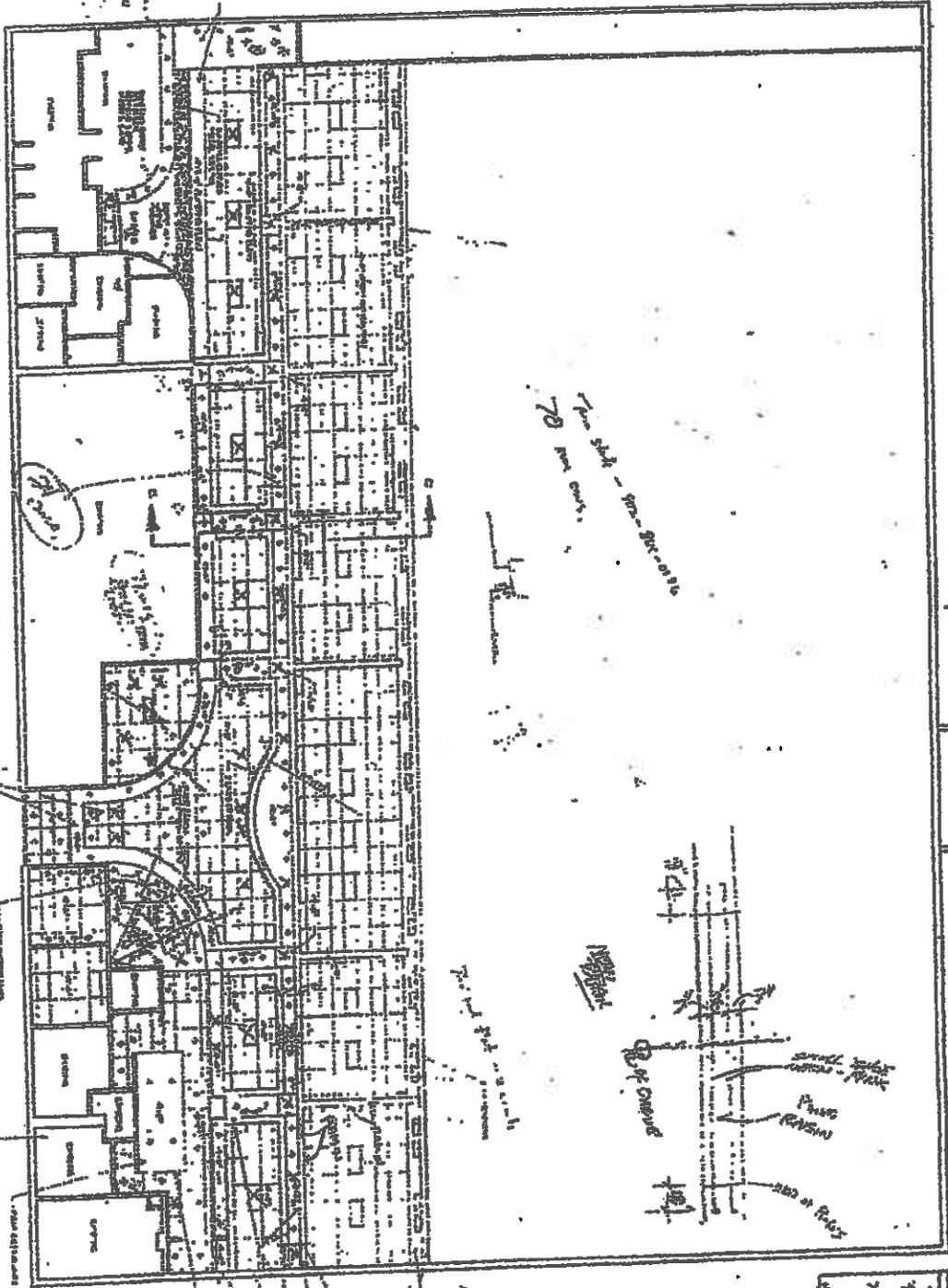
MO No

DIAGRAM

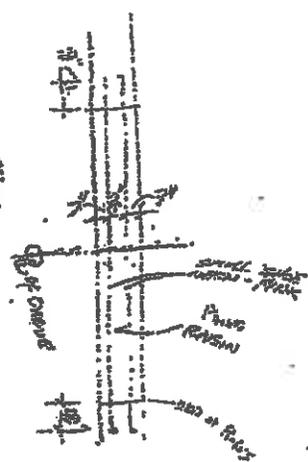
(ATTACH SEPARATE SHEET, IF NECESSARY)

See attached

REFLECTED CEILING PLAN



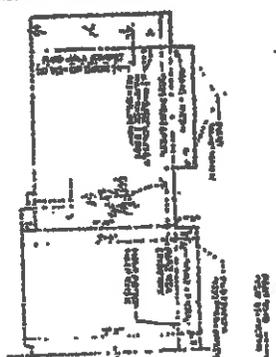
Handwritten notes: "10" and "12" with arrows pointing to specific areas on the plan.



⊕ ELEVATION



⊕ TYPICAL SECTION



	YANKS GENERAL CONTRACTORS 188 1000 15th St New York, N.Y.	Project No. 100 Date 12/15/53 Scale 1/8" = 1'-0"
	REFLECTED CEILING PLAN PLAN NO. 100	Project No. 100 Date 12/15/53 Scale 1/8" = 1'-0"

Handwritten notes and specifications:

- Grid - 12" x 12" - 1/2" deep - 1/2" thick - 1/2" wide - 1/2" high
- Panel - 12" x 12" - 1/2" deep - 1/2" thick - 1/2" wide - 1/2" high
- Support - 1/2" x 1/2" x 1/2" - 1/2" high
- Grid - 12" x 12" - 1/2" deep - 1/2" thick - 1/2" wide - 1/2" high
- Panel - 12" x 12" - 1/2" deep - 1/2" thick - 1/2" wide - 1/2" high
- Support - 1/2" x 1/2" x 1/2" - 1/2" high

TOWN OF BRUNSWICK

85 Union Street Brunswick, Maine 04011 TEL: (207) 725-6658 Fax: (207) 725-6663

APPLICATION FOR SPECIAL AMUSEMENT LICENSE

Please complete:

Type of Business: Sole Proprietor-Owner's Name: _____
 Partnership-Partner's Names: _____
 Corporation-Corporation Name: Bowdoin College
 Incorporation Date: 1794 Incorporation State: Maine

New License: Opening Date _____ Renewal License

Business Name: Bowdoin College E-Mail: kcardone@bowdoin.edu
 Business Address: 3700 College Station Business Phone Number: 207-725-3211
 Name of Contact Person: Kenneth Cardone Contact's Phone Number: 207-725-3208
 Mailing Address for Correspondence: 3700 College Station, Brunswick ME 04011

Signature of Owner, Officer, Partner or Agent: 
 Date: 7/2/2020

Corporations Please Complete:

Address of Incorporation: 5600 College Station Phone #: 207-725-3242

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership
Clayton Rose, President		Brunswick, ME	N/A
Kenneth Cardone, Interim Director		Brunswick, ME	N/A
Matthew Orlando, Treas & Sr VP of Finance & Admin		Brunswick, ME	N/A

The fee is \$150 permit fee and \$50 inspection/application fee for a total of \$200. (In addition, if you are required to have more than 2 inspections, there will be an additional fee of \$25 per inspection to be paid prior to issuance of license.)

Town Clerk Use Only

License Fee \$150.00 Plus \$50 application fee 0 Paid Advertising Fee \$52.03
 0 Paid

Required Approvals: 0 Finance Codes/Fire 0 Council PH Date: 10/5/20

Mailed or Issued Date: _____

Clerk Notes:

OVER

Describe in detail the kind and nature of entertainment:

Music, dancing, etc.

Describe in detail the room or rooms to be used under this license:

See attached diagram of Magee's Pub & Grill.

During what hours will your live entertainment occur?

10:00 p.m. until 1:00 a.m.

Did the Town Council place any specific restrictions on your license over the past three years? If so, what were those restrictions?

No

DIAGRAM

(ATTACH SEPARATE SHEET, IF NECESSARY)

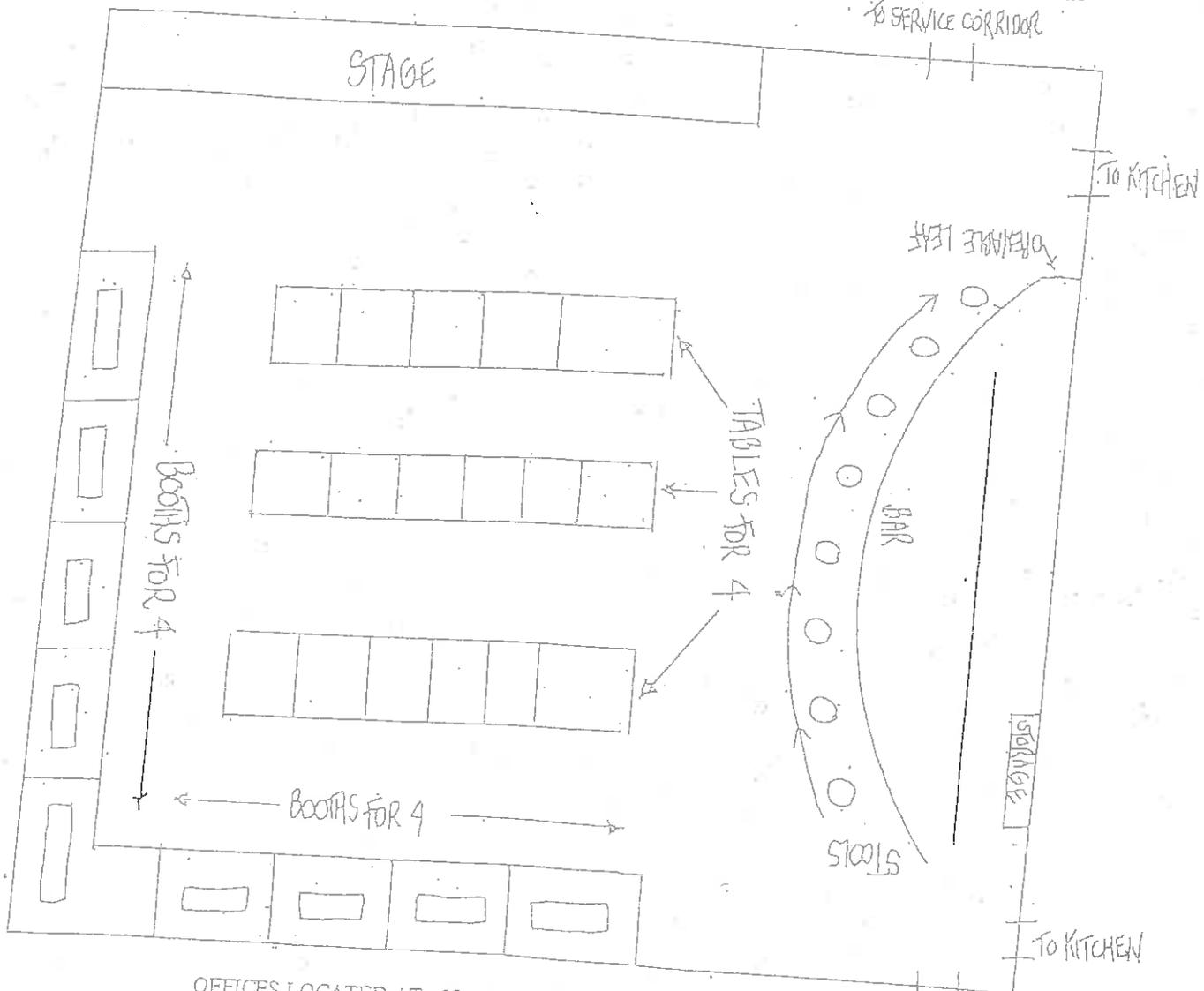
See attached



SUPPLEMENTAL APPLICATION FORM ON-PREMISE DIAGRAM

In an effort to clearly define your licensed premise and the areas that consumption and storage of liquor is allowed, The Bureau of Liquor Enforcement is requiring all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas of your diagram including entrances, office area, kitchen, storage areas, dining rooms, lounges, function rooms, decks and all areas that you are requesting approval from the Bureau for liquor consumption.



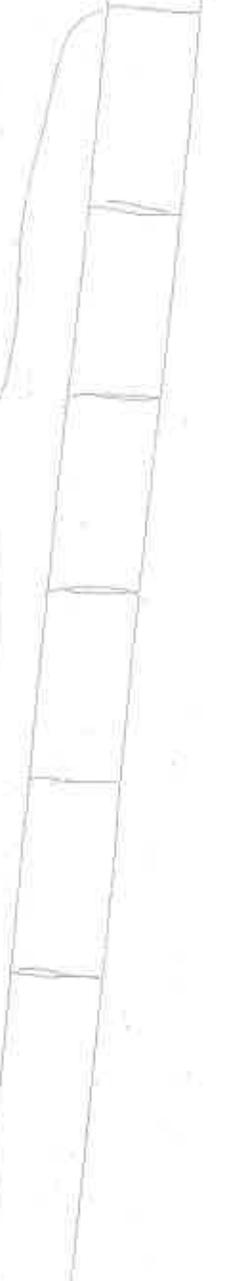
EXIT TO BOOKSTORE

STAIRWELL



OPEN
SPACE

BOOTHS



FIRE
EXIT

EXIT STAIRWELL

Bolas

PLEASE TYPE THIS FORM - A PFD FILLABLE FORM IS AVAILABLE ON LINE

TOWN OF BRUNSWICK

85 Union Street Brunswick, Maine 04011 TEL: (207) 725-6658 Fax: (207) 725-6663

APPLICATION FOR SPECIAL AMUSEMENT LICENSE

Please complete:

Type of Business: Sole Proprietor-Owner's Name: James Jerome
 Partnership-Partner's Names: _____

Corporation-Corporation Name: _____

Incorporation Date: Jan 2019 Incorporation State: ME

New License: Opening Date _____ Renewal License

Business Name: BOLUS E-Mail: samanthamoore@bolasbrunswick.com

Business Address: 7 Dunlap St Brunswick ME Business Phone Number: 729 4800

Name of Contact Person: Samantha Moore Contact's Phone Number: 844 0276

Mailing Address for Correspondence: 7 Dunlap St Brunswick, ME 04011

Signature of Owner, Officer, Partner or Agent: [Signature]

Date: 8/28/2020

1485-5245

Corporations Please Complete:

Address of Incorporation: _____		Phone #: _____
Name of Corp. Officer, Owner, or Partners:	Title	Address
<u>James Jerome, Owner</u>		<u>5 Blueberry Lane Brunswick, ME, 04011</u>
		<u>207-400-0987</u>
		<u>100%</u>

The fee is \$150 permit fee and \$50 inspection/application fee for a total of \$200. (In addition, if you are required to have more than 2 inspections, there will be an additional fee of \$25 per inspection to be paid prior to issuance of license.)

Town Clerk Use Only

License Fee \$150.00 Plus \$50 application fee 0 Paid Advertising Fee \$ 52.02

Required Approvals: 0 Finance Codes/Fire 0 Council PH Date: 10/5

Mailed or Issued Date: _____ pd 200 9/11/20 CLK # 1076

Describe in detail the kind and nature of entertainment:

~~live music~~ music entertainment

Describe in detail the room or rooms to be used under this license:

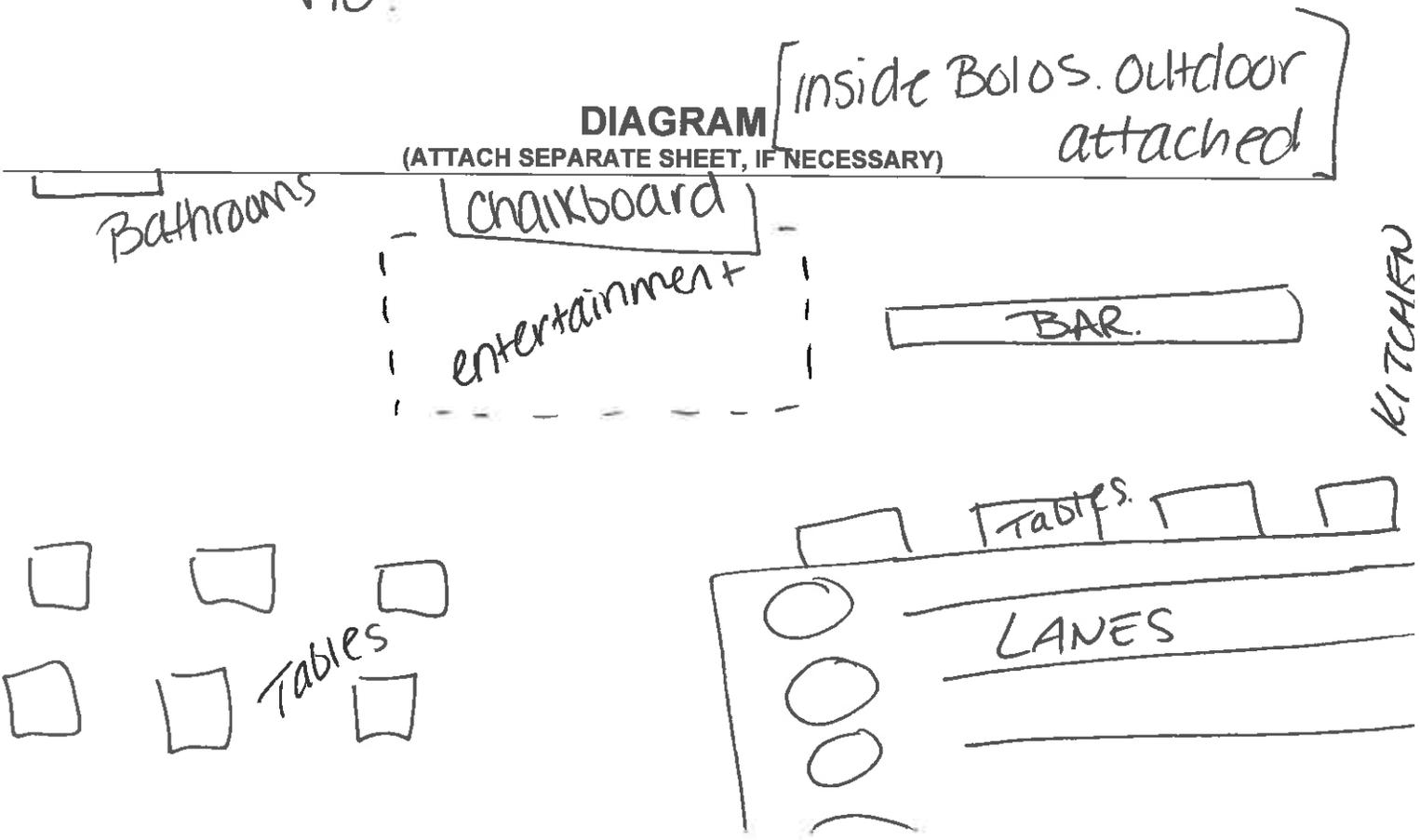
Norway Savings parking lot & near chalkboard area inside Bolos.

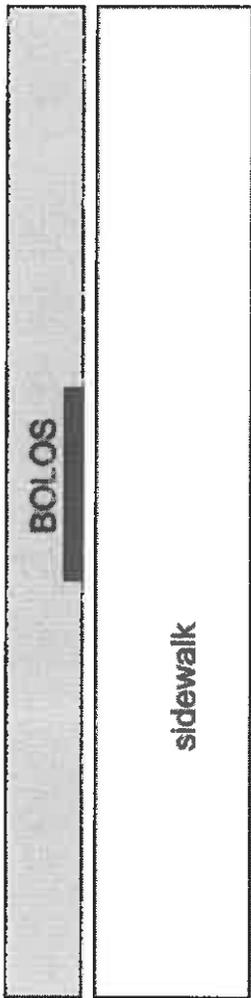
During what hours will your live entertainment occur?

5-10pm,

Did the Town Council place any specific restrictions on your license over the past three years? If so, what were those restrictions?

NO.





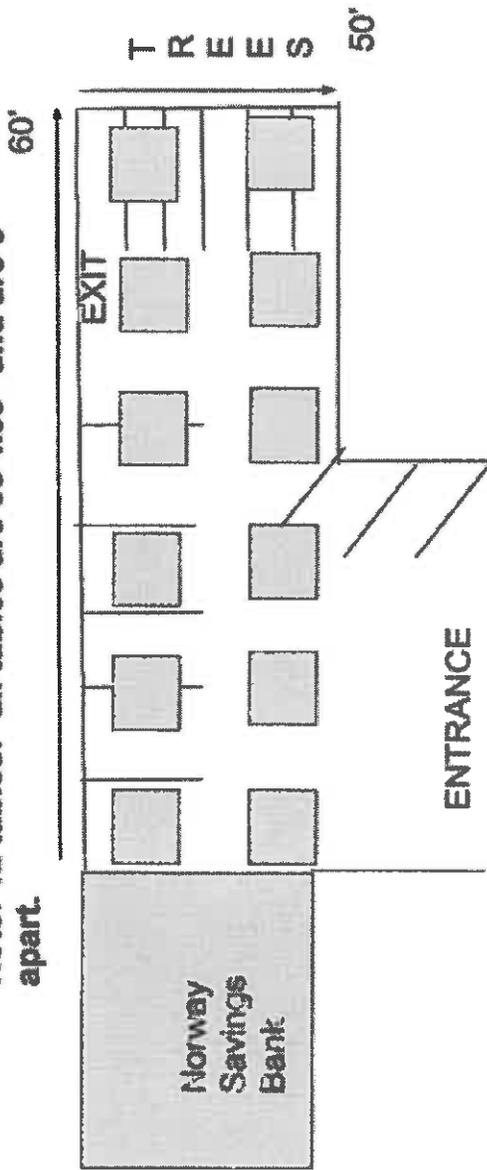
sidewalk

BOLOS

one-way road on Dunlap St



Note: 12 tables. *all tables are 55"x55" and are 6' apart.



Norway Savings Bank

EXIT

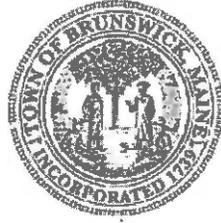
ENTRANCE

TREES

50'

60'

ITEM 136
BACKUP



**Town Clerk's Office
85 Union Street
Brunswick, ME 04011**

PUBLIC HEARING

The Municipal Officers of the Town of Brunswick will hold a Public Hearing at the Council Chamber, Municipal Office Building, 85 Union Street, Brunswick, at 6:30 P.M. on October 5, 2020 on the following license application:

Full Time Vinous & Malt

Bangkok Garden, Inc.
D/B/A: Bangkok Garden
14 Maine St. Ste #12

Pinkham Bouasri

All persons may appear to show cause, if any they may have, why such applications should or should not be approved.

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

Fran Smith
Town Clerk

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

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

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

Moncure & Barnicle, 9 Bowdoin Mill Island, Topsham, Maine 04086

6. Is the licensee/applicant(s) citizens of the United States? Yes No
7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

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

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Pinkham Bouasri	09/14/1966	Laos
Ivy Poison Bouasri	10/28/88	Boston, MA

Residence address on all the above for previous 5 years

Name: Pinkham Bouasri Address: 101 N. Main St #1, Rochester, NH 03867

Name: Ivy Poison Address: 65 Austin St., Lowell, MA 01854

Name: _____ Address: _____

Name: _____ Address: _____

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

Waterfront Maine, 14 Maine St. Brunswick, ME 04011

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

Restaurant dinning room

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Bowdoin College

Distance: _____

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 08/31/2020



Signature of Duly Authorized Person

Pinkham Bouasri

Printed Name Duly Authorized Person

Signature of Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

Please Note: The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

This Application will Expire 60 Days from the date of Municipal or County Approval unless submitted to the Bureau

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: Bangkok Garden, Inc.
2. Doing Business As, if any: Bangkok Garden Restaurant
3. Date of filing with Secretary of State: 07/18/97 State in which you are formed: Maine
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

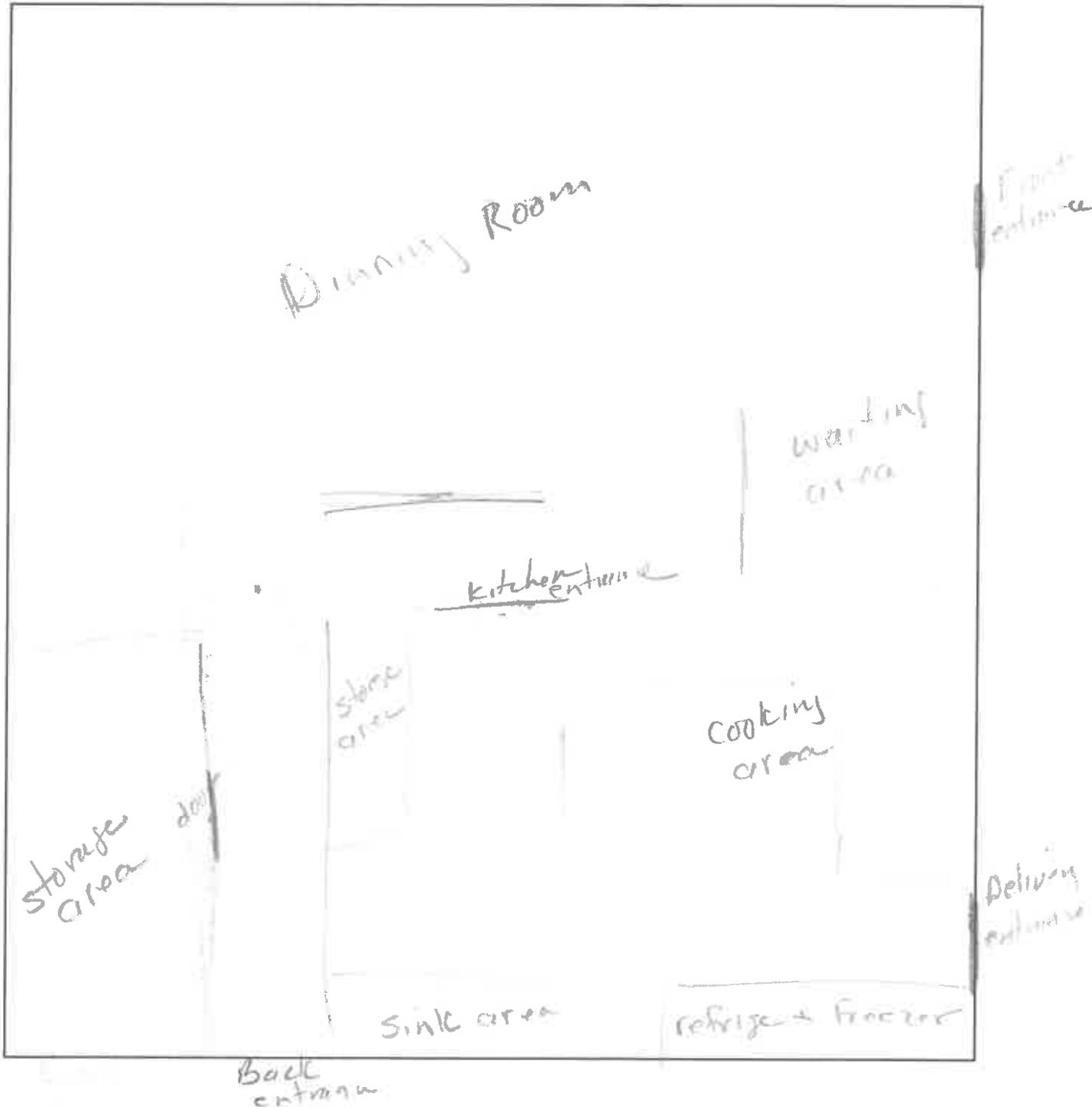
Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
Pinkham Bouasri	101 N. Main St. ^{Rochester} NH 03867	9-14-66	owner	100

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

Section VII Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



ITEM 137
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: John Eldridge
Town Manager

DATE: October 1, 2020

SUBJECT: Committee on Policing

On June 15, 2020, the Town Council adopted a *Statement on Criminal Justice and Policing*. Following that statement a few Councilors have discussed “next steps.” Recently, Councilors Ankeles and Mason met with Police Chief Stewart and me to discuss the establishment of a committee on policing. That committee would work with the Brunswick Police Department and the citizens of Brunswick to critically examine current policing practices and to align future policies with best practices and citizen expectations. This proactive approach will help Brunswick avoid the kind of tragedies and ensuing social unrest that have taken place elsewhere.

Attached is a draft of a committee charge. It envisions a committee of nine (9) members with work to be completed and a report delivered to the Town Council by April 30, 2021.

On a related matter, Chief Stewart advises that significant progress is being made in attaining Maine accreditation. As you know, this was a high priority for me and Chief Stewart. While we believe we have an outstanding department, these efforts will help identify areas of improvement and validate many of the policies we already have in place. Brunswick PD is committed to excellent public service.

attachment

Town of Brunswick, Maine Policing Review Committee

Background. On May 25, 2020, George Floyd, a 46-year-old African-American man, was killed while in the custody of the Minneapolis, Minnesota Police Department. Video footage of the arrest and the death of Mr. Floyd sparked protests throughout the country. Those protests were directed against police departments and a perceived racial bias in law enforcement and criminal justice. In Brunswick, demonstrations calling for the end of racial bias in law enforcement were held on the Mall and in front of the Brunswick Police Station.

On June 15, 2020, the Town Council adopted a *Statement on Criminal Justice and Policing*. That statement condemned the killing of George Floyd and others. Further, it called for Brunswick to commit to engaging the community in addressing and uprooting institutionalized racism and implicit bias. As a follow-up to the Town Council's June 15th statement, the Town Council hereby establishes a Policing Review Committee to begin to address the concerns raised in its statement.

Committee Members. The Committee shall be comprised of the following nine (9) members:

- Three (3) members of the Town Council as appointed by the Council Chair.
- One (1) member of the Police Department appointed by the Town Manager.
- One (1) educator or administrator from the Brunswick School Department appointed by the Superintendent of Schools.
- Four (4) members appointed by the Town Council, from the recommendations of the Appointments Committee. To the extent possible, these members should represent or reflect the following:
 - People of color or racial minority
 - Mental health or behavioral health professional
 - Criminal defense attorney
 - District attorney or assistant district attorney

Committee's Scope of Work.

At a minimum, the Committee shall explore the following three areas:

- Police Department Policies and Procedures
 - Use of force, non-lethal force, and de-escalation procedures
 - Use of drones and surveillance equipment
 - Implicit and explicit bias and bias training
 - Internal Affairs process and review
 - Implementation of Best Practices
 - State and National Accreditation of the Police Department
- Budget and Equipment
 - Adequacy and composition of staff
 - Adequacy, frequency and nature of training
 - Personal protective gear and communications equipment
 - Use of technology in law enforcement activities and the data maintained

- Use of military grade or similar equipment
- Community Relations
 - 21st Century Community Policing – what it means for Brunswick
 - Interactions with racial minorities, the economically disadvantaged, and those suffering from mental illness.
 - Community outreach programs and their effectiveness.

Although committee membership is limited to the nine (9) members listed above, the committee shall proactively engage with the groups, communities, and professions it deems necessary in order to seek the broadest representation of views to assist the committee in meeting its responsibilities. To that end, the Committee will hold several public forums, engage in community roundtables, utilize public opinion surveys and other mechanisms it deems appropriate.

The Town Council is committed to working with the Brunswick Police Department, and the citizens of Brunswick to critically examine current policing practices and to align future policies with best practices and citizen expectations. The Town Council believes this commitment is a proactive approach that will help Brunswick avoid the kind of tragedies and ensuing social unrest that have taken place elsewhere.

Reporting. The committee shall prepare and deliver a report with its findings and any recommendations to Town Council no later than April 30, 2021. However, should the committee determine that there is a critical need to address a deficiency or concern, it shall develop and make an immediate recommendation to the Town Council.

Committee Staff. The committee shall be staffed by the Executive Administrative Assistant to the Town Manager, who shall be responsible to provide for the administration of the affairs of the task force, including preparing agendas and minutes, posting public hearings, handling correspondence, and maintaining all official records.

Funding. The activities of the committee shall be funded from the Town's Council's appropriation.

ITEM 138
BACKUP

Town of Brunswick, Maine

Incorporated 1739

Brunswick Fire Department



"Working Today for a Safer Tomorrow"



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

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

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

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

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

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

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

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

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

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

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

TOWN OF BRUNSWICK, MAINE

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

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

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

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

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

NOW THEREFORE THE FOLLOWING ORDINANCE IS ADOPTED.

Section 1. Funding Sources and Appropriations.

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

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

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

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

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

Section 4. Details of the Bonds or Notes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 12. Declaration of Official Intent. Advances from the Town's general fund may finance the original expenditures related to the Project. It is expected that those advances will be reimbursed in part or in whole by the issuance of bonds or notes authorized hereunder. It is the intent of the Town Council that this Ordinance shall constitute the Town's declaration of official intent within the meaning of Treasury Regulation 1.150-2.

Section 13. Abandonment of Borrowing Authority. The Treasurer is empowered to declare abandoned the authority to issue any bonds or notes the Treasurer deems to be in excess of the amount necessary to complete the Project. Such a declaration once made may not be reversed other than by ordinance.

Proposed to Town Council: October 5, 2020
Public Hearing:
Adopted by Town Council:

**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

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

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

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

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

Frances M. Smith
Town Clerk of Brunswick, Maine

October __, 2020

Printed in the *Times Record* on _____

Brunswick Fire Department
Vehicle Replacement Schedule
2021-2025 Capital Improvement Program

Brunswick Fire Department Vehicle Replacement Schedule												
Year	Make	Model	General Description	Date In service	Useful Life	Year To Replace	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
2011	Chevy	Tahoe	Staff Vehicle (C-2)	Oct-10	7	2017	36,127					
2011	Chevy	Tahoe	Staff Vehicle (C-1)	Nov-10	7	2017		40,000				
2013	PL Custom	E-450 (gas)	Ambulance (R-1)	Oct-13	6	2019	114,040					
2008	Ford	F-450	Brush Truck (B-2)	Jun-05	10	2018			55,000			
1994	Central States	Ford 8000	1500 gal Tanker/ 1250 pump	Apr-94	25	2020		415,000				
2010	Ford	F-350	4x4 Pick up w/ plow (U-2)	Feb-10	10	2020		55,000				
2014	Ford	F-250	Crew Cab Pick up (U-1)	Dec-13	10	2023					55,000	
2015	Ford	F-550	Brush Truck (B-1)	May-15	10	2025						
2006	Hackney	Spartan	Technical Rescue (S-4)	Jun-05	20	2026						
2009	E-One	Cyclone	1500 Pumper (E-1)	Jun-09	20	2029						
2009	E-One	Cyclone	1500 Pumper (E-3)	Jun-09	20	2029						
2006	Pierce	Arrow	100 Aerial Platform (T-1)	Jun-05	20	2026						
2016	PL Custom	E-450 (gas)	Ambulance (R-4)	Sep-16	6	2022				150,000		
2018	Lowe's Boat	Tunnel Jet	Rescue Boat (Marine 2)	Apr-18	30	2048						
2017	PL Custom	E-450 Gas	Ambulance-(2017 remount) (R-3)	Mar-17	6	2023					250,000	
2018	PL Custom	E-450	Ambulance (Remount) (R-2)	Dec-11	6	2024						250,000
2018	E-One	Typhoon	1500 Pumper (E-2)	Nov-18	20	2038						
2019	Chevy	Tahoe	Staff Vehicle (C-3)	Nov-18	7	2025						
							150,167	510,000	55,000	150,000	305,000	250,000
							-	(415,000)	-	-	-	-
							150,167	95,000	55,000	150,000	305,000	250,000
			Amount in reserve fund									
			Beginning balance				97,761	60,594	80,854	143,419	113,336	(69,349)
			Additions per CIP				113,000	115,260	117,565	119,917	122,315	124,761
			Expenditures				150,167	95,000	55,000	150,000	305,000	250,000
			Ending balance				60,594	80,854	143,419	113,336	(69,349)	(194,588)

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

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

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

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

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

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

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

Vendor estimates.

CONSISTENCY WITH PLANS AND STUDIES

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

INTERDEPARTMENTAL OR INTERAGENCY IMPACT

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

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

IMPACT ON OPERATING BUDGETS

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

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

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

No changes.

ALTERNATIVES CONSIDERED & EFFECT OF DELAYING THIS PROJECT

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

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

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

ITEM 139
BACKUP

Town of Brunswick, Maine

DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Brunswick Town Council

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

DATE: October 5, 2020

SUBJECT: Zoning Ordinance Text Amendment – Development Review Timeline

I. INTRODUCTION:

To provide the highest quality of development review and to accommodate the needs of the Planning Board and Town staff, the Department of Planning and Development proposes amendments to the text of the Town of Brunswick Zoning Ordinance to increase the time period for standard Major Development Review, both Sketch Plan and Final Plan, and Common Development Plan (CDP) review from three (3) weeks to five (5) weeks. Based on professional experience and research into how other Maine municipalities conduct major development review, staff prepared draft language for proposed Zoning Ordinance text amendment to various subsections of *Section 5.2.9. – Development Review*.

July 28, 2020 Planning Board Workshop:

The Planning Board held a workshop on July 28, 2020 to review staff's proposed text amendments pertaining to various subsections of *Section 5.2.9 – Development Review*.

The Planning Board expressed support for the concept and provided the following comments:

1. They would prefer to receive their packets further in advance than the current general practice of Friday afternoons.
2. They do not want to receive revisions or other necessary documentation between receipt of their packet and the meeting. Applicants shall be advised that any materials submitted after packets have been distributed to the Planning Board may result in their application being tabled until the next regularly scheduled meeting.
3. Development review timelines should eventually be removed from the Zoning Ordinance and established in a separate document such as Planning Board bylaws (to be developed).
4. Meeting packets should be made available for pickup at Planning Board members' convenience. Staff indicated that during the COVID-19 pandemic they will continue to hand deliver packets until the police station can resume their pickup service.

August 25, 2020 Public Hearing:

The Planning Board held a public hearing on August 25, 2020. There was no public comment at the

public hearing. However, Charlie Frizzle, Planning Board Chair, asked staff to consider editing *Section 5.1.4 – Determination of Completeness by Staff* to allow staff to determine an application’s completeness to satisfy the legal vesting requirements. Chair Frizzle stated that it would be more equitable if the applicant knew from staff the application was complete early in the process rather than towards the end during the Planning Board meeting. Staff expressed concern that determination of completeness by staff may prohibit the Planning Board from requesting additional information to assist in the decision-making process as *Appendix D – Summary of Application Requirements* of the Zoning Ordinance allows for the Review Authority to request, “any additional studies.” Therefore, if the Review Authority for completeness was transferred to staff, the Planning Board may no longer be able to make such requests.

Staff stated that they would contact the Town Attorney for clarity on the requirements and to determine if there was a way to implement this suggestion. The item was tabled until the next meeting to allow staff time to prepare any necessary changes based on this recommendation. The Town Attorney suggested that it is possible to allow staff or the Staff Review Committee (SRC) to make a preliminary completeness determination that includes a statement that the date shall count as the vested rights date, but that the Planning Board has the right to request additional information before proceeding with Findings of Fact.

Finally, in preparation of the proposed amendments, staff discovered that the existing development review time and processing requirements for Streamlined Major Development Review, as established within *Table 5.2.9.I: Development Review Time and Processing Requirements*, are impossible to administer based on conflicts between the intent of the streamlined process to be completed within 14 days of the application being submitted and the proposed deadlines contained in the language of the table. Revised language for the process was prepared for the next meeting.

September 22, 2020:

The Planning Board opted to allow staff to make a preliminary completeness determination for the purposes of vesting development rights, but the Planning Board can still request any additional information deemed necessary to make fully informed Findings of Fact.

II. EXISTING TIMELINE FOR STANDARD MAJOR DEVELOPMENT AND CDP REVIEW

Table 1 below illustrates the standard Major Development Review process as established in *Table 5.2.9.I: Development Review Time and Processing Requirements*. Dates and deadlines established by the table are labelled in blue text whereas the Department of Planning and Development target dates are labelled in gray text.

Upon reviewing the deadlines established within the table it is apparent that the Major Development Review process is compressed in such a manner that the Town of Brunswick Staff Review Committee (SRC) may only have a few hours to review plans prior to their meeting and Department of Planning and Development staff may have little to no time to review an applicant’s revised plans prior to the Planning Board meeting. This schedule leaves little time to conduct a thorough review, resulting in poor internal customer service to other Town staff and reducing the quality of the review and potentially the overall quality of the project. Furthermore, the applicant has little predictability as to how their revisions will be received by Town staff and the Planning Board.

Table 1 – Existing Major Development and CDP Review Illustrated Timeline

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 SUBMISSION DEADLINE: 4:30 PM ¹	4 PROJECT DAY 1	5 PROJECT DAY 2	6 STAFF TARGET TO DETERMINE COMPLETENESS & DISTRIBUTE SRC PACKETS PROJECT DAY 3	7 PROJECT DAY 4
8 PROJECT DAY 5	9 PROJECT DAY 6	10 ZONING ORDINANCE DEADLINE FOR DETERMINATION OF COMPLETENESS & STAFF TO SEND OWNER NOTICES ² PROJECT DAY 7	11 STAFF TARGET FOR SRC MEETING: 10:00 AM PROJECT DAY 8	12 PROJECT DAY 9	13 PROJECT DAY 10	14 PROJECT DAY 11
15 PROJECT DAY 12	16 IF PUBLIC HEARING, DEADLINE FOR FIRST NOTICE TO PAPER: 12:00 PM TARGET FOR APPLICANT TO DELIVER SRC REVISIONS PROJECT DAY 13	17 ZONING ORDINANCE DEADLINE FOR SRC MEETING TO OCCUR PROJECT DAY 14	18 PROJECT DAY 15	19 STAFF TARGET FOR AGENDA & PACKET TO BE POSTED & DELIVERED TO PLANNING BOARD: 6:00 PM PROJECT DAY 16	20 ZONING ORDINANCE DEADLINE FOR SECOND NOTICE TO PAPER: 12:00 PM & DRAFT FINDINGS OF FACT TO PLANNING BOARD PROJECT DAY 17	21 PROJECT DAY 18
22 PROJECT DAY 19	23 PROJECT DAY 20	24 ZONING ORDINANCE DEADLINE FOR SRC REVISIONS FROM APPLICANT ³ & PLANNING BOARD MEETING: 7:00 PM PROJECT DAY 21	25	26	27	28
29	30	¹ THE 4:30 DEADLINE IS NOT ESTABLISHED WITHIN ZONING ORDINANCE, BUT IS AN ONGOING PRACTICE. ² ONCE NOTIFIED OF COMPLETENESS, THE APPLICANT IS TO PROVIDE 12 COPIES OF ALL APPLICATION MATERIALS AND ONE (1) ELECTRONIC COPY FOR SRC DISTRIBUTION. ³ THE APPLICANT SHALL SUPPLY NINE (9) COPIES OF THE REVISED PLANS AND ONE (1) ELECTRONIC VERSION FOR PLANNING BOARD DISTRIBUTION.				

The proposed amendments extend the review timeline by two (2) weeks, providing the following advantages:

1. SRC members have one (1) full week review the application. SRC members will have time to conduct a more thorough review and an increased ability to communicate with the applicant prior to the meeting. This additional time may help to resolve any potential issues at the very beginning of the review process when an applicant has not expended as much time and financial resources on the project.
2. Applicant will have up to nine (9) days to revise plans and documents based on feedback provided by the SRC and/or the public.
3. The Department of Planning and Development will have additional time to prepare minutes, SRC notes, and other exhibits to ensure prompt delivery of meeting materials to Planning Board members.

III. EXISTING TIMELINE FOR STREAMLINED MAJOR DEVELOPMENT REVIEW

Figure 2 is a modification of *Table 5.2.9.I: Development Review Time and Processing Requirements* and depicts the important dates and deadlines established for Streamlined Major Development Review:

Figure 2 – Existing Streamlined Major Development Review Timeline

Timing	Streamlined Major Development Review (Planning Board)
No less than 21 days prior to Review Authority Meeting	No less than 21 days prior to Planning Board consideration, applicant shall meet with Department staff to discuss application.
No less than 14 days prior to Review Authority meeting	Deadline for filing one (1) copy of application for Planning Board consideration. Staff confirms that application is complete and all owners of property per Subsection 5.1.3.B(1) are notified of the Staff Review Committee and Planning Board meetings. The applicant then supplies 12 copies of all application materials and one (1) electronic copy for Staff Review Committee distribution.
No less than seven (7) days prior to Review Authority meeting	The application shall be brought before the Staff Review Committee for comments and recommendation. Within five (5) days following the Staff Review Committee meeting, the applicant shall supply nine (9) copies of the revised plans and one (1) electronic version for distribution to Planning Board. If a Public Hearing is required, the first of two (2) required notices shall appear in a newspaper of general circulation no less than seven (7) days prior to the hearing.
No less than three (3) days prior to Review Authority meeting	The Director shall issue preliminary Findings of Fact based on Subsection 5.2.9.O and shall issue a draft set of conditions of approval, if any. This material shall be mailed, emailed, faxed or hand delivered to the Planning Board and the applicant.

The issues with this timeline include:

1. One (1) copy of an application must be submitted, reviewed for completeness, and then, if determined to be complete, 12 additional copies of the application must be submitted within the same day. Town staff may not always be able to review for completeness and send SRC and Planning Board notices in less than one (1) day.
2. The SRC meeting cannot be scheduled the day after the application submission deadline as notices would not be received in time and SRC members would have no time to review the application. Therefore, the SRC must be scheduled for the Wednesday that is eight (8) days after the submission deadline. This is inconsistent with the requirement that the SRC meeting be held no less than seven (7) days prior to the Planning Board meeting as the Wednesday before the Planning Board meeting is only six (6) days prior. SRC meetings for streamlined applications therefore would need to be scheduled for a different day of the week. This could be problematic as it is often difficult to coordinate all SRC members to be available for a meeting with little notice.
3. Allowing the applicant five (5) days after the SRC meeting to make revisions means that an applicant would have up until the time of the Planning Board meeting to revise their plans. Staff would be unable to issue draft Findings of Fact or even review the revisions based on this timeline.

IV. VARIOUS MAINE COMMUNITIES' DEVELOPMENT REVIEW TIMELINES

- Augusta: 4 weeks
- Bath: 4 weeks
- Falmouth: 4 weeks
- Freeport: 3 weeks
- Harpswell: 3 weeks
- Lewiston: 4 weeks
- Rockland: 3 weeks
- Saco: 3 weeks (required) / 5 weeks (if applicant wants City Staff feedback)
- Scarborough: 3 weeks (new application) / 2 weeks (sketch or returning tabled applications)
- Topsham: 3 weeks

Westbrook: 4 weeks
 Yarmouth: 4 weeks

V. PROPOSED TEXT AMENDMENTS

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

5.1.4. Determination of Completeness by Staff

B. An application is complete when an application form and all plan requirements or waiver requests have been submitted to the Director. For Development Review applications, within ~~five (5)~~ **four (4)** working days of receiving an application, the Director, or designee, shall determine whether the application is complete. If the application is not complete, the Director shall notify the applicant in writing and request the additional information required. The applicant shall submit the additional information as soon as possible and the procedure in this paragraph shall be repeated until the application is complete.

5.2.9. Development Review

H. Common Development Plan

(2) Designation Approval Process

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

I. Development Review Time Requirements

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

Table 5.2.9.I: Development Review Time and Processing Requirements for Minor Development Review (Staff Review Committee (SRC)) and Standard Major Development Review (Planning Board)						
Month 1						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<i>Project Day 0</i> Submission Deadline for Minor or Major Development Review ²	<i>Project Day 1</i>	<i>Project Day 2</i>	<i>Project Day 3</i> Mail Agenda and Abutting Owner Notifications per Subsection 5.1.3.B(1)	<i>Project Day 4</i>

<i>Project Day 5</i>	<i>Project Day 6</i> Staff Confirms Application is Complete	<i>Project Day 7</i>	<i>Project Day 8</i> Deadline for Applicant to Supply Copies for SRC: 12:00 PM ³ SRC Packet Distribution Deadline: 4:30 PM	<i>Project Day 9</i>	<i>Project Day 10</i> If Minor Development Review, Director shall provide draft Findings of Fact to SRC.	<i>Project Day 11</i>
<i>Project Day 12</i>	<i>Project Day 13</i>	<i>Project Day 14</i>	Project Day 15 SRC Meeting: 10:00 AM	<i>Project Day 16</i>	<i>Project Day 17</i>	<i>Project Day 18</i>
<i>Project Day 19</i>	<i>Project Day 20</i>	<i>Project Day 21</i>	<i>Project Day 22</i> If Minor Development Review, the SRC shall provide its written-decision and Findings of Fact to the applicant.	<i>Project Day 23</i>	<i>Project Day 24</i> Application Revision Submission Deadline: 3:00 PM ⁴	<i>Project Day 25</i>
<i>Project Day 26</i>	<i>Project Day 27</i> If Public Hearing Required, Deadline for First Notice in Newspaper: 12:00 PM	<ol style="list-style-type: none"> 1. The Review Authority shall consider an application no more than 30 days after application is deemed complete by staff unless postponement is requested or agreed to by applicant. 2. One (1) copy of application required. 3. Once notified of completeness, the applicant is to provide twelve (12) copies of all application materials and one (1) electronic copy for SRC distribution. If not received by deadline, immediately mail notice of cancellation to abutting owners. 4. The applicant shall supply nine (9) copies of the revised plans and one (1) electronic version for Planning Board Distribution. 				

Month 2						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<i>Project Day 28</i>	<i>Project Day 29</i>	<i>Project Day 30</i> Agenda and Packet (Including Draft Findings of Fact) Posted to Website and Delivered to Planning Board: 6:00 PM	<i>Project Day 31</i> If Public Hearing Required, Deadline for Second Notice in Newspaper: 12:00 PM	<i>Project Day 32</i>

<i>Project Day 33</i>	<i>Project Day 34</i>	Project Day 35 Planning Board Meeting: 7:00 PM ⁵	5. The Planning Board shall transmit its written decisions and Findings of Fact to the applicant no more than 30 days after decision if Public Hearing held, or no more than 60 days if no public hearing is held.
-----------------------	-----------------------	---	--

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

Table 5.2.9.J: Development Review Time and Processing Requirements for Streamlined Major Development Review Time and Processing Requirements						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<i>Project Day 0</i> Deadline for Applicant to Meet with Department staff to Discuss Application	<i>Project Day 1</i>	<i>Project Day 2</i>	<i>Project Day 3</i>	<i>Project Day 4</i>
<i>Project Day 5</i>	<i>Project Day 6</i>	<i>Project Day 7</i> Submission Deadline for Streamlined Major Development Review ¹ Staff Confirms Application is Complete ²	<i>Project Day 8</i> Mail SRC and Planning Board Owner Notifications per Subsection 5.1.3.B(1)	<i>Project Day 9</i>	<i>Project Day 10</i> SRC Packet Distribution Deadline	<i>Project Day 11</i>
<i>Project Day 12</i>	<i>Project Day 13</i> If Public Hearing Required, Deadline for First Notice in Newspaper: 12:00 PM	<i>Project Day 14</i>	Project Day 15 SRC Meeting: 10:00 AM ³	<i>Project Day 16</i> Agenda and Packet (Including Draft Findings of Fact) Posted to Website and Delivered to Planning Board: 6:00 PM	<i>Project Day 17</i> If Public Hearing Required, Deadline for Second Notice in Newspaper: 12:00 PM	<i>Project Day 18</i>
<i>Project Day 19</i>	<i>Project Day 20</i>	Project Day 21 Planning Board Meeting: 7:00 PM ⁴				

1. One (1) copy of application required.
2. If application is determined to be complete, the applicant is to provide eighteen (18) copies of all application materials and one (1) electronic copy for SRC and Planning Board distribution. If application is determined to be incomplete the streamlined process shall be terminated, and the application shall revert to the Major Development Review process.
3. If the SRC requires revisions to the application materials, the streamlined process shall be terminated, and owner notifications of a new Planning Board meeting date shall be sent, as necessary.
4. The Planning Board shall transmit its written decisions and Findings of Fact to the applicant no more than 30 days after decision if Public Hearing held, or no more than 60 days if no public hearing is held.

K. Town Processing of Development Review Applications

(2) Determination by Staff of Completeness of Application

Within ~~five (5)~~ **four (4)** working days of receiving a Major **or Minor** Development Review application ~~or within three (3) working days of receiving a Minor Development Review application~~, the Director shall make a determination whether the application is complete in accordance with Subsection 5.1.4. If the application is for a Streamlined Major Development Review and the application is incomplete, the streamlined review process is terminated and the application is treated as an application for Major Development Review. If an item is missing from the application and no applicable waiver request has been submitted, the Director shall notify the applicant in writing that the application is considered incomplete and request the additional required information. The applicant shall submit the additional information and the procedure in this paragraph shall be repeated until the application is complete.

P. Post Approval Provisions

(6) Vesting

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

VI. ACTION REQUESTED

It is recommended that the Town Council move to set a public hearing for the final adoption of the proposed zoning ordinance text amendments.

ITEM 140
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN CLERK

MEMORANDUM

TO: Town Council
FROM: Fran Smith, Town Clerk
DATE: September 30, 2020
SUBJECT: Proposed Date for Special Election

Per your request, I have prepared a timeframe and budget for a special election for the vacant District 6 Council seat. Based on guidance provided by the Council leadership, I have selected the date of Saturday, January 23, 2021. I am recommending the Council vote to have voting take place at the Brunswick Town Hall, in the Council Chamber, since it will be a small election and Town Hall is in District 6.

Schedule:

These are dates relative to this election:

- Nomination papers available Thursday, October 15th
- Nomination papers are due back to Town Clerk by Tuesday, November 24th
- Absentee ballots will be available at least 30 days before election (December 24th, but we hope to have them at least a week before that date)
- Election held on Saturday, January 23rd, 8 am to 8 pm will be the polling hours

Budget:

- Programming voter machine - \$350
- Printing Ballots - \$875
(If there are no contested races, we will print the ballots in house and hand tally them)
- Election workers - \$750
- Staff overtime - \$1260

Total Cost - \$3,235

ITEM 141
BACKUP

Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

MEMORANDUM

TO: John Eldridge, Town Manager

FROM: Ryan Barnes, Town Engineer

DATE: September 29, 2020

SUBJECT: Downtown Streetscape Enhancement – Town Council Workshop

The Downtown Streetscape Enhancement Project was included in the FY 2019/2020 Capital Improvement Plan. The overall goal of the project is to design and construct a streetscape plan that achieves the vision of the Project stakeholders and provides the following:

- Attractive, welcoming, and accessible public spaces that serve as public gathering spaces and complement the diversity of surrounding land uses;
- Streetscape and public space design that supports an active pedestrian environment and serves a diversity of uses, including retail, office, entertainment, dining, nightlife, and public parks;
- A functional streetscape that preserves and highlights the unique historic character of Downtown Maine Street;
- A streetscape design that incorporates various amenities and building materials that are easy to maintain and can easily be kept clean through routine maintenance practices;
- A plan that can be implemented cost-effectively and in phases, if necessary;
- ADA accessibility
- Energy efficient upgrades to existing decorative lighting
- Preserves the existing curbs and closed drainage unless modifications are required at existing or new bumpout areas;
- Improvements to street trees and landscaping
- Amenities such as benches, bike racks, garbage, and recycling receptacles.

The Town released an RFP for the project in October 2019 and received several qualified proposals. The Streetscape Review Committee which includes representatives from the Master Plan Implementation Committee (MPIC), Brunswick Downtown Association (BDA), Village Review Board (VRB), and Town staff reviewed the proposals. On the recommendation of the Committee, the Town awarded the project to Milone & MacBroom of Portland.

In February 2020, during the initial planning phase of the project, the Town and Milone & MacBroom held a public Open House to present the scope of the project, gather public input, and determine public preferences; the meeting was well attended. Members of the public participated in a “clicker survey” that provided real time live results, small group sessions to provide hands-on feedback on the amenities, and roundtable discussions related to several aspects of the design.

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 consultant's report provides data and information regarding various decision factors to include: initial costs, life cycle costs, maintenance, ADA, and durability.

The results of the investigation were presented to the Streetscape Review Committee on Sept. 3rd, the BDA Retailers meeting on Sept. 17th, and the Master Plan Implementation Committee on Sept. 22nd. The proposed design and sidewalk surfacing reports have been received favorably by the three committees.

Staff is requesting a Town Council Workshop to review the project as currently designed and to review the funding needs for the project. We ask that, following the workshop, the Council scheduled a public hearing to consider a funding resolution that would appropriate the necessary funds for the project, and authorize staff to proceed to final design and bidding. We believe it is important to have this authorization in place this fall so that bids can be taken well in advance of the 2021 construction season.

ITEM 142
BACKUP

MEMORANDUM

TO: John Eldridge
Town Manager

FROM: Deborah Crocker
General Assistance Administrator

DATE: September 28,2020

SUBJECT: Adoption of General Assistance Maximums

The Adoption Process

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

At the hearing, the municipal officers should:

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

Filing of GA Ordinance and/or Appendices

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

Appendix A- Overall Maximums

Persons in Household

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

New Maximums

Persons in Household

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

Appendix B-Food Maximums

Persons in Household

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

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

Appendix C - Housing

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

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

Appendix D – Utilities There was NO CHANGE in the Utilities

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

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

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

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

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

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

Appendix E – Fuel There was NO CHANGE in fuel

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

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

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

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

Appendix G Mileage Rate (NO CHANGE)

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

Appendix H Funeral Maximums

Burial Maximums

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

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

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

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

Cremation Maximums

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

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

Oct 1, 2020 to Sept 30, 2021

<u>OVERALL MAXIMUMS</u>					<u>HOUSING MAXIMUMS</u>					<u>ELECTRIC</u>																							
Persons in Household										NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need. 1) Electricity Maximums for Households <u>Without</u> Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:																							
1	2	3	4	5	BEDROOM	<u>UNHEATED</u>		<u>Heated</u>																									
\$883	\$926	\$1,197	\$1,649	\$1,882	0	Weekly	Monthly	Weekly	Monthly																								
Household of 6 = \$2,016					1	\$170	\$729	\$193	\$830																								
* Add \$75 for each additional person					2	\$221	\$951	\$262	\$1,125																								
					3	\$314	\$1,352	\$364	\$1,565																								
					4	\$353	\$1,516	\$414	\$1,779																								
<u>FOOD MAXIMUMS</u>					<u>PERSONAL CARE & HOUSEHOLD SUPPLIES</u>					<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Number in Household</u></th> <th style="text-align: center;"><u>Weekly</u></th> <th style="text-align: center;"><u>Monthly</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">\$14.00</td><td style="text-align: center;">\$60.00</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">\$15.70</td><td style="text-align: center;">\$67.50</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">\$17.45</td><td style="text-align: center;">\$75.00</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">\$19.90</td><td style="text-align: center;">\$86.00</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">\$23.10</td><td style="text-align: center;">\$99.00</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">\$25.00</td><td style="text-align: center;">\$107.00</td></tr> </tbody> </table> NOTE: For each additional person add \$7.50 per month.			<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>	1	\$14.00	\$60.00	2	\$15.70	\$67.50	3	\$17.45	\$75.00	4	\$19.90	\$86.00	5	\$23.10	\$99.00	6	\$25.00	\$107.00
<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>																															
1	\$14.00	\$60.00																															
2	\$15.70	\$67.50																															
3	\$17.45	\$75.00																															
4	\$19.90	\$86.00																															
5	\$23.10	\$99.00																															
6	\$25.00	\$107.00																															
Persons			Weekly		Monthly		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Number in Household</u></th> <th style="text-align: center;"><u>Weekly Amount</u></th> <th style="text-align: center;"><u>Monthly Amount</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1-2</td><td style="text-align: center;">\$10.50</td><td style="text-align: center;">\$45.00</td></tr> <tr><td style="text-align: center;">3-4</td><td style="text-align: center;">\$11.60</td><td style="text-align: center;">\$50.00</td></tr> <tr><td style="text-align: center;">5-6</td><td style="text-align: center;">\$12.80</td><td style="text-align: center;">\$55.00</td></tr> <tr><td style="text-align: center;">7-8</td><td style="text-align: center;">\$14.00</td><td style="text-align: center;">\$60.00</td></tr> </tbody> </table> NOTE: For each additional person add \$1.25 per week or \$5.00 per month.			<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>	1-2	\$10.50	\$45.00	3-4	\$11.60	\$50.00	5-6	\$12.80	\$55.00	7-8	\$14.00	\$60.00									
<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>																															
1-2	\$10.50	\$45.00																															
3-4	\$11.60	\$50.00																															
5-6	\$12.80	\$55.00																															
7-8	\$14.00	\$60.00																															
1	\$47.44	\$204																															
2	\$86.98	\$374																															
3	\$124.42	\$535																															
4	\$158.14	\$680																															
5	\$187.67	\$807																															
6	\$225.35	\$969																															
7	\$249.07	\$1,071																															
8	\$284.65	\$1,224																															
Add \$146 per month for each + person																																	
<u>HEATING FUEL</u>					<u>SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5</u>					2) Electricity Maximums for Households <u>With</u> Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:																							
Month	Gallons	Month	Gallons		When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:					<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Number in Household</u></th> <th style="text-align: center;"><u>Weekly</u></th> <th style="text-align: center;"><u>Monthly</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">\$20.65</td><td style="text-align: center;">\$89.00</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">\$23.75</td><td style="text-align: center;">\$102.00</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">\$27.70</td><td style="text-align: center;">\$119.00</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">\$32.25</td><td style="text-align: center;">\$139.00</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">\$38.75</td><td style="text-align: center;">\$167.00</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">\$41.00</td><td style="text-align: center;">\$176.00</td></tr> </tbody> </table> NOTE: For each additional person add \$10.00 per month.			<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>	1	\$20.65	\$89.00	2	\$23.75	\$102.00	3	\$27.70	\$119.00	4	\$32.25	\$139.00	5	\$38.75	\$167.00	6	\$41.00	\$176.00
<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>																															
1	\$20.65	\$89.00																															
2	\$23.75	\$102.00																															
3	\$27.70	\$119.00																															
4	\$32.25	\$139.00																															
5	\$38.75	\$167.00																															
6	\$41.00	\$176.00																															
September	50	January	225		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Number of Children</u></th> <th style="text-align: center;"><u>Weekly Amount</u></th> <th style="text-align: center;"><u>Monthly Amount</u></th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">\$12.80</td><td style="text-align: center;">\$55.00</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">\$17.40</td><td style="text-align: center;">\$75.00</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">\$23.30</td><td style="text-align: center;">\$100.00</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">\$27.90</td><td style="text-align: center;">\$120.00</td></tr> </tbody> </table> ***New - Appendix H Revisions			<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>	1	\$12.80	\$55.00	2	\$17.40	\$75.00	3	\$23.30	\$100.00	4	\$27.90	\$120.00	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Burial Maximum: \$1,475</td> </tr> <tr> <td style="text-align: center;">Cremation Maximum: \$1,025</td> </tr> </table>			Burial Maximum: \$1,475	Cremation Maximum: \$1,025						
<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>																															
1	\$12.80	\$55.00																															
2	\$17.40	\$75.00																															
3	\$23.30	\$100.00																															
4	\$27.90	\$120.00																															
Burial Maximum: \$1,475																																	
Cremation Maximum: \$1,025																																	
October	100	February	225																														
November	200	March	125																														
December	200	April	125																														
			May	50																													
NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.										1-800-442-6003 Revised 9/11/20 DGB																							

GENERAL ASSISTANCE ORDINANCE APPENDICES A-H 2020-2021

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

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

(Print Name)

(Signature)

ITEM 143
BACKUP



MEMORANDUM

TO: Town Council
FROM: Appointments Committee
SUBJECT: Report for September 8th Appointments
DATE: 9/23/2020

After a discussion amongst the Appointment Committee, we are putting forward the following nominations for reappointment to Town boards and committees:

- Peggy Brown to the Bicycle and Pedestrian Advisory Committee for a term to expire on 06/01/2023
- Margo Knight to the Downtown & Outer Pleasant Street Plan Implementation Committee as a Citizen at Large for a term to expire on 12/01/2023
- Annee Tara to the Village Review Board for a term to expire on 10/01/2023
- Mary Anne Lawler to the Brunswick Topsham Water District for a term to expire on 09/13/2023

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

For Office Use Only
9/4/20 Date App. Received
_____ Date App. Entered
_____ Appointed

Full Name: Peggy Brown Date: 9/3/2020
Street Address: 35 Weymouth St. Home Phone #: 751-6768
Cell/mobile Phone #: 751-6768 E-mail Address: brownmartell@gmail.com I live in Council Dist. #: 7

I wish to be considered for appointment to the:
Brunswick Bicycle and Pedestrian Advisory Committee

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: TERM BEGINS: Sept. 2020
and/or
ASSOC/ALT MEMBERSHIP STATUS: TERM EXPIRES: "no set term"

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:

Tree Committee (self) # of Years _____ Date term exp. _____ Relationship _____

Your occupation:

Employer: Retired from MSAD #75 Work Telephone #: 207-751-6768

List any civic organizations to which you belong:

Merrymeeting Beyond Plastics, Big Brothers Big Sisters Bath Brunswick, Brunswick Tree Committee

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

Co-chair of BBPAC

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

2018 (?) - 2020

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: BBPAC

Term Length: no set limit

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

No. I have been on the committee and serving as its co-chair for several years.

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?

I think Brunswick is already a great town for walking and biking but it could be made even better.

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'd be happy to continue with the work this committee is engaged in.

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.

Susan Karnes

From: noreply@civicplus.com
Sent: Friday, September 4, 2020 10:09 AM
To: Fran Smith; Susan Karnes
Subject: Online Form Submittal: Board Application Form

Board Application Form

Select the Board, Commission, or Committee applying for Downtown & Outer Pleasant St Plan Committee

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	Margo
Last Name	Knight
Address1	22 Page St
Address2	<i>Field not completed.</i>
City	Brunswick
State	ME
Zip	04011
Home Phone Number	2077984600
Cell Phone Number	2073195767
Work Phone Number	<i>Field not completed.</i>
Occupation	Retired
Email Address	mknight@bates.edu
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?	Yes

If yes, which	Town Council, District 6, 2008-12
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:	As Councilor for District 6, I served as chair of the Master Plan development committee. I have been chair of MPIC since its inception in 2011.
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?	Chair of MPIC and former town councilor for the downtown district.
3. Why would you like to be on the Board/Commission/Committee?	I'd like to continue on the committee until the end of its implementation life span (2011-2021).
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	Thank you for your consideration

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
SEP - 9 2020
Date App. Received
Date App. Entered
Appointed

Full Name: Mary Anne D. Lawler Date 09/09/20
Street Address: 22 Kimberley Circle Home Phone # 729 5455
Cell/mobile Phone #: _____ E-mail Address: molmag@mac.com I live in Council Dist. #: _____

I wish to be considered for appointment to the:
Brunswick/Topsham Water District Board of Trustees

(NAME OF BOARD/COMMISSION/COMMITTEE)

Check one or both:
FULL MEMBERSHIP STATUS: X TERM BEGINS: 09/20
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:

Employer: Retired IBM employee Work Telephone #: _____

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:

See attached bio

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

Water District board 15 plus years

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/Topsham District Board

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?

Please see bio attached

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

To continue the work underway - particularly the new facility construction.

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 see attached bio

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.

Mary Anne D. Lawler



22 Kimberley Circle
Brunswick, Maine 04011

September 6, 2020

Biographical Sketch

Mary Anne Lawler was born in New York City. She grew up on Long Island, New York graduating from Our Lady of Mercy Academy before attending the College of Notre Dame of Maryland in Baltimore, Maryland where she earned a Bachelor of Arts Degree majoring in History.

Following graduation from Notre Dame, Mary Anne joined the IBM Corporation. She held various positions in Systems Engineering and Marketing before appointment to the position of Corporate Director of Standards. This position detailed working with governments {in the US this required many contacts with the Federal Communications Commission, the Department of Defense, the National Institute of Standards and Technology, the General Services Administration, and the Environmental Protection Agency; while in Europe many contacts were established with directorates of the European Commission}. Also Mary Anne represented IBM to various U.S. based industry organizations including the American Water Works Association and the American National Standards Institute. Additionally Mary Anne represented IBM to the International Standards Organization and the International Electrotechnical Commission both located in Geneva, Switzerland. Finally, Mary Anne served as Chairman of the International Committee responsible for developing and coordinating Information Technology Standards worldwide {known formally as ISO/IEC JTC1}.

Mary Anne was awarded the Edward Lohse Information Technology Medal by the American National Standards Institute for: participation in the development of National and International Information Technology Standards; demonstrated leadership in the promotion of Information Technology Standards, and fostering cooperation among the bodies involved in global standardization.

During Mary Anne's previous terms as Water District Trustee, she has served as Vice President of the Board for 2 1/2 years and as President of the Board for 4 1/2

years. During this time, she participated in gaining approval from the Maine Public Utilities Commission for a reasonable rate increase, fair union negotiations, and the smooth replacement of the superintendent following the unexpected retirement of the previous superintendent. Many other things were accomplished during this time, including but not limited to the construction of a new water tank, replacement of the water main on River Road, the implementation of a GIS system, the initiation of an automated asset management plan, an assessment of the needs of the Jackson facility, and maintaining facilities while staying within budget.

Mary Anne and her husband, Mike, both retired in 1999 and relocated from Stamford, Connecticut to Brunswick where they currently reside with their Golden Retriever Murphy.

Mary Anne has a long history of volunteer service to the community and would like to continue that here in Brunswick.

Susan Karnes

From: noreply@civicplus.com
Sent: Friday, September 11, 2020 9:20 AM
To: Fran Smith; Susan Karnes
Subject: Online Form Submittal: Board Application Form

Board Application Form

Select the Board, Commission, or Committee applying for **Village Review 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	Annee
Last Name	Tara
Address1	34 Belmont St
Address2	<i>Field not completed.</i>
City	Brunswick
State	ME
Zip	04011
Home Phone Number	2077251249
Cell Phone Number	207/837.7360
Work Phone Number	207/837.7390
Occupation	freelancer
Email Address	anneetara@gmail.com
Are you currently serving on other Boards, Commissions, or Committees?	Yes
If yes, which	Nathaniel Davis Fund and Bicycle and Pedestrian Advisory Committees; I currently serve on the Village Review Board

Have you served on a Board, Commission, or Committee before?	No
If yes, which	just the ones on which I currently serve
Please list civic organizations to which you belong	People Plus, Board of Trustees; Mid-Coast Hunger Prevention Project, volunteer; Red Cross Blood Services, volunteer
Note any prior experience knowledge, or abilities that you have which would contribute to the activities of the board/committee/commission:	I have served on the Village Review Board since 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?	prior service on the Board
3. Why would you like to be on the Board/Commission/Committee?	After four years on the Board, I feel comfortable that I am making a contribution to the process and am prepared to continue
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>Field not completed.</i>

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

CONSENT AGENDA - A BACK UP MATERIALS



Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF THE FINANCE DIRECTOR

85 UNION STREET

BRUNSWICK, MAINE 04011-2418

TELEPHONE 207-725-6652

FAX 207-725-4107

Date: September 23, 2020

To: Town Council
Brunswick, Maine

From: Julia Henze
Finance Director

Subject: Request for Authorization to issue Quitclaim Deed

In accordance with the Town's policy on tax acquired real property, the Finance Department has continued to work with previous property owners to facilitate payment of outstanding taxes and fees. The goal of the Town is to allow the original owners of tax acquired properties to re-acquire the property by paying all outstanding obligations to the Town within a reasonable timeframe.

The previous owner of the property at 69 Ward Circle is now deceased, and the personal representative of her estate is currently negotiating a sale of the property, with a portion of the sale proceeds to pay the outstanding obligations to the Town. We are requesting Council authorization for the Town Manager to issue a quitclaim deed for this property, on the same day and simultaneous with the sale closing and the payment of the outstanding taxes and fees.

The proposed quitclaim deed is attached.

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 October 5, 2020 for consideration paid, release to **Thomas, Marjorie L, Estate of**, of Topsham, 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	54	August 24, 2018	2017
35911	248	August 23, 2019	2018
37091	76	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 042 Lot 028 Sub 000 Typ 073 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 ___th day of **October, 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.

October __, 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 - B 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 18, 2020

SUBJECT: Utility Location Permit Application, Permit # ULP-20-09
Maine Natural Gas
Gas Main Extension – Multiple Locations (Church Rd, Woodside Rd, Arrowhead Rd, Meredith Dr, Iroquois Cir, Cypress Ln, Parsons Farm Rd)

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

Maine Natural Gas seeks authorization to install a new gas main in the following locations:

Street	From	To	Length (FT)
Church Road	McKeen Street	Woodside Road	2875'
Woodside Road	Church Road	Arrowhead Drive	610'
Arrowhead Road	Woodside Road	End	3550'
Meredith Drive	Arrowhead Drive	Arrowhead Drive	1750'
Iroquois Circle	Meredith Drive	End	630'
Parsons Farm Road	Arrowhead Drive	End	495'
Cypress Lane	Arrowhead Drive	End	222'

The project will add approximately 10132 linear feet of gas main in the neighborhoods and provide access to 97 additional customers.

Brunswick Public Works Department has no objection to these underground 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: September 19, 2020

Permit Number: ULP-20-09 A
(to be provided by Town)

Maine Natural Gas

and

(Name of Utility)

Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas

(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: Church Road

Starting Point: McKeen Street

End Point: Woodside Road

Maine Natural Gas proposes to install a 4-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at McKeen Street and extends approximately 2,110 ft to Woodside Road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: 

Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**MAINE
NATURAL GAS**

**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Church Road
DATE OF SUBMITTIAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Site meeting 9-16-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Site meeting 9-16-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE: September 19, 2020

Permit Number: ULP-20-09 B
(to be provided by Town)

Maine Natural Gas

and

(Name of Utility)

Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas

(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: Woodside Road

Starting Point: Church Road

End Point: Arrowhead Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Church Road and extends approximately 610 ft to Arrowhead Road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: 

Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Woodside Road
DATE OF SUBMITTAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Site meeting 9-16-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Site meeting 9-16-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE: September 19, 2020

Permit Number: ULP-20-09 C
(to be provided by Town)

Maine Natural Gas

and

(Name of Utility)

Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas

(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: Arrowhead Road

Starting Point: Woodside Road

End Point: End of Arrowhead Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Woodside Road and extends approximately 3,560 ft to the end of Arrowhead Road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: _____



Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**MAINE
NATURAL GAS**

**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Arrowhead Road
DATE OF SUBMITTAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Site meeting 9-16-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Site meeting 9-16-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE: September 19, 2020

Permit Number: ULP-20-09 D
(to be provided by Town)

Maine Natural Gas

and

(Name of Utility)

Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas

(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: Meredith Drive

Starting Point: Arrowhead Road

End Point: Arrowhead Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Arrowhead Road and extends approximately 1,750 ft to the other intersection of Arrowhead Road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: 

Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Meredith Drive
DATE OF SUBMITTAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Site meeting 9-16-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Site meeting 9-16-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE: September 19, 2020

Permit Number: ULP-20-09 E
(to be provided by Town)

Maine Natural Gas

and

Joint Utility Name (if applicable)

(Name of Utility)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas

(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: Parsons Farm Road

Starting Point: Arrowhead Road

End Point: End of Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Arrowhead Road and extends approximately 495 ft to the end of Parsons Farm Road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: _____

Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**MAINE
NATURAL GAS**

**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Parsons Farm Road
DATE OF SUBMITTAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Site meeting 9-16-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Site meeting 9-16-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE: September 19, 2020

Permit Number: ULP-20-09 F
(to be provided by Town)

Maine Natural Gas

and

(Name of Utility)

Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas

(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: Cypress Road

Starting Point: Arrowhead Road

End Point: End of Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Arrowhead Road and extends approximately 222 ft to the end of Cypress Lane. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: _____



Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Cypress Lane
DATE OF SUBMITTAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Site meeting 9-16-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Site meeting 9-16-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020

**Town of Brunswick
Public Works Department**

Application for Utility Location Permit

DATE: September 19, 2020

Permit Number: ULP-20-09 G
(to be provided by Town)

Maine Natural Gas

and

(Name of Utility)

Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas

(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: Iroquois Circle

Starting Point: Meredith Drive

End Point: End of Road

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Meredith Drive and extends approximately 630 ft to the end of the road. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: 

Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Iroquois Circle
DATE OF SUBMITTIAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Site meeting 9-16-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Site meeting 9-16-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020



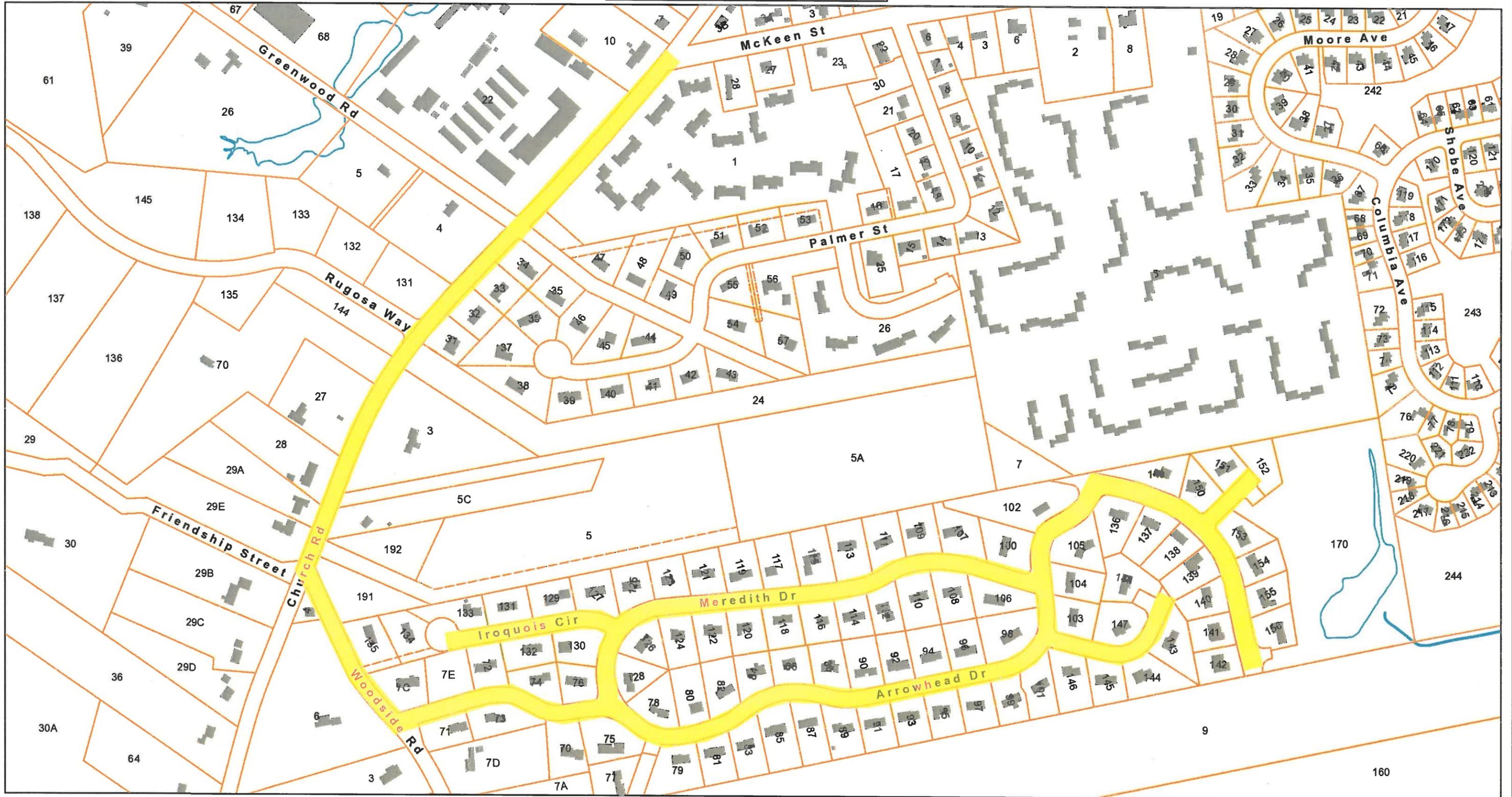
Gas Main Installation Limits of Work

Brunswick, ME

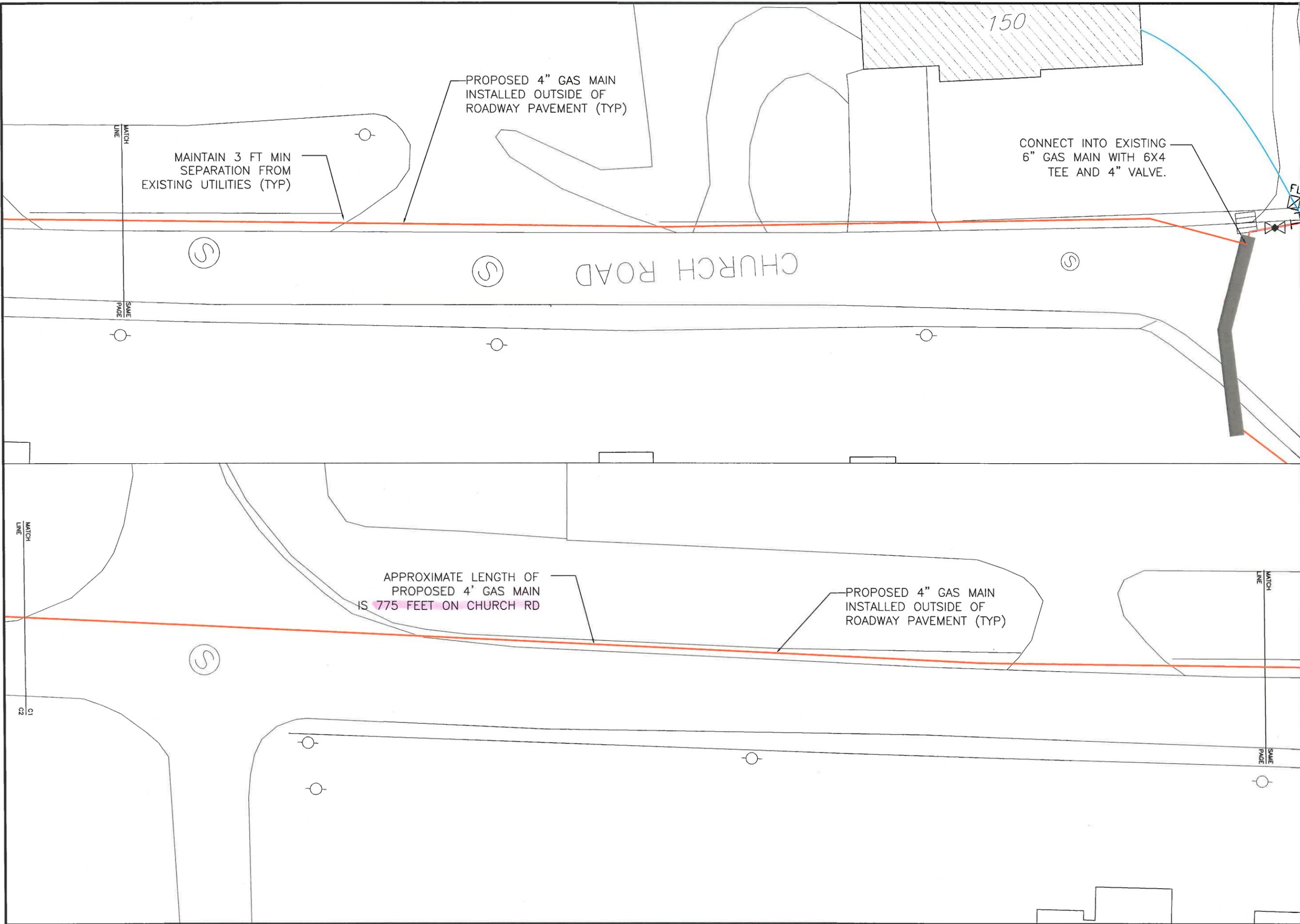
1 inch = 300 Feet



September 21, 2020



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

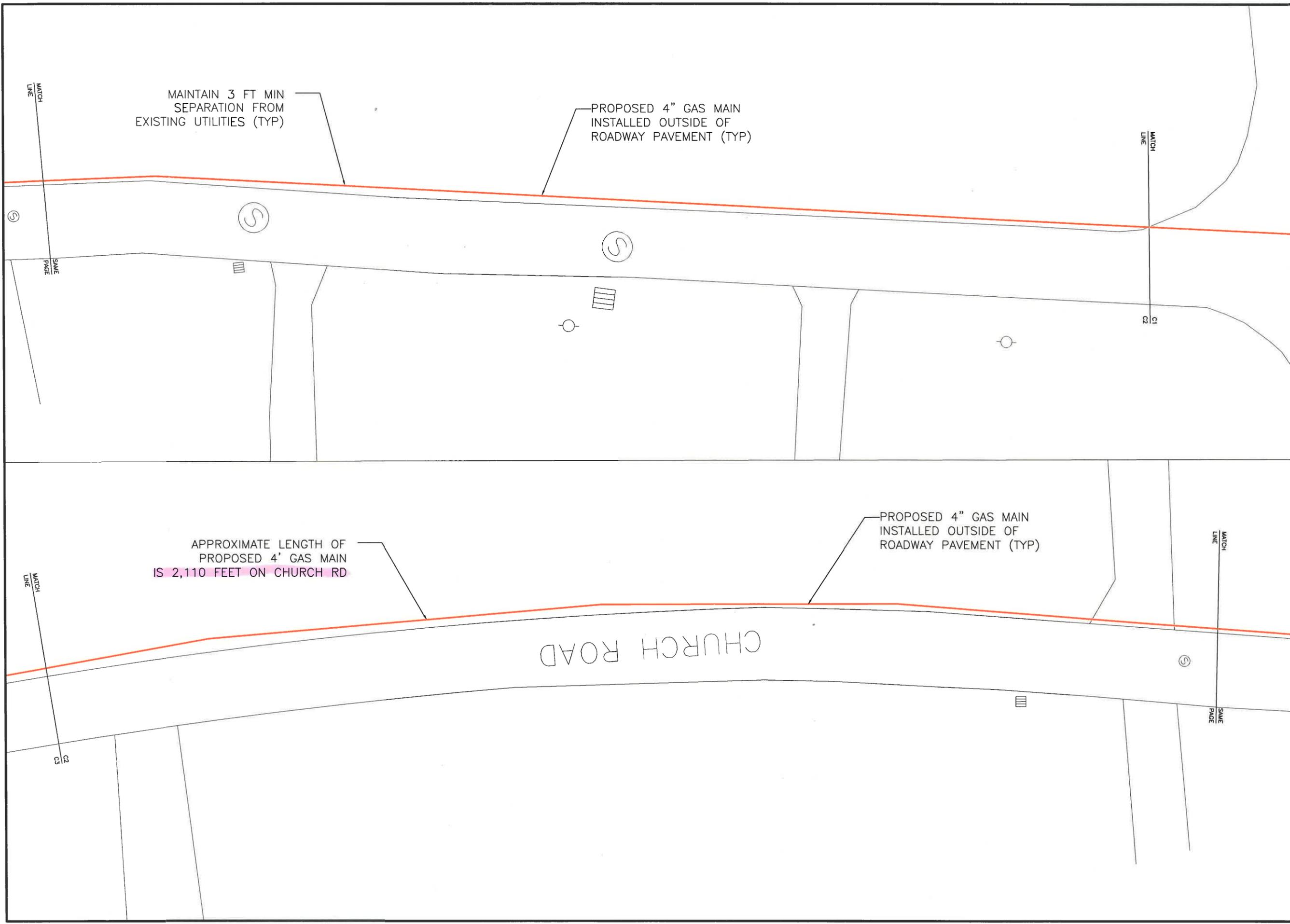


NO. SUBMISSIONS/REVISIONS	APP'D	DATE
1		9-2-2020
PERMIT DRAWING		
DRAWN BY: JRG	CHECKED BY: SBM	DATE: 9/2/2020
APPROVED BY:	DATE:	PROJECT NO.: N/A
BOOK NO.:	SCALE: N.T.S.	

9 Industrial Parkway, Brunswick, Maine 04011	

MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 CHURCH ROAD

DRAWING
 C-1

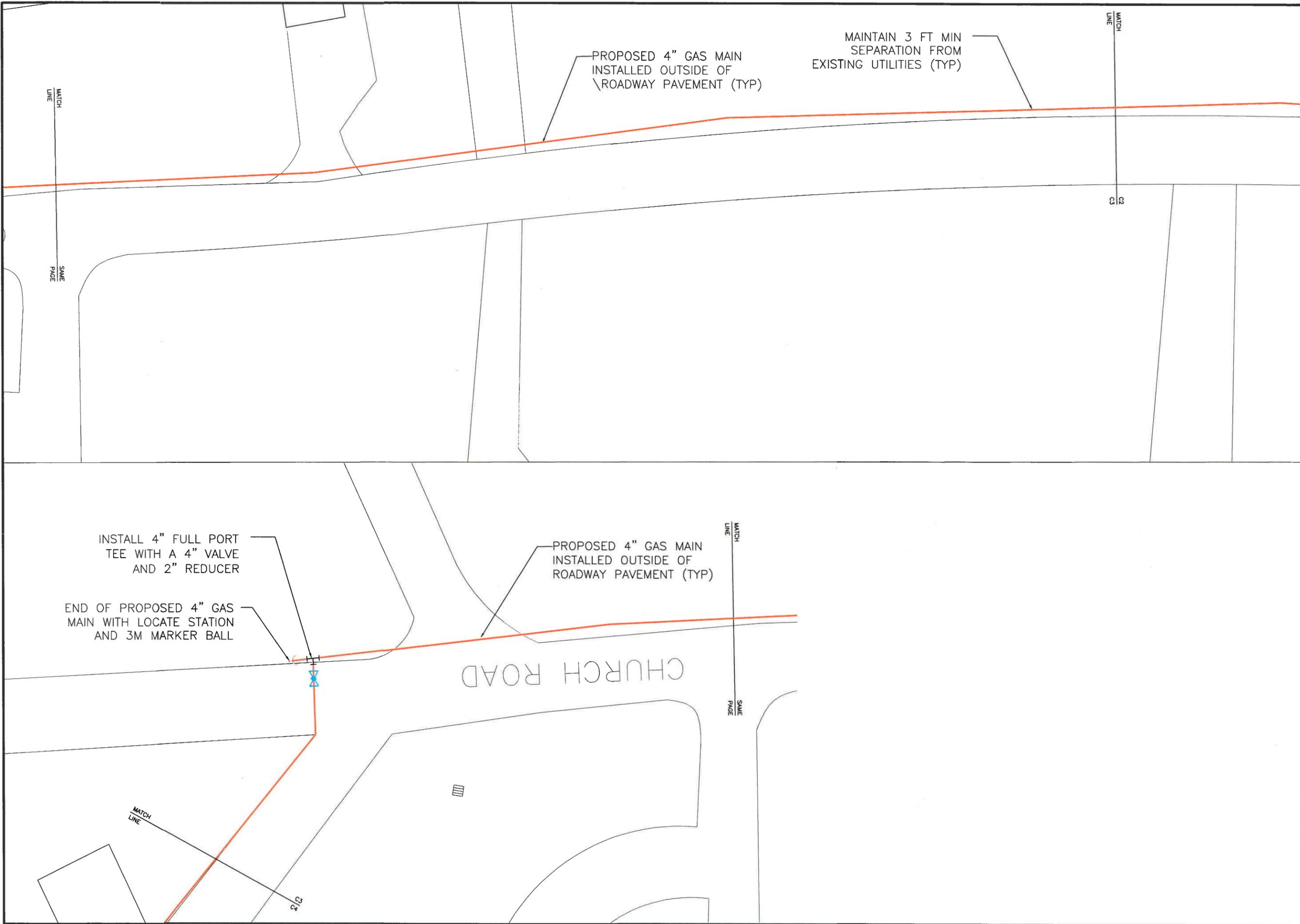


NO. SUBMISSIONS/REVISIONS	APPD DATE
1	9-2-2020
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	

DRAWN BY: JRG	PERMIT DRAWING
CHECKED BY: SBM	
DATE: 9/2/2020	
APPROVED BY:	
DATE:	
BOOK NO.:	
PROJECT NO.:	
N.T.S.	
SCALE:	



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 CHURCH ROAD

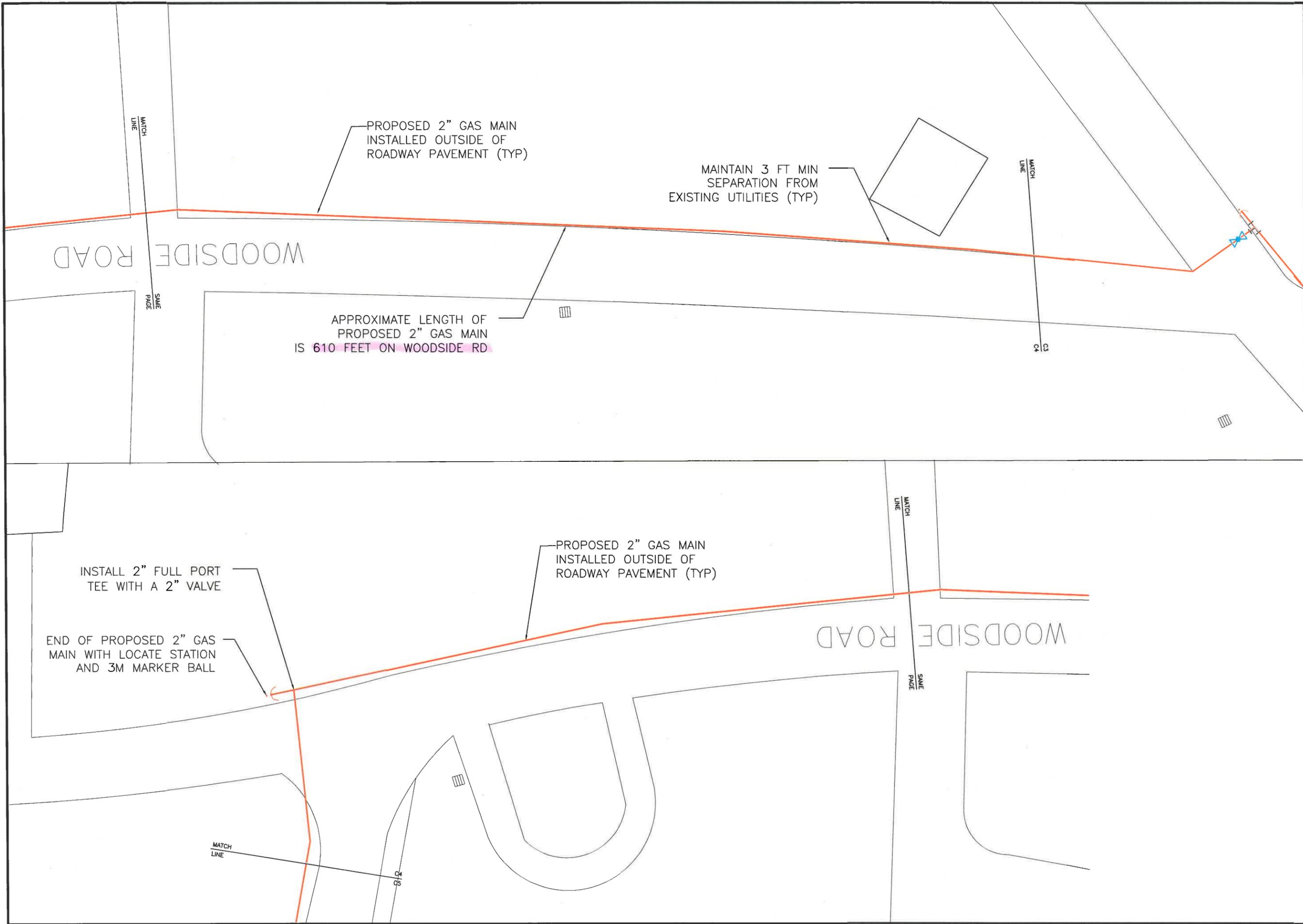


NO. SUBMISSIONS/REVISIONS	APPD. DATE
1 PERMIT DRAWING	9-2-2020
2	
3	
4	

DRAWN BY: JRC	CHECKED BY: SBM
DATE: 9/2/2020	DATE: 9/2/2020
APPROVED BY:	DATE:
BOOK NO.:	PROJECT NO. N/A
SCALE: N.T.S.	



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 CHURCH ROAD

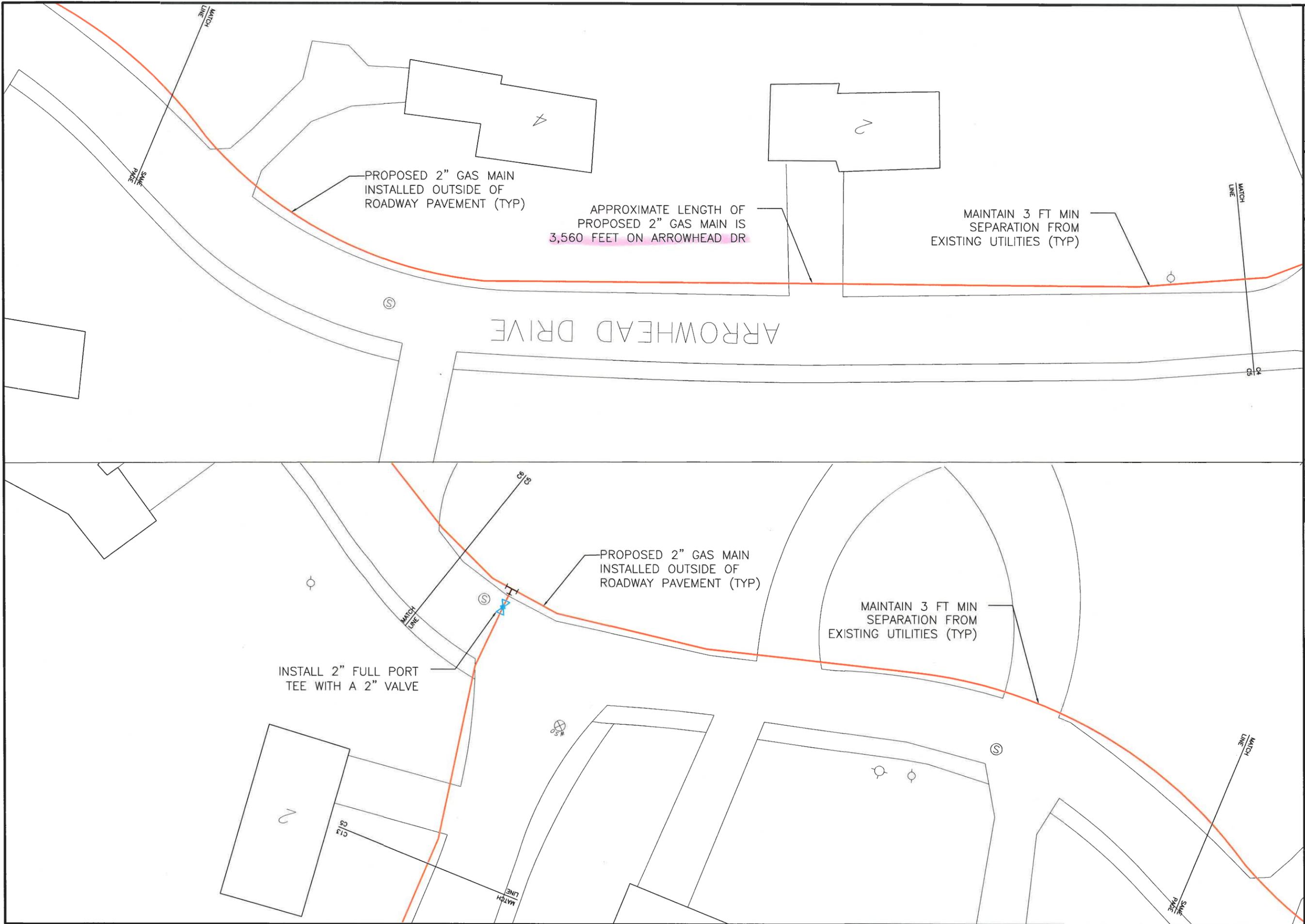


NO. SUBMISSIONS/REVISIONS	APPD	DATE
1	PERMIT DRAWING	9-2-2020
DRAWN BY: JRC		
CHECKED BY: SSM		
DATE: 9/2/2020		
APPROVED BY:		
DATE:		
BOOK NO. N/A		
PROJECT NO. N.T.S.		
SCALE: N.T.S.		

MAINE NATURAL GAS GAS CONSTRUCTION MAPPING BRUNSWICK, ME WOODSIDE ROAD



DRAWING
C-4

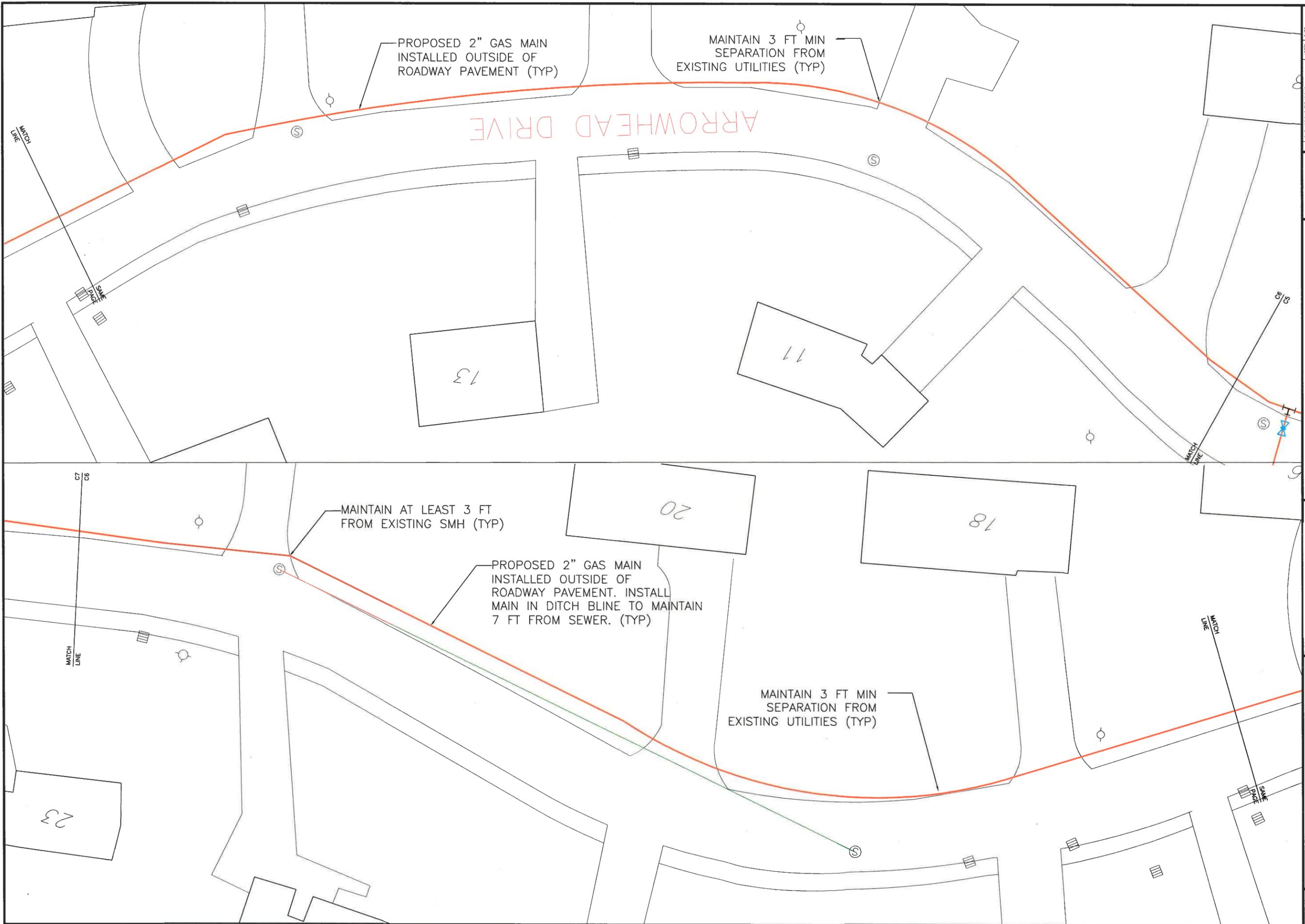


NO. SUBMISSIONS/REVISIONS	APPROVED DATE
1 PERMIT DRAWING	9-2-2020
2	
3	
4	
5	
6	
7	
8	
9	
10	

DRAWN BY: JRC	CHECKED BY: SBN
DATE: 9/22/2020	DATE: 9/22/2020
APPROVED BY:	APPROVED BY:
DATE:	DATE:
BOOK NO. N/A	PROJECT NO. N/A
SCALE: N.T.S.	SCALE: N.T.S.



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 ARROWHEAD DRIVE



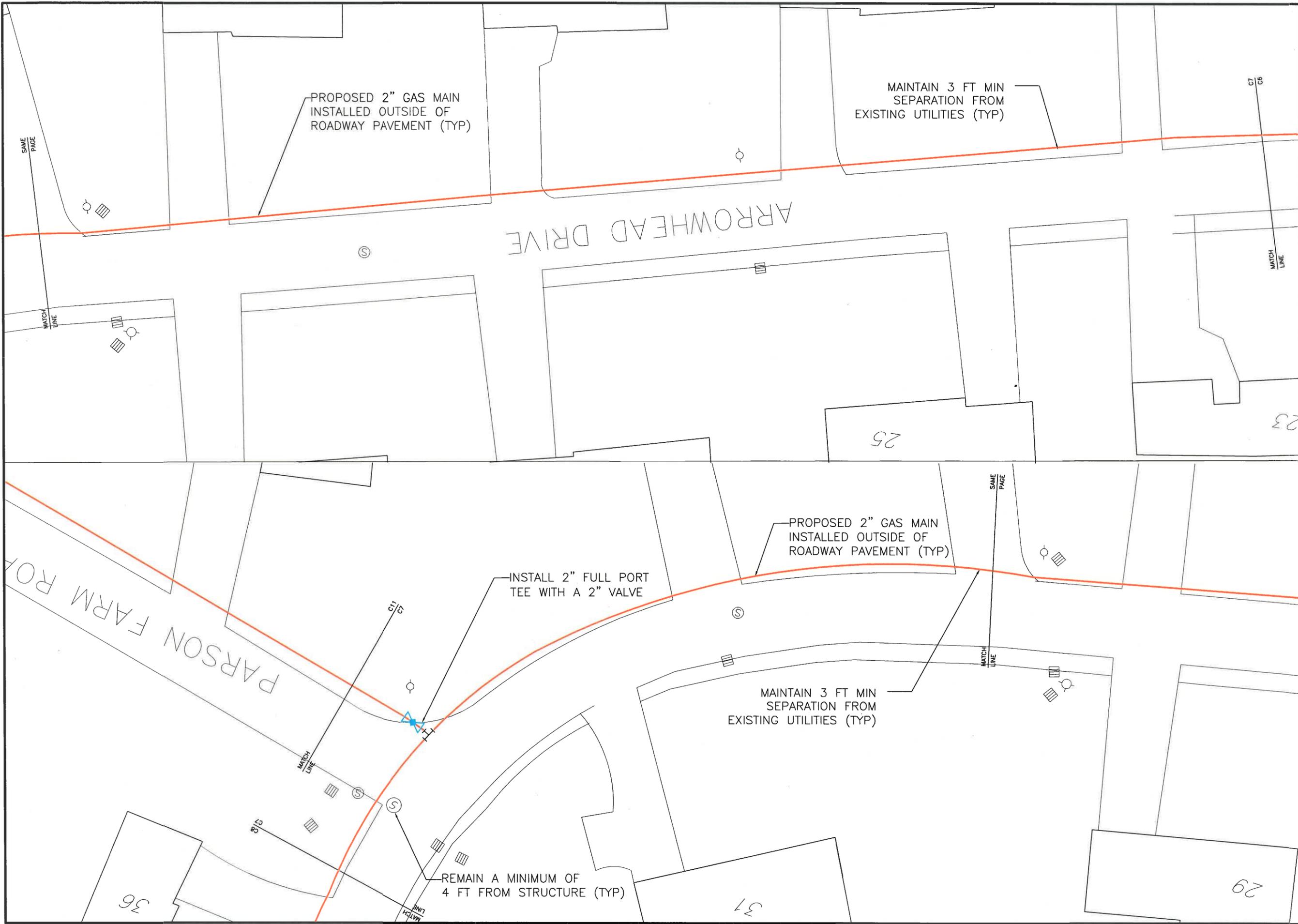
NO. SUBMISSIONS/REVISIONS	APPD. DATE
1	9-2-2020
PERMIT DRAWING	

DRAWN BY: JRG	CHECKED BY: SBM
DATE: 9/2/2020	DATE: 9/2/2020
APPROVED BY:	DATE:
BOOK NO.:	PROJECT NO. N/A
SCALE: N.T.S.	

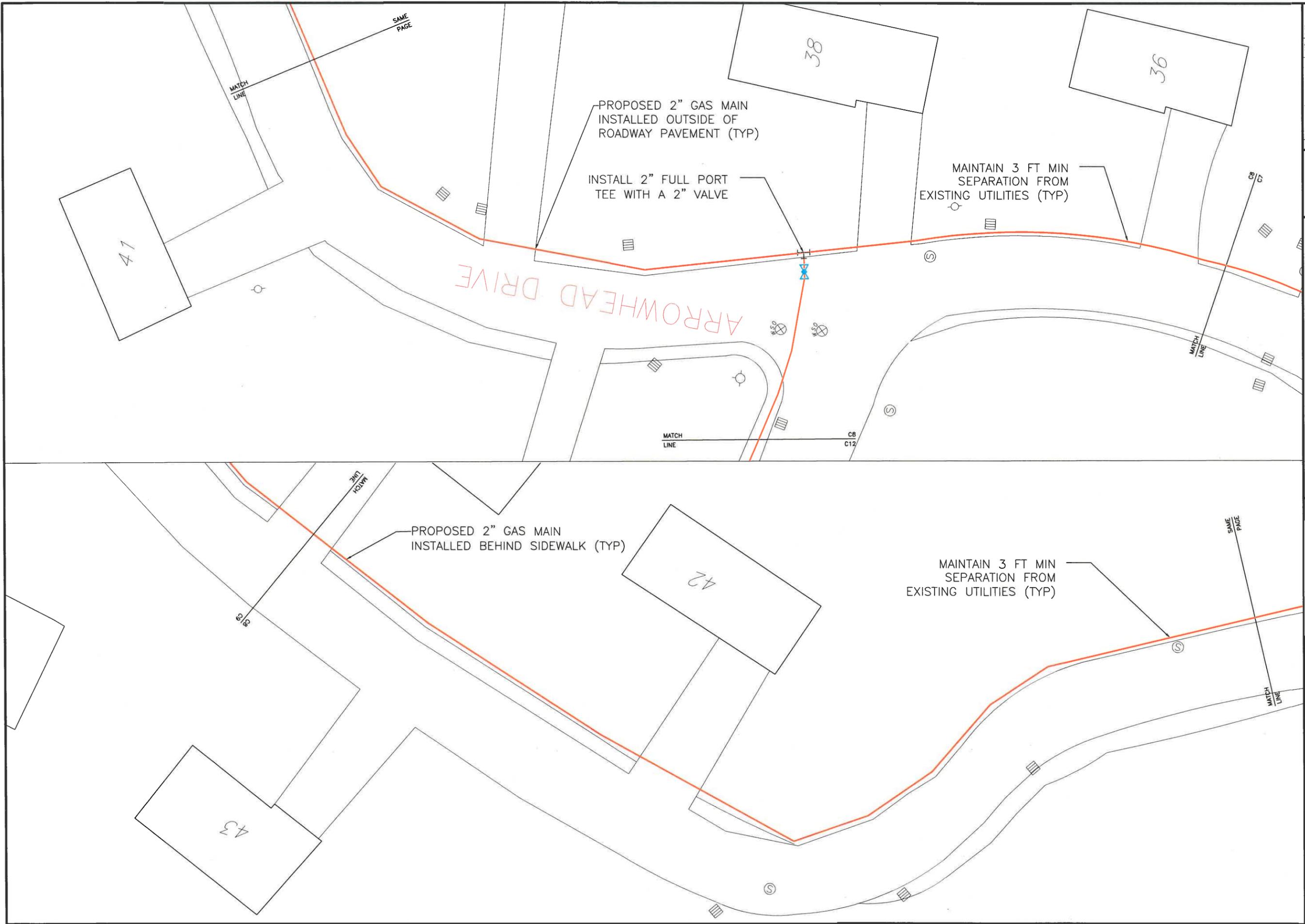


MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 ARROWHEAD DRIVE

DRAWING
 C-6



NO SUBMISSIONS/REVISIONS PERMIT DRAWING		APPD DATE 9-2-2020
DRAWN BY: JRC CHECKED BY: SBM DATE: 9/2/2020	APPROVED BY:	PROJECT NO.: N/A SCALE: N.T.S.
MAINE NATURAL GAS GAS CONSTRUCTION MAPPING BRUNSWICK, ME		PLOTTED: 9-2-2020
MAIN TITLE: MAINE NATURAL GAS SUB TITLE: GAS CONSTRUCTION MAPPING BRUNSWICK, ME		DRAWING NO.: C-7
PROJECT: ARROWHEAD DRIVE		ADDRESS: 9 Industrial Parkway, Brunswick, Maine 04011



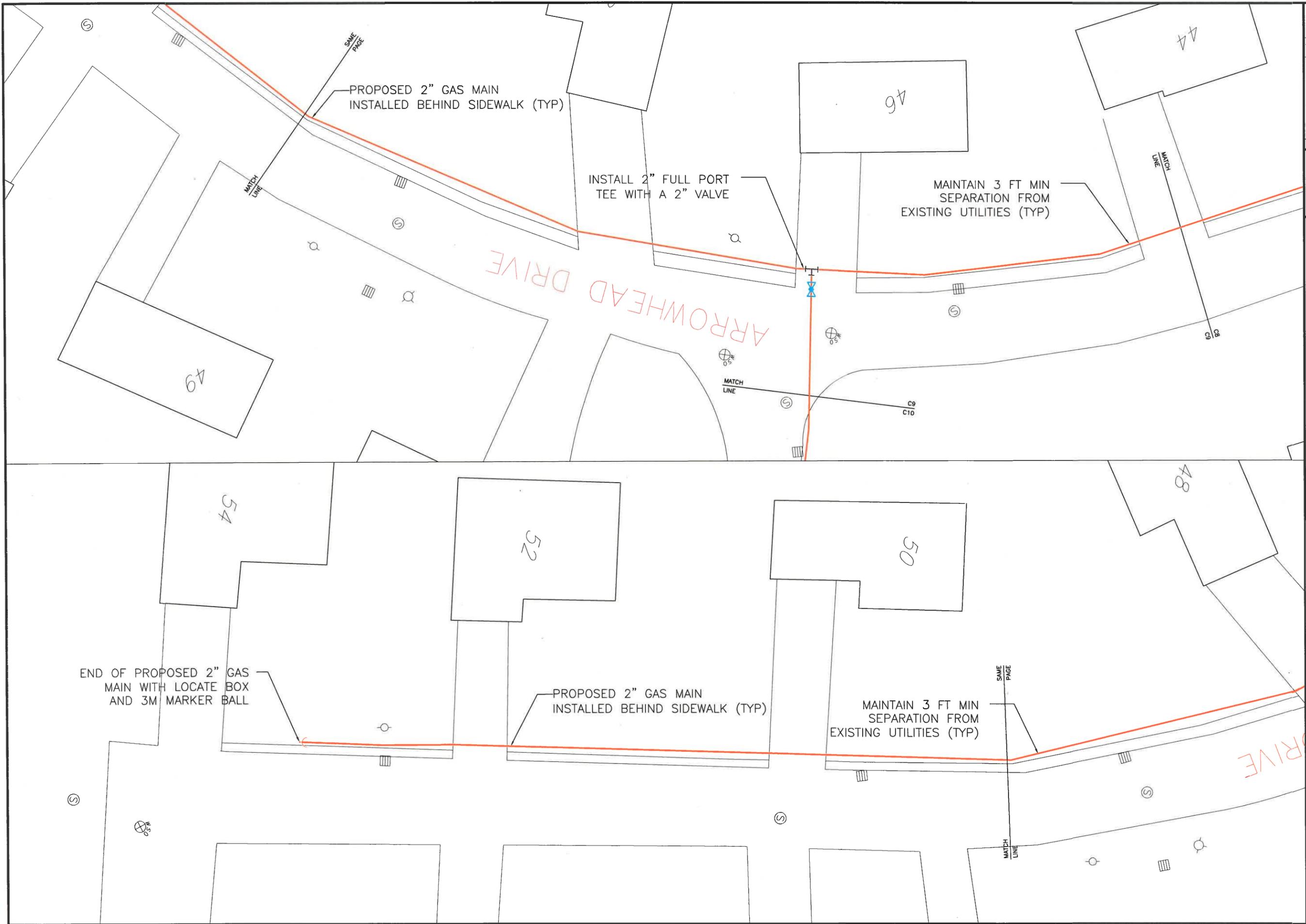
NO.	SUBMISSIONS/REVISIONS	DATE
1	PERMIT DRAWING	9-2-2020

DRAWN BY: JRC
 CHECKED BY: SBM
 DATE: 9/2/2020
 APPROVED BY: _____
 DATE: _____
 BOOK NO.: N/A
 PROJECT NO.: N.L.S.
 SCALE: N.L.S.

9 Industrial Parkway, Brunswick, Maine 04011	

MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 ARROWHEAD DRIVE

DRAWING
 C-8

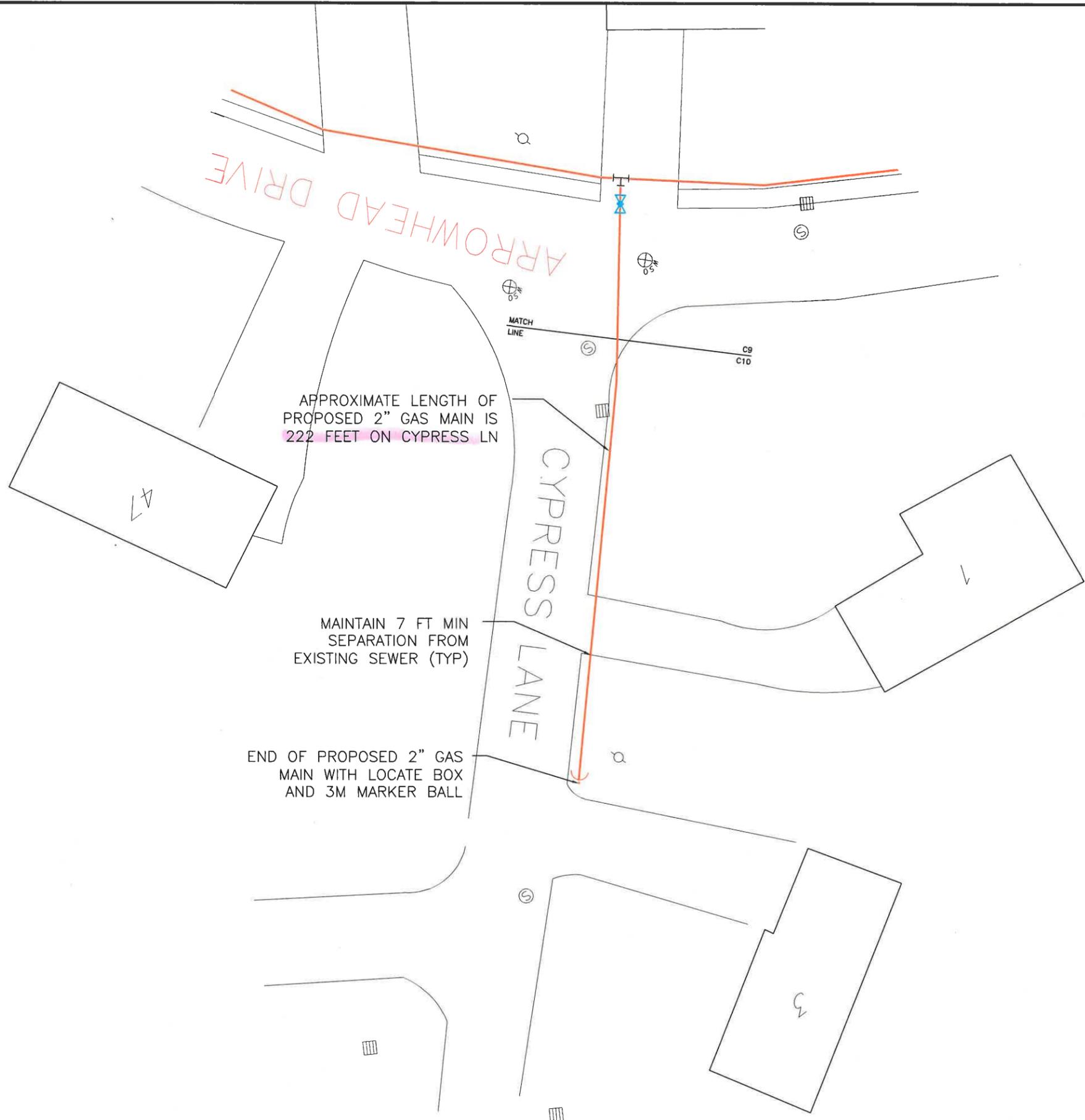


NO. SUBMISSIONS/REVISIONS	DATE
1	9-2-2020
2	
3	
4	
5	
6	
7	
8	
9	
10	

DRAWN BY: JRC	DATE: 9/2/2020
CHECKED BY: SRM	DATE: 9/2/2020
APPROVED BY:	
DATE:	
BOOK NO.:	
PROJECT NO.:	
SCALE:	N.T.S.



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 ARROWHEAD DRIVE



APPROXIMATE LENGTH OF
PROPOSED 2" GAS MAIN IS
222 FEET ON CYPRESS LN

MAINTAIN 7 FT MIN
SEPARATION FROM
EXISTING SEWER (TYP)

END OF PROPOSED 2" GAS
MAIN WITH LOCATE BOX
AND 3M MARKER BALL

CYPRESS LANE

ARROWHEAD DRIVE

NO.	SUBMISSIONS/REVISIONS	APPD.	DATE
1	PERMIT DRAWING		9-2-2020
2			
3			
4			

DRAWN BY: JRC	DATE: 9/2/2020
CHECKED BY: SBM	DATE: 9/2/2020
APPROVED BY:	DATE:
BOOK NO.:	PROJECT NO. M/A:
SCALE: N.T.S.	



MAINE NATURAL GAS
GAS CONSTRUCTION MAPPING
BRUNSWICK, ME
CYPRESS LANE

APPROXIMATE LENGTH OF PROPOSED 2" GAS MAIN IS 495 FEET ON PARSON FARM

MAINTAIN 3 FT MIN SEPARATION FROM EXISTING WATER (TYP)

PARSON FARM ROAD

PROPOSED 2" GAS MAIN INSTALLED OUTSIDE OF ROADWAY PAVEMENT (TYP)

END OF PROPOSED 2" GAS MAIN WITH LOCATE BOX AND 3M MARKER BALL

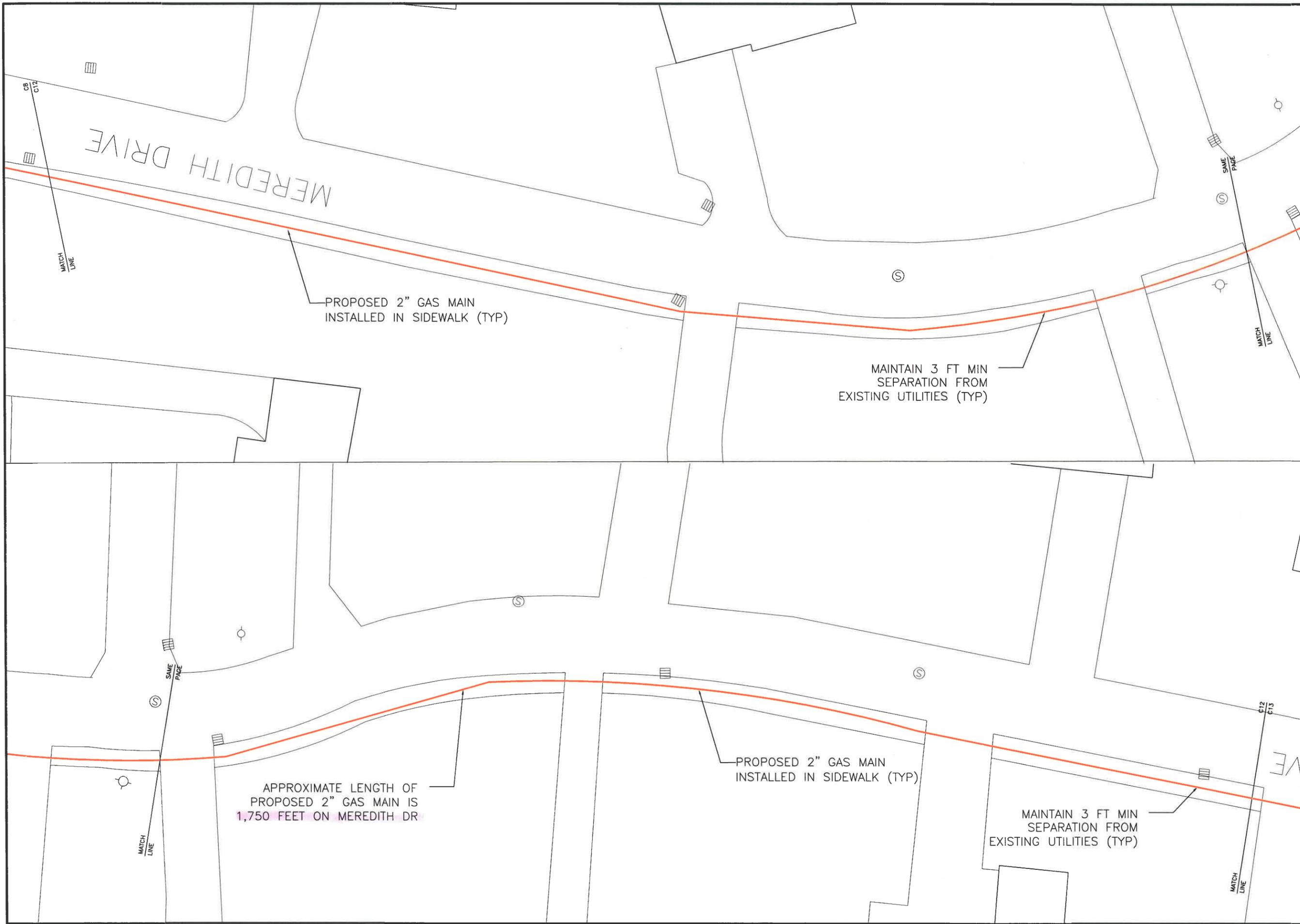
NO. SUBMISSIONS/REVISIONS		APP'D	DATE
PERMIT DRAWING			9-2-2020
DRAWN BY: JRC			
CHECKED BY: SBM			
DATE: 9/2/2020			
APPROVED BY:			
DATE:			
BOOK NO.:			
PROJECT NO. N/A			
SCALE: N.T.S.			
		PLOTTED: 9-2-2020	



MAINE NATURAL GAS
GAS CONSTRUCTION MAPPING
BRUNSWICK, ME

PARSON FARM RD

DRAWING
C-11

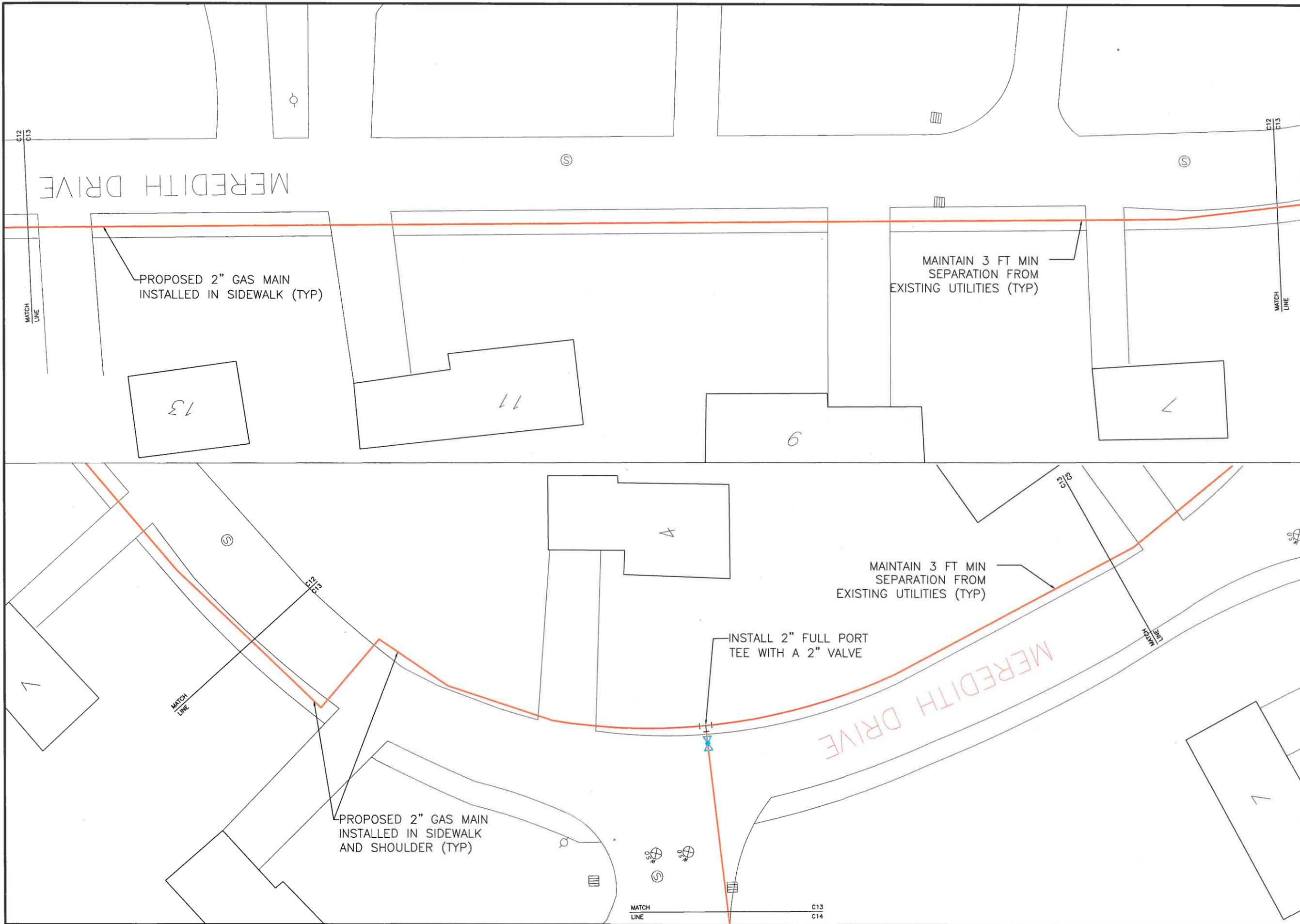


NO. SUBMISSIONS/REVISIONS	APPTD. DATE
1	9-2-2020
PERMIT DRAWING	
DATE	9/2/2020
APPROVED BY	
DATE	
BOOK NO.	N/A
PROJECT NO.	N.T.S.
SCALE	

DRAWN BY: JRC
 CHECKED BY: SBM
 DATE: 9/2/2020
 APPROVED BY:
 DATE:
 BOOK NO.: N/A
 PROJECT NO.: N.T.S.
 SCALE:



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 MEREDITH DRIVE



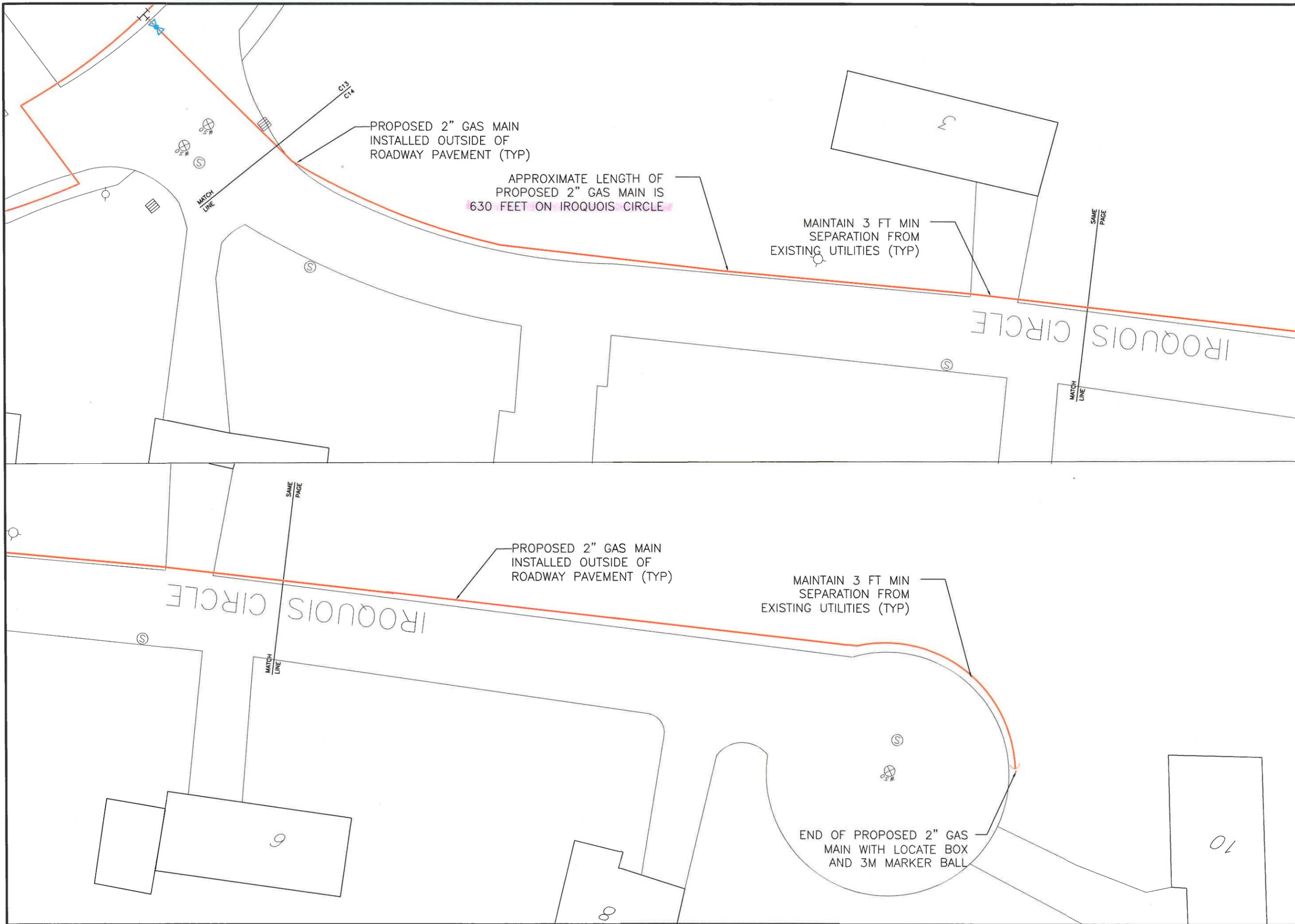
NO.	SUBMISSIONS/REVISIONS	DATE
1	PERMIT DRAWING	9-2-2020

DRAWN BY: JRC CHECKED BY: SBM DATE: 9/2/2020 APPROVED BY: DATE: BOOK NO.: N/A PROJECT NO.: N.T.S. SCALE: N.T.S.	APPTD. DATE: 9-2-2020
--	--------------------------



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 MEREDITH DRIVE

DRAWING
 C-13



NO. SUBMISSIONS/REVISIONS	APPTD. DATE
1	9-2-2020
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	

DRAWN BY: JRC
 CHECKED BY: SBM
 DATE: 9/2/2020
 APPROVED BY:
 DATE:
 BOOK NO.:
 PROJECT NO.: N/A
 SCALE: N.T.S.



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 IROQUOIS CIRCLE

Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

MEMORANDUM

TO: John Eldridge, Town Manager
FROM: Ryan Barnes, Town Engineer
DATE: September 21, 2020
SUBJECT: Utility Location Permit Application, Permit # ULP-20-10
Maine Natural Gas
Gas Main Extension – Hennessey Avenue

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

Maine Natural Gas seeks authorization to install a new gas main along Hennessey Avenue. The project will add approximately 1130 linear feet of gas main in the neighborhood and provide access to 29 additional customers.

Brunswick Public Works Department has no objection to these underground 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: September 19, 2020

Permit Number: ULP-20-10
(to be provided by Town)

Maine Natural Gas and _____
(Name of Utility) Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas
(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: Hennessey Ave

Starting Point: Stanwood Street End Point: 1,130 Ft toward Spring Street

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at Stanwood Street and extends approximately 1,130 ft east up Hennessey Ave toward Spring Street. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: 

Print Name and Title: Joseph Gauthier, Gas Engineer

*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.



**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Hennessey Ave
DATE OF SUBMITTAL: 9-17-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Email response 9-14-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Email response 9-14-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-17-2020
Central Maine Power		721-8006	No response as of 9-17-2020
Town of Brunswick Ryan Barnes	Email response 9-14-2020	725-6654	No objections.
Comcast Kendall Blodgett			No response as of 9-17-2020

Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

MEMORANDUM

TO: John Eldridge, Town Manager
FROM: Ryan Barnes, Town Engineer
DATE: September 23, 2020
SUBJECT: Utility Location Permit Application, Permit # ULP-20-11
Maine Natural Gas
Gas Main Extension - Peary Drive

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

Maine Natural Gas seeks authorization to install a new gas main along Peary Drive. The project will add approximately 1575 linear feet of gas main in the neighborhood and provide access to 38 additional customers.

Brunswick Public Works Department has no objection to these underground 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: September 22, 2020

Permit Number: ULP-20-11
(to be provided by Town)

Maine Natural Gas and _____
(Name of Utility) Joint Utility Name (if applicable)

duly authorized under the laws of the State of Maine to construct, maintain and operate

Natural Gas
(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: Peary Drive

Starting Point: Baribeau Drive End Point: End of Peary Drive

Maine Natural Gas proposes to install a 2-inch High Density Polyethylene (HDPE) gas main. The proposed gas main extension starts at the intersection of Baribeau Drive and extends approximately 1,575 ft to the end of Peary Drive installed outside of the paved roadway. Maine Natural Gas will work with utilities and relocate main as necessary.

Minimum Depth of Cover: 36" (if applicable) Maximum PSI: 60 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: 

Print Name and Title: Joseph Gauthier, Gas Engineer

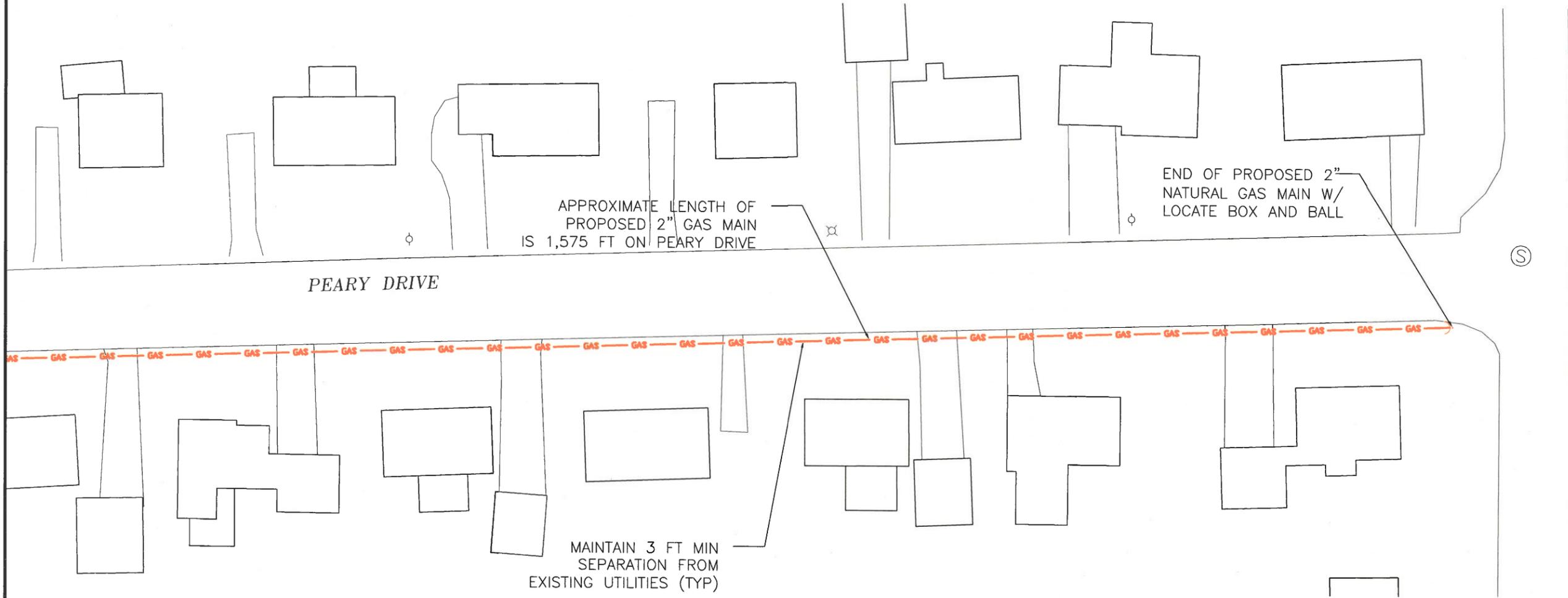
*If publication is chosen, the entire application above the double line is to be published. Submit completed applications to the address provided above in the objection statement.



**PROPOSED GAS MAIN EXPANSION
SUMMARY OF UTILITY COORDINATION**

LOCATION OF APPLICATION: Peary Drive
DATE OF SUBMITTIAL: 9-22-2020

UTILITY AND NAME OF UTILITY CONTACT	DATE OF MEETING OR CONVERSATION	PHONE NUMBER	IDENTIFICATION OF ANY MAJOR CONCERNS AND HOW EACH WILL BE ADDRESSED
Brunswick Sewer District Robert Pontau	Email response 9-21-2020	729-0148	No objections.
Brunswick & Topsham Water District TC Schofield	Email response 9-22-2020	729-9956	No objections.
Fairpoint Lillian Stiles		797-1866	No response as of 9-22-2020
Central Maine Power		721-8006	No response as of 9-22-2020
Town of Brunswick Ryan Barnes	Email response 9-22-2020	725-6654	No Objections.
Comcast Kendall Blodgett			No response as of 9-22-2020



NO.	SUBMISSIONS/REVISIONS	APPROVED	DATE
1	PERMIT DRAWING		9-20-2020
2			
3			
4			
5			

DRAWN BY	JRG
CHECKED BY	SBM
DATE	9/20/2020
APPROVED BY	
DATE	
BOOK NO.	N/A
PROJECT NO.	N.I.S.
SCALE	N.I.S.



MAINE NATURAL GAS
 GAS CONSTRUCTION MAPPING
 BRUNSWICK, ME
 PEARY DRIVE

**CONSENT AGENDA - C
NO BACK UP MATERIALS**

CONSENT AGENDA - D BACK UP MATERIALS

TOWN OF BRUNSWICK
Warrant for Municipal Election
November 3, 2020

COUNTY OF CUMBERLAND, ss}
TOWN OF BRUNSWICK }

TO ELIN M. GOULD, RESIDENT OF THE TOWN OF BRUNSWICK, CUMBERLAND COUNTY, MAINE:

YOU ARE HEREBY REQUIRED, in the name of the State of Maine, to notify and warn the voters of the Town of Brunswick, Districts 1,2,3,4,5,6,7, of the following:

YOU ARE HEREBY NOTIFIED, that on November 3, 2020, a Municipal Election will be held in the Town of Brunswick, Districts 1,2,3,4,5,6,7 at the following voting place for all voters to vote for the offices indicated herein:

Absentee Ballot Processing (check all that apply):

Processed by: Municipal Clerk (Centrally) Warden (At polls)

Date/Time of Processing (check all that apply):

As provided on the attached State of Maine, November 3, 2020, General Election, Notice of Intent to Process Absentee Ballots Prior to Election Day

During Election Day (11/3/20) Processing Time(s): at Brunswick Junior High School, 65 Columbia Ave
Processing Time(s): 2:00 p.m., 5:00 p.m. and 8:00 p.m.

The following offices will be determined:

- Councilor for Districts 5, 7 and At Large
- School Board for Districts 5, 7, and At Large
- Three Charter Questions

Dated at Brunswick this 5th day of October 2020

ATTEST: _____(Town Clerk)

**TOWN OF BRUNSWICK
RETURN OF WARRANT**

County of Cumberland, ss }
Town of Brunswick }

I certify that I have notified the voters of Brunswick, Districts 1, 2, 3, 4, 5, 6, and 7 of the time and place of the Municipal Election and processing of absentee ballots by posting attested copies of the within warrant at the following locations, each being a public and conspicuous place within the indicated District:

District 1	Mid Coast Hospital
District 2	Parkview Medical Center
District 3	Brunswick High School
District 4	Sunshine Laundry
District 5	Recreation Center
District 6	Little Dog Coffee Shop
District 7	Warming's Market

On _____, which is at least 7 days prior to Election Day.
(Date)

Dated at Brunswick this _____ day of October, 2020.

Elin M. Gould, Resident of the Town of Brunswick

State of Maine
November 3, 2020 General Election
Notice of Intent to Process Absentee Ballots Prior to Election Day

Municipality Brunswick

Date/Time of Early Processing (check all that apply):

Tuesday, October 27, 2020**
1-Hour Inspection Time Period: 9 a.m. to 10 a.m.
Time Processing Begins: 9 a.m. to 9 p.m.

Wednesday, October 28, 2020**
1-Hour Inspection Time Period: 9 a.m. to 10 a.m.
Time Processing Begins: 9 a.m. to 9 p.m.

Thursday, October 29, 2020**
1-Hour Inspection Time Period: 9 a.m. to 10 a.m.
Time Processing Begins: 9 a.m. to 9 p.m.

Friday, October 30, 2020**
11-Hour Inspection Time Period: 9 a.m. to 10 a.m.
Time Processing Begins: 9 a.m. to 9 p.m.

Saturday, October 31, 2020**
1-Hour Inspection Time Period: 9 a.m. to 10 a.m.
Time Processing Begins: 9 a.m. to 9 p.m.

Sunday, November 1, 2020**
1-Hour Inspection Time Period: 9 a.m. to 10 a.m.
Time Processing Begins: 10 a.m. to 11 p.m.

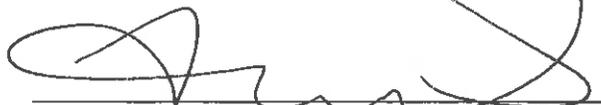
Monday, November 2, 2020**
1-Hour Inspection Time Period: 9 a.m. to 10 a.m.
Time Processing Begins: 9 a.m. to 9 p.m.

Location and address that early processing will occur: Brunswick Town Hall, 85 Union Street.

Tuesday, Wed, Thursday, and Friday in room 206, Saturday and Sunday in Council Chambers and

Monday in Room 206

This Notice is for notifying the Secretary of State and the chairs of each political party of the municipality's intent to process absentee ballots prior to Election Day. A Copy of this Notice must also be posted with the Notice of Election at least 7 days prior to the election.

A True Copy
Attested 
(Signature of Municipal Clerk)

Date 9/28/2020

**** Clerk has read and will comply with the Uniform Guidelines for Securing Ballots and Other Materials.** 
Clerk initials