

Town of Brunswick, Maine

TOWN COUNCIL

Agenda

January 20, 2026

Regular Meeting 6:30 P.M.

Town Hall - Council Chambers

85 Union Street, Brunswick, Maine

The public can view the meeting in the following ways:

- In-Person: Town Hall, 85 Union Street
- Television: TV3 (Channel 3 on Comcast)
- Live Stream: <http://tv3hd.brunswickme.org/CablecastPublicSite/watch/1?channel=1>
- ZOOM: <https://us02web.zoom.us/j/86437839081?pwd=8ayySVagKb6Yb2f5FUouCRS02nuVtz.1>

The Zoom attendance option is provided as a convenience to the public; however, due to technical issues or breaches of protocol, it may not always be available. If you want to ensure your comments are heard, you are advised to submit them in writing and/or attend the meeting in person.

1. Agenda

Documents:

[JANUARY 20, 2026.PDF](#)

2. Town Manager's Report

Documents:

[1.20.26 MANAGERS REPORT.PDF](#)

2.I. BTC 1.20.26 Annual BNAS Background Report Update Final

Documents:

[BTC 1-20-26 ANNUAL BNAS BACKGROUND REPORT UPDATE FINAL.PDF](#)

2.II. 2026-01-20 RAB Report - David Page

Documents:

[DEC 9_2025 RAB MEETING BTC RPT DSPAGE FINAL.PDF](#)

3. Drug Forfeiture

Documents:

[3.DRUG FORFEITURE.PDF](#)

4. Towing Policy

Documents:

[4. TOWING POLICY.PDF](#)

5. 5. Lemont Block Discussion

Documents:

[5. LEMONT BLOCK DISCUSSION.PDF](#)

5.I. Lemont Block Cost Estimate 1.15.26

Documents:

[LEMONT BLOCK COST ESTIMATE 011526.PDF](#)

6. 6. Set PH Town Hall Place

Documents:

[6.SET PH TOWN HALL PLACE.PDF](#)

7. Consent Agenda

Documents:

[1.20.26 CONSENT AGENDA.PDF](#)

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Conflict of Interest Policy

Councilors shall declare potential conflicts at the start of the meeting or prior to any item.

Roll Call of Members/Acknowledgement Notice

Pledge of Allegiance

Adjustments to Agenda

Public Comments/Announcements:

- Non-Agenda items only
- Three minutes per speaker
- 30 Minutes for this session
- Follow Code of Conduct

MANAGER'S REPORT

- a) Financial Reports – December 2025
- b) 2024-25 Annual Comprehensive Financial Report (ACFR) / Popular Annual Report (PAFR)
- c) FY 2026-2027 Budget and 2027-31 Capital Improvement Program
- d) Dog Licensing Reminder
- e) Brunswick Comprehensive Plan
- f) Restoration Advisory Board Update

NEW BUSINESS

3. The Town Council will consider approving the transfer of monies forfeited to the Brunswick Police Department from different cases listed below to total \$4,700.99 and will take any appropriate action. (Police Chief)

- Cumberland County Unified Criminal Court Doc. CR-22-02471 \$1,223.00

- Cumberland County Unified Criminal Court Doc. CR-24-02283 \$3,090.00
- Cumberland County Unified Criminal Court Doc. CR-22-3450 \$387.99

ACTION

4. The Town Council will consider adopting the updated Town Towing Policy and Guidelines and will take any appropriate action. (Police Chief)

ACTION

5. The Town Council will receive a report and discuss the Lemont Block sidewalk redesign. (Town Manager and Town Engineer)

DISCUSSION

6. The Town Council will consider setting a public hearing for February 2, 2026, to amend Chapter 15 – Traffic and Vehicles, including Article III – Specific Street Regulations and Article IV – Stopping, Standing, and Parking proposing Town Hall Place as a one way street, relocate an existing loading zone, and designate parking on the north side of Town Hall Place as two-hour parking and will take any appropriate action. (Town Engineer)

ACTION

CONSENT AGENDA

- a) Minutes – December 1, 2025, December 15, 2025, and January 5, 2026
- b) Knights of Columbus Cribbage
- c) Closure Authority to Shellfish Committee

PUBLIC COMMENT

- If necessary

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

Brunswick Town Council: towncouncil@brunswickme.gov

* Download a complete agenda packet at <https://www.brunswickme.gov/agendacenter>

** Sign up to receive agenda notifications via email/text at <https://www.brunswickme.gov/list.aspx>

**Brunswick Town Council
Council Agenda
January 20, 2026
Council Notes and Suggested Motions**

MANAGER'S REPORT

A memo and back up material are attached to the packet.

NEW BUSINESS

3. **Notes:** This money is a criminal forfeiture to the Town of Brunswick Police Department from the following sources:

- Cumberland County Unified Criminal Court Doc. CR-22-02471 \$1,223.00
- Cumberland County Unified Criminal Court Doc. CR-24-02283 \$3,090.00
- Cumberland County Unified Criminal Court Doc. CR-22-3450 \$387.99

A memo and the court notice for each above item are attached to the packet.

Suggested motion:

Motion to approve the transfer of monies forfeited to the Brunswick Police Department in the total of \$4,700.99.

4. **Notes:** The towing policy has not been updated since 2008. The updates include amended language, insurance liability requirements, application fees, allowable rates the tow companies can charge and towing companies' proximity to the police department. A staff memo and redlined version of the policy are in the packet.

Suggested motion:

Motion to adopt the updated Town Towing Policy and Guidelines.

5. **Notes:** There is a staff memo and revised Lemont Block design plan view.

Suggested motion:

N/A

6. **Notes:** As part of the Maine Street Streetscape Project, a grading issue between Pleasant Street and Town Hall Place required a curb extension to maintain Americans with Disabilities Act (ADA) compliance that will preserve outdoor space for adjacent businesses but will require the loss of four parking spaces. To address this parking loss, staff recommend amending Chapter 15 to establish one-way traffic, relocate the loading zone, and create five new parking spaces, with two-hour parking, on Town Hall Place consistent with downtown Maine Street. A staff memo, redlined versions of the ordinances and maps are included in the packet.

Suggested motion:

Motion to set a public hearing for February 2, 2026, to amend Chapter 15 – Traffic and Vehicles, including Article III – Specific Street Regulations and Article IV – Stopping, Standing, and Parking proposing Town Hall Place as a one-way street, relocate an existing loading zone, and designate parking on the north side of Town Hall Place as two-hour parking.

CONSENT AGENDA

- a) **Approval of minutes from December 1, 2025, December 15, 2025, and January 5, 2026:** A copy of the minutes are included in your packet.
- b) **Knights of Columbus Cribbage:** This is the Town's annual approval of the Cribbage license for this organization. The state issues the license. Copies of a staff memo and application are included in your packet
- c) **Closure Authority to Shellfish Committee:** The Shellfish Committee requests annual approval to open and close shellfishing grounds for conservation purposes based on staff or public input. This will eliminate the need for individual Town Council approvals while retaining Council authority to review or reverse committee decisions. A staff memo is included in the packet.

Suggested motion

Motion to approve the Consent Agenda.

Public Comment

- If necessary

Suggested motion:

Motion to adjourn the meeting.

Town of Brunswick, Maine

Manager's Report

Back- up
materials

Town of Brunswick, Maine

OFFICE OF THE TOWN MANAGER

MEMORANDUM

TO: Town Council

FROM: Julia Henze, Town Manager

DATE: January 14, 2026

SUBJECT: Town Manager's Report
January 20, 2026 – Town Council Meeting

Financial Reports – December 2025 (a)

The summary revenue and expenditure budget reports are attached here, reflecting 2025-26 activity through December 31, 2025. Excise Tax collected was lower than November last year by \$52,638, but above budgeted for the month by \$19,904, currently above YTD budgeted by \$339,194. State Revenue Sharing in November was lower than last year by \$29,731 and continues to track below the anticipated YTD budget as of December by a total of \$496,368. We will continue to watch this revenue in relation to other revenues and expenditures.

On the expenditure report, total expenditures recorded in December are in line with expectation. With the weather since mid December we are watching certain lines. While December overtime costs for Public Works and Parks staff were not higher than last year, we expect that January will show an increase.

2024-25 Annual Comprehensive Financial Report (ACFR) / Popular Annual Report (PAFR) (b)

The auditors completed their review of the Town's 2024-25 financial reports on December 29, 2025, just before the filing deadlines with the Government Financial Officers Association and the Municipal Securities Rulemaking Board and the Maine Department of Education. The Finance Committee reviewed drafts of the reports in their December meeting, and the final reports had only minor typo corrections. I'm pleased to report that the auditors gave the financial statements a 'clean' opinion.

Hard copies of the final Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR) were given to the Council at their retreat. These and all prior year reports are available on the Town's website at <https://brunswickme.gov/163/Financial-Reports>. We also have printed copies of the PAFR for general distribution and will make these available all year at various spots in Town Hall. Please reach out to the Finance Department at (207) 725-6652 if you would like a printed copy.

FY 2026-27 Budget and 2027-2031 Capital Improvement Program (c)

Now that the 2024-25 financials are complete, we are getting into the upcoming budget process. The proposed meeting schedule for the 2026-27 Budget and 2027-31 CIP was provided to the Council in their 2026 retreat, and is attached again here. This schedule has changed since the Council/School Board workshop in November, but essentially still follows the same pattern as in

recent years, and has been coordinated with the School Department's budget workshop schedule.

Please note that the usual CIP schedule was disrupted this year, and the CIP workshops in the fall included presentations of individual projects, but the full CIP document has not been developed. The Council will only receive the draft CIP next week at the January 26th CIP workshop. If additional workshops are needed we will be sure to schedule those.

Dog Licensing reminder (d)

It's time to renew your dog's license! To avoid a \$25 late fee, please complete the renewal by January 31, 2026. The Town uses the state system, so any reminder notices will come from the state, not the Clerk's office. If your dog's rabies vaccination has expired since last year, please bring a copy of the updated certificate. You may also renew by mail. If you have questions, please visit: <https://brunswickme.gov/292/Dog-Licenses> or call the Town Clerk's office at 207-725-6658.

Brunswick Comprehensive Plan (e)

I'm pleased to report that the Planning Department received notice from the Maine Office of Community Affairs that the Brunswick Comprehensive Plan has been accepted for review. Since its adoption by the Town Council on December 15, Brunswick's new Comprehensive Plan, *One Brunswick, Beautifully Balanced*, entered the State's statutory review process under Chapter 208, with public and state agency comments due by February 11, 2026. The plan is posted on the State's website for review, and the State's consistency determination is expected by March 5, 2026.

Restoration Advisory Board Update (f)

David Page, Brunswick Area Citizens for a Safe Environment (BACSE) will provide this report to the Council.

Attachments:

December 2025 Budget Reports
2026-27 Budget and 2027-2031 CIP Workshop Schedule

DECEMBER 2025 EXPENDITURE REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00 Trans to Other Funds	4,328,623	6,596,143	6,596,143.00	.00	.00	.00	100.0%
10 General Government	7,256,468	7,479,483	3,459,199.09	741,454.85	268,656.30	3,751,627.20	49.8%
20 Public Safety	15,020,596	15,040,128	7,163,376.04	1,117,049.33	69,119.63	7,807,632.70	48.1%
30 Public Works	6,893,458	6,912,103	2,705,826.13	623,509.76	795,814.72	3,410,462.40	50.7%
40 Human Services	601,691	601,691	225,301.27	32,511.43	5,370.45	371,019.28	38.3%
45 Education	57,709,853	57,709,853	23,861,655.09	3,919,486.79	.00	33,848,197.91	41.3%
50 Recreation and Culture	5,095,427	5,164,991	2,517,439.72	379,344.31	63,350.16	2,584,200.74	50.0%
60 Intergovernmental	2,181,757	2,181,757	2,181,757.00	.00	.00	.00	100.0%
70 Unclassified	1,084,140	1,084,140	281,410.89	3,092.86	3,200.00	799,529.11	26.3%
80 Debt Service	1,794,565	1,794,565	1,602,314.09	501,375.29	.00	192,250.91	89.3%
GRAND TOTAL	101,966,578	104,564,854	50,594,422.32	7,317,824.62	1,205,511.26	52,764,920.25	49.5%
** END OF REPORT - Generated by Julia Henze **							

DECEMBER 2025 REVENUE REPORT

FOR 2026 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
10 Taxes	66,973,869	66,973,869	65,326,277.14	1,553,421.23	1,647,591.86	97.5%
20 Licenses & Fees	586,716	586,716	443,689.15	77,118.99	143,026.85	75.6%
30 Intergovernmental	24,084,703	24,084,703	13,151,831.42	2,200,592.12	10,932,871.58	54.6%
40 Charges for services	2,236,785	2,236,785	1,321,198.71	277,772.74	915,586.29	59.1%
50 Fines & Penalties	50,235	50,235	30,710.20	6,132.00	19,524.80	61.1%
60 Interest earned	1,500,000	1,500,000	843,937.94	181,933.43	656,062.06	56.3%
70 Donations	25,000	25,000	.00	.00	25,000.00	.0%
80 Use of fund balance	4,670,000	6,937,520	.00	.00	6,937,520.00	.0%
90 Other	1,839,270	1,839,270	1,580,331.14	1,466,638.14	258,938.86	85.9%
GRAND TOTAL	101,966,578	104,234,098	82,697,975.70	5,763,608.65	21,536,122.30	79.3%

** END OF REPORT - Generated by Julia Henze **

Town of Brunswick
2026-27 Budget and 2027-2031 CIP
Town Council Meeting Calendar

RESPONSIBLE	DATE	DAY	TIME	*	ACTION	COMMENTS
Council	1/5/2026	Mon	6:30 PM		Regular Council Meeting Inauguration	
Council	1/20/2026	Tue	6:30 PM		Regular Council Meeting	
Council/FC	1/26/2026	Mon	6:30 PM	CIP	CIP Workshop	2027-2031 CIP DRAFT #1
Council	2/2/2026	Mon	6:30 PM		Regular Council Meeting	
Council/FC	2/9/2026	Mon	6:30 PM	CIP	CIP Workshop	
Depts	2/5/2026	Thu		Budg		Munic Dept Personnel Budgets Due
Depts	2/12/2026	Thu		Budg		Benefits back to departments
Council	2/17/2026	Tue	6:30 PM		Regular Council Meeting	
Depts	2/19/2026	Thu		Budg		Munic Dept Budgets Due; Mgr's review begins
Council/FC	2/23/2026	Mon	6:30 PM	CIP	CIP Workshop	
Council	3/2/2026	Mon	6:30 PM		Regular Council Meeting	Council Receives Mgr's CIP
Council	3/9/2026	Mon	6:30 PM	Budg CIP	Council Workshop	Council Budget/CIP Workshop; Mgr's prelim budget
Council	3/16/2026	Mon	6:30 PM		Regular Council Meeting	
Council	3/23/2026	Mon	6:30 PM	Budg CIP	Council Workshop	Council Budget/CIP Workshop;
Council	3/30/2026	Mon	6:30 PM	Budg CIP	Council Workshop	Council Budget/CIP Workshop;
Council	4/6/2026	Mon	6:30 PM		Regular Council Meeting	
Council	4/9/2026	Thu	6:30 PM	Budg CIP	Council Workshop and Special Council Meeting (set Public Hearing)	Council Budget/CIP Workshop & Meeting; Receive Mgr's budget Set Budget/CIP Public Hearing
Council	4/13/2026	Mon	6:30 PM	Budg CIP	Council Workshop	Council Budget/CIP Workshop School Dept Presentation
Council	4/21/2026	Tue	6:30 PM		Regular Council Meeting	
Council	4/23/2026	Thu	6:30 PM	Budg CIP	Special Council Meeting (Public Hearing)	Budget & CIP Public Hearing - Charter Sec 502
Council	4/27/2026	Mon	6:30 PM	Budg CIP	Council Workshop	Council Budget/CIP Workshop
Council	4/29/2026	Wed	6:30 PM	Budg CIP	Council Workshop	Council Budget/CIP Workshop
Council	5/4/2026	Mon	6:30 PM		Regular Council Meeting	
Council	5/6/2026	Wed	6:30 PM	Budg CIP	OPTIONAL Council Workshop	Council Budget/CIP Workshop

Town of Brunswick
2026-27 Budget and 2027-2031 CIP
Town Council Meeting Calendar

RESPONSIBLE	DATE	DAY	TIME	*	ACTION	COMMENTS
Council	5/11/2026	Mon	6:30 PM	Budg CIP	Special Council Meeting (Budget & CIP Adoption)	Budget & CIP Adoption - 10 or More Days after Public Hearing; within 45 days of Referendum
Council	6/1/2026	Mon	6:30 PM		Regular Council Meeting	
Public	6/9/2026	Tue	8:00 AM	Budg	Election	School Budget Referendum - 20-A MRSA 1486
Council	6/15/2026	Mon	6:30 PM		Regular Council Meeting	
Council	6/29/2026	Mon	5:00 PM		Special Council Meeting 2025-26 Year-end	
Council	7/6/2026	Mon	6:30 PM		Regular Council Meeting	
Council	7/20/2026	Mon	6:30 PM		Regular Council Meeting	
Council	8/3/2026	Mon	6:30 PM		Regular Council Meeting	
Council	8/17/2026	Mon	6:30 PM		Regular Council Meeting	
Council	9/8/2026	Tue	6:30 PM		Regular Council Meeting	
Council	9/21/2026	Mon	6:30 PM		Regular Council Meeting	
Council	10/5/2026	Mon	6:30 PM		Regular Council Meeting	
Council/FC	10/12/2026	Mon	6:30 PM	CIP	CIP Workshop 2028-2032 CIP DRAFT #1	
Council	10/19/2026	Mon	6:30 PM		Regular Council Meeting	
Council/FC	10/26/2026	Mon	6:30 PM	CIP	CIP Workshop	
Council	11/2/2026	Mon	6:30 PM		Regular Council Meeting	
Council/FC	11/9/2026	Mon	6:30 PM	CIP	CIP Workshop	
Council	11/16/2026	Mon	6:30 PM		Regular Council Meeting	
Council/FC	11/23/2026	Mon	6:30 PM	CIP	CIP Workshop	
Council	12/7/2026	Mon	6:30 PM		Regular Council Meeting	
Council/FC	12/14/2026	Mon	6:30 PM	CIP	CIP Workshop	
Council	12/21/2026	Mon	6:30 PM		Regular Council Meeting	

Background Information on the Reuse of the Former Brunswick Naval Air Station Memo from David S. Page, Brunswick Representative to the Restoration Advisory Board, to the Brunswick Town Council, January 20, 2026 Update

This is a updated background summary of issues involving the former Brunswick Naval Air Station. This is the third annual summary presented to the Council beginning on February 5, 2024.

BACKGROUND:

The Base Realignment and Closure (BRAC) Act of 1990, establishes a framework for the remediation of former military bases to allow their transfer to civilian entities for re-use. As part of the restoration and re-use process conducted by the military, provision for public involvement is required in the form of a Restoration Advisory Board (RAB) for each location. Each RAB has its own Charter. RABs fulfill a statutory requirement for DoD to establish a process to review and comment on DoD actions and proposed actions regarding environmental restoration and remediation. The RAB is comprised of representatives from the Navy, the USEPA, the Maine Department of Environmental Protection, and appointed Representatives from Brunswick, Harpswell and Topsham. The RAB process is intended to enable public input into the planning and decisions that are made concerning remediation and the monitoring the known contamination at the former Brunswick Naval Air Station (BNAS). The RAB holds public meetings 3 times a year, generally in Winter, Summer and Fall. The meetings are advertised in local media, are open to the public and meeting materials and minutes are made available online. Technical discussions involving RAB stakeholders occur regularly.

To enable meaningful public participation with the RAB, the USEPA makes provision for the formation of a citizen's advisory group to promote public oversight, information and participation. In Brunswick, this citizen's group has been in active stakeholder status as the Brunswick Area Citizens for a Safe Environment (BACSE)¹ since 1990. To support professional review of technical material, EPA provides BACSE with a Technical Assistance Grant to enable expert review of technical data. The BACSE Technical advisor is Carol White, a professional hydrogeologist.

THE REMEDIATION AND REUSE PROCESS:

BNAS has had a long history of remedial activities designed to identify and remove deposits of contaminants designated as hazardous, and other dangerous materials. Within the former base, there are more than 21 areas identified as Superfund sites. ***A pollutant must be listed as hazardous under the Superfund Law or, CERCLA, in order to undergo remediation.***

What is Superfund?

In the late 1970s, toxic waste dumps such as Love Canal received national attention when the public learned about the risks to human health and the environment posed by contaminated sites. In response, Congress established the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) in 1980². CERCLA is informally called Superfund. This law allows EPA to clean up sites contaminated with hazardous substances. It also forces the parties responsible for the

¹BACSE was formed in 1990 as a requirement of the USEPA-governed RAB process in to monitor the investigation and remediation of the former NAS Brunswick, and to educate and involve area people in the effort to obtain a safe cleanup and re-use at the site and to advocate for citizen interests.

² The Maine Coastal Conveyance Act (CCA), passed in 1970, was a forerunner of the Superfund Act of 1980.

contamination to either perform cleanups or reimburse the government for EPA-led cleanup work. There is currently a list of over 800 substances officially designated as hazardous under CERCLA. This list is called the “CERCLA (or Superfund) List. ***In order for a site to be remediated, it must contain substances on the CERCLA List at levels requiring action.*** A total of 21 sites at BNAS have been designated as superfund sites, along with a total of 13 Operable Units³.

Cleanup of hazardous materials on the CERCLA List at the former BNAS has been ongoing for over 30 years. Because of their use as aqueous film-forming foam (AFFF) agents in Hangar fire suppression systems, certain Perfluoroalkyl compounds (PFAS) are ubiquitous contaminants at former military airfield sites. While there are thousands of PFAS compounds only 2 are currently regulated under CERCLA, PFOS (PerfluoroOctane Sulfonic Acid) and PFOA (PerfluoroOctanoic Acid). Please note that *PFOS and PFOA were not added to the CERCLA (Superfund) List of Hazardous Substances until April 17, 2024.* Of greatest environmental and health concern currently at the former Brunswick Naval Air Station is PFOS (PerfluoroOctane Sulfonic Acid), a major component of fire suppression systems on the former base in Hangars 4 and 6 before the August 19, 2024 Hangar 4 AFFF spill. These are owned or managed by the MidCoast Regional Redevelopment Authority (MRRA). The Navy conducted a cleanup of remaining AFFF in Hangar 4. In 2025, the new management at MRRA was able to arrange for the removal of remaining AFFF in the hangars on the former base.

Moreover, it is important to understand that PFOS and PFOA were only recently designated as hazardous substances under CERCLA, long after the majority of the BNAS properties were transferred into private ownership and before PFOS and PFOA could be characterized as part of the remediation process at the former BNAS. The Navy is now in the process executing the steps in the CERCLA process (see below) for PFOS and PFOA.

APPLICATION OF CERCLA AND THE BRAC PROCESS TO THE FORMER BNAS.

Steps in the CERCLA Process as Applied at the Former BNAS

The process of remediating and defining a parcel for transfer to civilian use at the former Brunswick Naval Air Station (BNAS) has a number of steps that are defined by Statute. Step 1 and Step 2 below are the responsibility of the Navy. Step 3 is the responsibility of the public entity that receives the parcel from the Navy, with the Navy retaining obligations regarding Land Use Controls (LUCs) associated with the parcel at the time of transfer.

As a result of the remediation process for a given parcel, the completion of that process does not mean the parcel is “clean.” It means that it is considered safe to use, provided that the LUCs are followed. Moreover, in the case of PFOS and PFOA, many portions of the property may not have been yet characterized for these contaminants, as they were transferred before CERCLA designation of PFOS and PFOA currently on the latest CERCLA List. It is also important to keep in mind that there are thousands of PFAS contaminants and it can be expected that additional PFAS compounds will be regulated in the future as their risk to human health and the environment become better known. For example, EPA currently regulates 6 PFAS species in drinking water, including PFOS and PFOA (<https://www.epa.gov/sdwa/and-polyfluoroalkyl-substances-pfas#Summary>).

³ **Operable Unit (OU):** During cleanup, a site can be divided into a number of distinct areas depending on the complexity of the problems associated with the site. These areas called operable units may address geographic areas of a site, specific site problems, or areas where a specific action is required.

Step 1: Steps performed by the Navy to make a parcel ready for re-use.

- a. **Preliminary Assessment (PA):** Identify sites that may need cleanup and sites that don't need cleanup.
- b. **Site Inspection (SI):** Collecting more information through sampling and laboratory analysis.
- c. **Remedial Investigation (RI):** Collects more information through sampling and laboratory analysis and assesses human and environmental risk from contaminants present⁴.
- d. **Feasibility Study (FS):** Evaluates alternatives for remediating a site.
- e. **Proposed Plan:** Summarizes the remedial alternatives presented in the FS and proposes a preferred remedy. Site information is compiled and placed in an Information Repository for public review.
- f. **Record of Decision (ROD):** The ROD documents the selected remedial action. Comments received during the public comment period are summarized and addressed in the ROD.
- g. **Remedial Design (RD)/Remedial Action (RA):** The RD includes development of technical specifications and design of the cleanup.

The Superfund Process at the former Brunswick Naval Air Station is currently in the RI phase for PFOA and PFOS contamination. Furthermore, it is currently not fully known what efforts will be made to provide remediation for any contamination that has spread to private drinking water wells beyond the base property.

Step 2: Preparation of a Finding of Suitability to Transfer (FOST):

Using the information from Step 1, the Finding of Suitability to Transfer (FOST) summarizes how the requirements and notifications for hazardous substances, petroleum products, and other regulated material on the parcel(s) to be transferred from ownership by the Navy to ownership by a public entity (i.e. MRRA), have been satisfied. The FOST documents the determination of the responsible Department of Defense (DoD) official, that the parcel is environmentally suitable for deed transfer *subject to the notices, restrictions and covenants set forth in this document (the FOST)*.

Land Use Controls (LUCs): Each property on the former base has LUCs associated with the parcel that describe the notices, restrictions and covenants set forth in the FOST. For those leasing a property, there is a similar document called the Finding of Suitability to Lease (FOSL)

STEP 3: Third Party Ownership of Parcel:

The transfer of ownership of parcels to a new owner after transfer by the Navy involves deeds that are complex, where the LUCs are not easily identifiable. The LUCs for a given parcel are contained in the FOST which generally covers a larger area of land but no identifiable single property within the parcel, meaning the restrictions are technical, complex and not readily available. This problem compounds again and again when a parcel is subdivided and parts re-sold. The Navy should be held accountable to produce comprehensive maps identifying all parcels of land and making LUC information for each property at Brunswick Landing easily available in user-friendly form that every

⁴ We are currently at this stage for PFOS and PFOA.

citizen can understand. Moreover, the adoption of the Maine Uniform Environmental Covenants Act⁵ (UECA; a Maine equivalent protective action) by MRRA would require easily identifiable public disclosure of the contamination and the remedy for each parcel of land. This step for Brunswick Landing is long overdue.

Because a FOST (and LUCs) for a given parcel is based on the CERCLA-listed pollutants present at the time of issuance, designation of new CERCLA-listed pollutants, like PFOS and PFOA (April 17, 2024), raises the question of the adequacy of existing LUCs. This is particularly relevant to the Town of Brunswick approving new development at and near the former BNAS. It is important to note that most of the base has never been fully assessed for PFAS contamination. Nor has a complete hydrogeological groundwater model of the former base been done, essential in confirming the flow of contaminated groundwater within and outward from the former base to homeowners with private wells and to the public water supply⁶. In addition, more PFAS compounds are likely to be added to the CERCLA list in the future. Development-related ground disruption, such as tree removal, accessing groundwater, redirecting water flows and excavation may interfere with future remediation efforts. This is an issue the Town must deal with as a matter of priority, as current development guidelines have no requirements to assess newly CERCLA listed contamination or future remediation pathways.

RECENT ISSUES:

There have been a number of events that occurred in 2025 affecting the PFAS contamination issues at the former BNAS. These are summarized as follows:

1. MRRA gained a new director, Dan Stevenson, who quickly took successful steps to have all PFAS-based firefighting foam removed from the hangars at the Brunswick Executive Airport.
2. Passage of **LD 400**: *Resolve, Directing the Department of Public Safety, Office of the State Fire Marshal to Compile a Statewide Inventory of Aqueous Film-forming Foam Concentrate.*
3. Passage of **LD 222**: *An Act to Establish a Take-Back and Disposal Program for Firefighting and Fire-suppressing Foam to Which Perfluoroalkyl and Polyfluoroalkyl Substances Have Been Added.*
4. Passage of **LD 407**: *An Act to Prohibit the Use of Aqueous Film-forming Foam at the Former Brunswick Naval Air Station.*
5. Passage of **LD 1637/ SP0645**: *An Act to Reform the Midcoast Regional Redevelopment Authority.* This takes effect in 2027.

These events were catalyzed by the August 19, 2024 AFFF spill in Hangar 4 due to a fault in a control module of the aged fire-suppression system that had numerous deficiencies identified in prior inspections, but not acted upon. The local State legislators successfully responded with the legislation identified above and the spill event created a new public awareness of environmental issues associated with development at the former base. This manifested itself in the formation of the citizen group, Brunswick United for a Safe Environment (BUSE), a group of residents dedicated to matters pertaining to activities on the former base.

⁵ https://en.wikipedia.org/wiki/Uniform_Environmental_Covenants_Act The “Purpose and Scope” section in the beginning of this article gives a good overall summary.

⁶ For years, it was the position of the entities overseeing the PFAS response at the former BNAS that the Jordan Avenue wellfield of the Brunswick Topsham Water District was protected from PFAS-contaminated groundwater on the former base by a “bedrock high” subsurface formation. This turned out not to be the case as some public drinking water wells were found to be contaminated in 2022.

Restoration Advisory Board (RAB) for the former Brunswick Naval Air Station
Report of the December 9, 2025 BNAS RAB Meeting.
Memo from David S. Page, Town of Brunswick RAB Representative
to the Brunswick Town Council, January 20, 2026

The Town Council's representative to the RAB provides a report on each RAB meeting to update the Town of Brunswick on information pertaining to the restoration and reuse of the former BNAS as presented at each RAB meeting so that there is a summary report of each RAB Meeting on file. Background information on the RAB and the Base Realignment and Closure (BRAC) process is described in the January 20, 2026 updated Background Report to the Brunswick Town Council. Members of the Council with individual concerns, comments or questions may contact me at dpage@bowdoin.edu. This Report is organized according to the agenda items. In reading this report, it is very useful to download the meeting slides via the link given below.

RELEVANT MATERIALS:

12/9/2025 Meeting Links:

- **Meeting Agenda:** Click this link https://media.defense.gov/2025/Nov/25/2003832075/-1/-1/0/NASB_RAB_AGENDA_12-09-25_FINAL.PDF
- **Meeting Slides:** Click this link https://media.defense.gov/2025/Dec/02/2003833853/-1/-1/0/NASB_09DEC2025_RAB_SLIDES_FINAL.PDF
- **May 28, 2025 RAB Meeting Minutes:** Click this link https://media.defense.gov/2025/Jul/01/2003746556/-1/-1/0/NASB_28MAY2025_RAB_MTGMINIS_FINALREV.PDF

NEXT RAB MEETING
February 26, 2026; 6:00-8:00 PM. Hybrid Meeting.

KEY POINTS FROM 12/9/2025 RAB MEETING

GENERAL COMMENTS: This RAB meeting was delayed because of the government shutdown and was remote only. As with other RAB Meetings since the August, 2024 Hangar 4 Spill, this RAB meeting was well-attended (~57 total). The new Navy Environmental Coordinator, Chris Harding, chaired the meeting. There were a large number of written questions and comments, which will be included in the meeting minutes. Many of the comments/questions continued to express ongoing concerns about the spreading of historic and recent PFAS releases to private drinking water wells surrounding the former base. In response to many questions concerning off-site well testing, the Navy Environmental Coordinator, Chris Harding responded that the Navy had to follow the Statutory and Regulatory procedures that guide the scope and execution of their monitoring studies under CERCLA and Navy regulations. In a change from prior meetings, the Navy did not allow RAB members from other organizations, such as MRRA, to answer citizen questions. For off-base issues, questioners were referred to the Maine DEP. Many other questions were not answered during the live meeting, with the Navy promising to respond later via post-meeting additions to the minutes.

The placement of PFOS and PFOA on the CERCLA list in April of 2024, means that the Remedial Investigation (RI), one of the early steps in the CERCLA process, is in its beginning stages for PFOS and PFOA contamination on the former base and will be continuing for some time to come. This could have future implications for existing Land Use Controls (LUCs) on properties already transferred to the public sector.

SUMMARY OF SOME OF THE MOST COMMON QUESTIONS/COMMENTS:

1. A question was asked about the impact of AFFF on terrestrial wildlife. The Navy stated that a risk assessment for wildlife is part of the current RI and that the Department of Inland Fisheries and Wildlife have sampled deer and wild turkeys in conjunction with Maine CDC for PFAS. Test results are not yet publicly available.
2. Many continued to express concern and frustration with the responses to contaminated wells in the Coombs Rd and Princes Point Rd areas. In particular, there were health concerns expressed by those Princes Point residents with elevated levels of PFAS in their well water. For off-base properties, the Navy referred questioners to MEDEP. This was a recurring theme throughout the RAB.
3. There were questions about Land Use Controls (LUCs). There remains great frustration with the ongoing poor communication of existing LUCs to owners and tenants. For the first time, the Navy clearly stated that residential properties on the former base generally do not have any soil LUCs. However, because PFOS and PFOA were not listed as priority pollutants under CERCLA until April 24, 2024, existing LUCs do not specifically include these pollutants. The Navy will host an LUC open house for owners and tenants in February, 2026.
4. There were questions and an agenda item about the management of construction projects at Brunswick Landing. A focal point of concern was the large uncovered soil piles sitting near Admiral Fitch Drive from prior construction excavations elsewhere and the possibility of PFAS in the soil. This follows up a “*Letter of Concern Regarding the Permitting of Construction at the former Brunswick Naval Air Station*” sent on November 19, 2025 by the Brunswick Area Citizens for a Safe Environment (BACSE) to area Legislators, the Brunswick Town Council, Town Officers and other recipients.

12/9/2025 BNAS RAB MEETING REPORT IN ORDER OF AGENDA ITEMS

Restoration Advisory Board (RAB) Meeting Agenda, Tuesday, 9 December, 2025: 6:00 to 8:00 PM

6:00 - 6:15 Introductions and Community Outreach

Co-Chair Suzanne Johnson, in her opening remarks, described the role of the RAB as a key vehicle for public information and participation during the CERCLA process at the former BNAS, pursuant to the Charter for the RAB. She described sources of information for the public, including Brunswick Area Citizens for a Safe Environment (BACSE), the citizen’s group set up as part for the re-use and restoration process.

1. **Slide 9** summarizes ways to stay connected to information as provided by the Navy.
2. **Slide 10, site tour:** A tour of sites of interest was conducted for RAB members and others in September, 2025. This is expected to be done annually.
3. **Slide 11, upcoming meetings:** The next RAB meeting will be in February 26, 2026. It will be done in person and virtually. An important agenda item will be a summary of the Sixth 5-Year Review of the Navy program. A Land Use Control Open house will also be held in February 2026 at Brunswick Landing. Finally, the second RAB meeting of 2026 will be held in May, 2026.

6:15 - 6:30 LUC Overview/Construction Forms/Soil Piles

1. **Slides 12 and 13 describe the elements of the Navy Land Use Control process.** After the remediation process is completed for a given parcel, the Navy issues a document called a Finding of Suitability to Transfer (FOST), which states that a parcel is safe for public use as long as the LUCs are followed. **It does not mean the parcel is “clean,” it means that the parcel is safe for public use if LUCs are followed.** These LUCs are included in the property deed and exist in perpetuity or until cancelled by the Navy. In general, all properties on the former base have groundwater use restrictions. Residential properties on the former base generally do not have any soil LUCs. All construction activity at Brunswick Landing requires a Construction Permission Form from the Navy as part of the Town of Brunswick permitting process. This is to ensure LUCs are followed. The Navy shares these Construction Permission Forms with the USEPA and MEDEP.
2. **Slide 14 comments on construction soil piles.** A question was raised about the uncovered soil piles near Admiral Fitch and Line Drive that were excavated during the MRRA Katahdin utility project and the STARC warehouse project and that PFAS was found in water samples taken during construction dewatering. The Navy responded to concerns about PFAS contamination from the soil piles by stating that construction activities are generally managed by the property owners according to MEDEP regulations. The Navy did note that they can look at what piles are on site and where they come from and that soils should not be moved between parcels. The Navy asserted that sharing information on the permitting and execution process for a given project is not their responsibility and should be available from the Town of Brunswick, although it is not clear there is a mechanism for providing that information to the Town. The Navy stated that the chain of information on construction permitting is from the Navy to USEPA and MEDEP. The Navy also claimed that the soil piles were taken from areas where a 2015 Preliminary Study did not find PFAS. Because the 2015 study focused on the southern part of the former base, there were relatively few samples from few northern locations and not in the areas where the soil piles originated. After the discovery of PFAS from the former base in some Jordan Avenue wells of the Brunswick Topsham Water District, there were later Navy studies that did show the potential presence of PFAS in the construction area, such as the data summarized on [slide 14 of the May 22, 2024 RAB Meeting](#).

6:30 – 7:45 PFAS Activity Updates: Ongoing Navy PFAS Efforts:

1. **Remedial Investigation (RI) (Slides 16-18):** Slide 17 summarizes the timeline of various components of the RI which are currently funded through 2026. The Navy assured those at the RAB Meeting (Slide 18) that data from past monitoring studies would be forthcoming. It is important to note that the full set of data from the 2022-2023 RI sampling has still not been released. Also, the Navy did not say whether this 2022-2023 (pre-spill) sampling will be repeated to determine impacts of the 2024 Hangar 4 spill. There were many questions from the attendees centered on PFAS in groundwater beyond the base boundaries.

2. **Stormwater Evaluation (Slides 19-20):** As part of the RI, the Navy undertook an extensive evaluation of the stormwater system on the base, with field work and sampling completed in 2025. The Navy found stormwater piping around Hangar 4, built in 1956, not previously mapped. When the data gathering and analysis are complete, the Navy will issue a report with recommendations for rehabilitating the stormwater system piping. This is a very important issue for the Town of Brunswick, which will eventually inherit this stormwater system, which currently in in poor condition, allowing the infiltration of PFAS-contaminated groundwater and its flow to Mere Creek and Harpswell Cove.
3. **Drinking Water Sampling (Slides 22-24):** These slides summarize the results of MEDEP, US Navy and Town private well water sampling program for PFAS after the August 2024 AFFF spill in Hangar 4. The Navy indicated that this is an ongoing program and that remediation actions would be taken to address private drinking water wells impacted by PFAS from DoD activities where concentrations are known to be at or above three times the USEPA Maximum Contaminant Levels (MCLs). The Navy addressed the issue of PFOS contamination of the Mere Creek Golf Club drinking water well in excess of three times the 4 ug/L USEPA PFOS drinking standard. The Navy collected samples in the vicinity of the golf course and in response to questions concerning the source of the contamination, continued to insist that no AFFF dumping had occurred near the Red Label area in the south west corner of the runway, even though a 2015 Navy report¹ on historical PFAS hotspots clearly states that periodic cleaning out of fire vehicle AFFF tanks had been carried out there.
4. **Jordan Avenue Wellfield (Slides 26-28):** In early 2022, the Brunswick Topsham Water District (BTWD) announced that PFAS associated with AFFF was present at select wells in the Jordan Avenue Wellfield. In response, the Navy rapidly undertook a work plan to investigate and field work was performed in Spring 2022. As a result of this study, The Navy and BTWD entered into an Environmental Services Cooperative Agreement (ESCA) valued at over \$21M in 2023 to design & construct a PFAS treatment system. Construction is expected to be completed in the spring of 2026. As a follow-up, the Navy is planning an evaluation to identify potential source(s) of PFAS to the Jordan Avenue Wellfield, focusing on evaluating areas upgradient from the wellfield on former base property.
5. **Groundwater Extraction Treatment System (GWETS) (Slides 29-32):** The GWETS system has been the selected remedy for the Eastern Plume of CERCLA-listed hydrocarbon contaminants in groundwater. This involved the installation of a treatment plant to prevent contaminated groundwater flow off-base and to reduce the concentrations of contaminants. The filtration material in the GWETS was modified in 2015 to treat both Chlorinated Volatile Organic Compounds (CVOCs) and PFAS. For future use in groundwater PFAS removal, well EW-11 near Hangar 4 has been connected to the GWETS system for future use.
6. **Ongoing PFAS Investigations for 2025 (Slide 33):** The Navy listed the ongoing PFAS investigations for 2025: 1. Stormwater Evaluation – Fall 2025: 2. Groundwater Monitoring – Fall 2025: 3. Continued GWETS Monitoring – Monthly: 4. Private Well Sampling – Winter 2025
- 7.

7:45 – 8:00 Questions/Wrap-up: Meeting ended at 8:00 PM

¹ This can be downloaded at: https://administrative-records.navfac.navy.mil/Public_Documents/MID_ATLANTIC/BRUNSWICK_NAS/N60087_004070.pdf . Table 1 summarizes known PFAS sites as of 2014 starting on p. 29 of the PDF. The Red Label PFAS dumping is described at the end of the Table.

Town of Brunswick, Maine

Item 3

Back up
materials



Town of Brunswick, Maine

INCORPORATED 1739

Police Department

85 PLEASANT STREET, BRUNSWICK, MAINE 04011
TELEPHONE (207) 725-5521 FAX (207) 725-6627

SCOTT J. STEWART
Chief of Police

www.brunswickmepd.gov
email: info@brunswickmepd.gov



MARTIN S. RINALDI
Commander, Support Services

TODD M. RIDLON
Commander, Patrol Division

MEMORANDUM

TO: Town Manager Henze

FROM: Chief of Police Scott Stewart

DATE: January 5th, 2026

SUBJECT: Money forfeiture Cumberland County Unified Criminal Court Doc. CR-22-02471

Please see the attached Criminal Forfeiture paperwork in reference to State of Maine v. Defendant Michael Cumming (CR-22-02471) in which \$1,223 cash will be forfeited to the Brunswick Police Department.

The purpose of this memo is to request the Brunswick Town Council grant approval of the transfer or said amount to the Brunswick Police Department.

Scott Stewart
Chief of Police

STATE OF MAINE

UNIFIED CRIMINAL COURT

Docket No. CR-2022-02471

Cumberland, ss

State of Maine

v.

Michael Cummings

and

Defendant(s) In Rem

}
}
}
}
}
}
}
}

CRIMINAL FORFEITURE

FINAL ORDER OF

DISPOSITION OF PROPERTY

An Indictment was returned by the Cumberland County Grand Jury on or about October 11th 2022, against the Defendant(s) In Rem which finds by probable cause that the Defendant(s) In Rem is forfeitable pursuant to 15 M.R.S.A. §5821 and §5826, and the Court finds from the record that:

1. The Defendant(s) In Rem, \$1,223.00, is subject to Criminal Forfeiture pursuant to 15 M.R.S.A. §5821 and §5826.
2. The Court finds from the record that there was an adjudication by jury verdict of forfeiture entered against the Defendant In Rem or a guilty plea made on the record by the Defendant, Michael Cummings, on or about September 8th 2023;
3. The attorney for the State did not need to provide Notice to any ancillary third-parties pursuant to 15 M.R.S.A. §5826(5) because no person was known to have alleged an interest in the property.
4. The Court finds from the record that the State of Maine Attorney General did grant his "*Consent*" on or about September 8th 2023, pursuant to 15 M.R.S.A. Sec. 5822 consenting to the transfer of some or all of the Defendant *In Rem* to:
 - A. The Town of Brunswick, Maine on grounds that the Brunswick Police Department did make "*a substantial contribution*" to the investigation of this or a related criminal case;

REC'D CUMB CLERKS OF
OCT 8 '25 PM2:15

5. The Court finds from the record that the Town of Brunswick, Maine did, on or about September 8th 2023, grant its Approval of the Town of Brunswick, Maine, agreeing to accept all or any portion of the Defendant(s) *In Rem* as required pursuant to 15 M.R.S.A. Sec 5824.

6. It appears that the contributions of the Brunswick Police Department were "substantial" within the meaning of 15 M.R.S.A. §5826(6), and therefore the transfers below are appropriate.

THEREFORE, THE COURT ORDERS:

a) The Defendant(s) *In Rem* is hereby forfeited to the State of Maine and all rights and privileges pertaining thereto are exclusively bestowed upon the State of Maine, and the State of Maine has clear title to the property that is the subject of the Indictment dated October 11th 2022.

b) Pursuant to 15 M.R.S.A. §5822, the Defendant(s) *In Rem*, namely \$1,223.00 in cash, is hereby ordered transferred to the Town of Brunswick which transfer is found to be "appropriate" based upon the "substantial contribution" made by the Brunswick Police Department in the investigation of this or a related criminal case.

Dated: _____

10/21/25



SUPERIOR COURT JUSTICE



Town of Brunswick, Maine

INCORPORATED 1739

Police Department

85 PLEASANT STREET, BRUNSWICK, MAINE 04011
TELEPHONE (207) 725-5521 FAX (207) 725-6627

SCOTT J. STEWART
Chief of Police

www.brunswickmepd.gov
email: info@brunswickmepd.gov



MARTIN S. RINALDI
Commander, Support Services

TODD M. RIDLON
Commander, Patrol Division

MEMORANDUM

TO: Town Manager Henze

FROM: Chief of Police Scott Stewart

DATE: January 5th, 2026

SUBJECT: Money forfeiture Cumberland County Unified Criminal Court Doc. CR-24-02283

Please see the attached Criminal Forfeiture paperwork in reference to State of Maine v. Defendant Travis Storer (CR-24-02283) in which \$3,090 cash will be forfeited to the Brunswick Police Department.

The purpose of this memo is to request the Brunswick Town Council grant approval of the transfer or said amount to the Brunswick Police Department.

Scott Stewart
Chief of Police

W2

STATE OF MAINE

UNIFIED CRIMINAL COURT

Docket No. CR-2024-02283

Cumberland, ss

State of Maine

v.

Travis J Storer

and

Defendant(s) In Rem

CRIMINAL FORFEITURE

FINAL ORDER OF

DISPOSITION OF PROPERTY

Cumberland County

SEP 30 2025

District Attorney's Office

An Indictment was returned by the Cumberland County Grand Jury on or about May 11, 2024, against the Defendant(s) In Rem which finds by probable cause that the Defendant(s) In Rem is forfeitable pursuant to 15 M.R.S.A. §5821 and §5826, and the Court finds from the record that:

1. The Defendant(s) In Rem, \$3,090.00, is subject to Criminal Forfeiture pursuant to 15 M.R.S.A. §5821 and §5826.

2. The Court finds from the record that there was an adjudication by jury verdict of forfeiture entered against the Defendant In Rem or a guilty plea made on the record by the Defendant, Travis J Storer on or about September 12, 2025;

3. The attorney for the State did not need to provide Notice to any ancillary third-parties pursuant to 15 M.R.S.A. §5826(5) because no person was known to have alleged an interest in the property.

4. The Court finds from the record that the State of Maine Attorney General did grant his "Consent" on or about September 12, 2025, pursuant to 15 M.R.S.A. Sec. 5822 consenting to the transfer of some or all of the Defendant *In Rem* to:

A. The Town of Brunswick, Maine on grounds that the Brunswick Police Department did make "a substantial contribution" to the investigation of this or a related criminal case;

REC'D CLERK'S OFFICE
SEP 25 2025 1:00 PM

5. The Court finds from the record that the Town of Brunswick, Maine did, on or about September 12, 2025, grant its Approval of the Town of Brunswick, Maine, agreeing to accept all or any portion of the Defendant(s) *In Rem* as required pursuant to 15 M.R.S.A. Sec 5824.

6. It appears that the contributions of the Brunswick Police Department were "substantial" within the meaning of 15 M.R.S.A. §5826(6), and therefore the transfers below are appropriate.

THEREFORE, THE COURT ORDERS:

a) The Defendant(s) *In Rem* is hereby forfeited to the State of Maine and all rights and privileges pertaining thereto are exclusively bestowed upon the State of Maine, and the State of Maine has clear title to the property that is the subject of the Indictment dated May 11, 2024.

b) Pursuant to 15 M.R.S.A. §5822, the Defendant(s) *In Rem*, namely \$3,090.00 in cash, is hereby ordered transferred to the Town of Brunswick which transfer is found to be "appropriate" based upon the "substantial contribution" made by the Brunswick Police Department in the investigation of this or a related criminal case.

Dated: _____

9/30/2025



SUPERIOR COURT JUSTICE

A True Copy

Attest: Shelly Sawyer
Clerk of Courts



Town of Brunswick, Maine

INCORPORATED 1739

Police Department

85 PLEASANT STREET, BRUNSWICK, MAINE 04011
TELEPHONE (207) 725-5521 FAX (207) 725-6627

SCOTT J. STEWART
Chief of Police

www.brunswickmepd.gov
email: info@brunswickmepd.gov



MARTIN S. RINALDI
Commander, Support Services

TODD M. RIDLON
Commander, Patrol Division

MEMORANDUM

TO: Town Manager Henze

FROM: Chief of Police Scott Stewart

DATE: January 5th, 2026

SUBJECT: Money forfeiture Cumberland County Unified Criminal Court Doc. CR-22-3450

Please see the attached Criminal Forfeiture paperwork in reference to State of Maine v. Defendant Roy Leet (CR-22-3450) in which \$387.99 cash will be forfeited to the Brunswick Police Department.

The purpose of this memo is to request the Brunswick Town Council grant approval of the transfer or said amount to the Brunswick Police Department.

Scott Stewart
Chief of Police

STATE OF MAINE

UNIFIED CRIMINAL COURT
Docket No. CR- 22-3450

Cumberland, ss
State of Maine

v.

Roy E Leet

and

Defendant(s) In Rem

CRIMINAL FORFEITURE
FINAL ORDER OF
DISPOSITION OF PROPERTY

Cumberland County

SEP 24 2024

An Indictment was returned by the Cumberland County Grand Jury on or about December 8th, 2022, against the Defendant(s) In Rem which finds by probable cause that the Defendant(s) In Rem is forfeitable pursuant to 15 M.R.S.A. §5821 and §5826, and the Court finds from the record that:

1. The Defendant(s) In Rem, \$387.99, is subject to Criminal Forfeiture pursuant to 15 M.R.S.A. §5821 and §5826.
2. The Court finds from the record that there was an adjudication by jury verdict of forfeiture entered against the Defendant In Rem or a guilty plea made on the record by the Defendant, Roy E Leet, on or about August 27th, 2024;
3. The attorney for the State did not need to provide Notice to any ancillary third-parties pursuant to 15 M.R.S.A. §5826(5) because no person was known to have alleged an interest in the property.
4. The Court finds from the record that the State of Maine Attorney General did grant his "Consent" on or about August 27th, 2024, pursuant to 15 M.R.S.A. Sec. 5822 consenting to the transfer of some or all of the Defendant *In Rem* to:
 - A. The Town of Brunswick, Maine on grounds that the Brunswick Police Department did make "a substantial contribution" to the investigation of this or a related criminal case;
5. The Court finds from the record that the Town of Brunswick, Maine did, on or about August 27th, 2024, grant its Approval of the Town of Brunswick, Maine, agreeing to accept all or any portion of the Defendant(s) *In Rem* as required pursuant to 15 M.R.S.A. Sec 5824.
6. It appears that the contributions of the Brunswick Police Department were "substantial" within the meaning of 15 M.R.S.A. §5826(6), and therefore the transfers below are appropriate.

REC'D CLERKS OF
SEP 18 '24 PM 3:24

THEREFORE, THE COURT ORDERS:

a) The Defendant(s) In Rem is hereby forfeited to the State of Maine and all rights and privileges pertaining thereto are exclusively bestowed upon the State of Maine, and the State of Maine has clear title to the property that is the subject of the Indictment dated December 8th, 2022.

b) Pursuant to 15 M.R.S.A. §5822, the Defendant(s) In Rem, namely \$387.99 in cash, is hereby ordered transferred to the Town of Brunswick which transfer is found to be "*appropriate*" based upon the "*substantial contribution*" made by the Brunswick Police Department in the investigation of this or a related criminal case.

Dated: _____

9/20/24

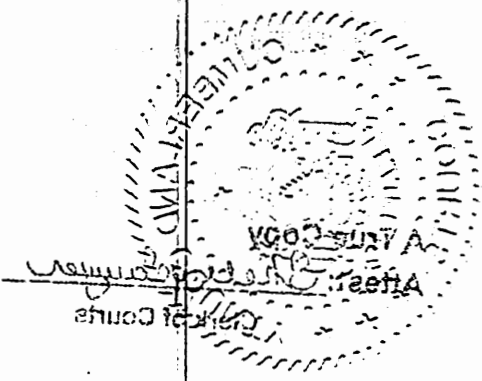
JUSTICE

SUPERIOR COURT

A True Copy

Attest: Shelley Sawyer
Clerk of Courts

1. The first step in the process of identifying a problem is to define the problem. This involves identifying the symptoms of the problem and determining the scope of the problem. Once the problem has been defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the underlying causes. Once the causes have been identified, the next step is to develop a plan of action. This involves identifying the steps that need to be taken to solve the problem and determining the resources that will be needed to implement the plan. Finally, the last step in the process is to implement the plan and monitor the results. This involves putting the plan into action and tracking the progress of the solution. Once the problem has been solved, the final step is to evaluate the results and determine if the solution was effective. This involves comparing the results of the solution to the original problem and determining if the solution was successful. If the solution was successful, the final step is to document the results and share the information with others. If the solution was not successful, the final step is to identify the reasons for the failure and determine if the solution needs to be revised.



Town of Brunswick, Maine

Item 4

Back up
materials



Town of Brunswick, Maine

INCORPORATED 1739

Police Department

85 PLEASANT STREET, BRUNSWICK, MAINE 04011
TELEPHONE (207) 725-5521 FAX (207) 725-6627

SCOTT J. STEWART
Chief of Police

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email: info@brunswickmepd.gov



MARTIN S. RINALDI
Commander, Support Services

TODD M. RIDLON
Commander, Patrol Division

MEMORANDUM

TO: Fran Smith

FROM: Commander Todd Ridlon

DATE: 13 January 2026

SUBJECT: New Towing Policy Memo

In June of 2025, Commander Ridlon replaced Paul Hansen, and as a part of his new duties a review of our policies was performed, and it was discovered that our towing policy had not been updated since 2008. A collaborative review with the Clerk's Office was carried out where updates and some changes were made to the towing policy and guidelines.

- Amended language to clean up the policy
- Towing companies' proximity to the police department was changed to be at the discretion of the chief of police.
- Insurance liability requirements were raised to match the current costs associated with this profession
- Application fees were raised from \$30 to \$50
- Allowable rates the tow companies can charge were also increased to accommodate the increase in the cost of living

January 7, 1986
Amended March 21, 1988
Amended April 21, 1992
Amended November 7, 1994
Amended August 21, 1995
Amended July 21, 1997
Amended January 16, 2001
Amended July 7, 2008
Amended December 8, 2025

Town of Brunswick Towing Policy and Guidelines

POLICY STATEMENT:

During the course of performing law enforcement functions, there will be situations which require the removal of motor vehicles from both public and private ways. This policy is designed to establish parameters for quick and efficient removal of vehicles under those circumstances. In those situations, in which the vehicle involved has potential evidence value, it is also necessary to develop guidelines to preserve such evidence for future court functions.

It is the policy of the Town of Brunswick that all police-ordered removal of vehicles be carried out at the expense of the driver or owner of said vehicle. Designation of a towing company will be made by police in accordance with the following included regulations with one exception; the owner or driver, if available, may request a particular towing operator, provided that towing firm so designated is able to respond in a timely fashion and would not represent interference in legitimate police functions. In any event, the final decision will always rest with the investigating officer on scene.

On those occasions when selection of the towing service is made by the town, it is the intent of these regulations that the town will utilize the services of towing companies and operators who:

- 1) Are prompt, reliable, and capable of moving cars safely.
- 2) Have the capability of storing vehicles in a location which is reasonably safe from pilferage and further damage.
- 3) Agrees to a standard schedule of fees for his services.

To carry out the intent of this policy, the town will rotate towing work among qualified companies on a weekly basis. It is the intent of this policy to treat qualified towing companies fairly in the distribution of police-ordered towing calls. In order to become qualified, towing companies and operators must comply with the following standards: (Amended 01/16/01, 07/07/08)

PERMIT REQUIRED:

Prior to responding to police-ordered towing calls, the owner and/or operator of a towing company shall first have obtained a permit from the Town Clerk's office, with the approval of the chief of police or designee as outlined in the policy.

TOWING COMPANY PERMIT:

The Town Clerk shall issue a towing company permit to the owner or operator of a towing company that qualifies for the Town of Brunswick's towing rotation upon the payment of a permit fee of one hundred and fifty dollars (\$150.00) per year, provided the towing company complies with the further conditions of this article. All permits issued under this article shall continue in force until December 31st of each year, unless suspended or revoked. Renewal applications must be returned to the Town Clerk's office no later than December 31st of each year. Applications received after December 31st will accrue a late fee of thirty dollars (\$30.00). The late fee will double to sixty dollars (\$60.00) after thirty (30) days.

Applications to operate a towing company for the purpose of police-ordered towing shall, among other things, set forth:

- (1) Name, address, date of birth of the towing company owner(s) and operators, and company name – d/b/a.
- (2) The number of wreckers or flatbed wreckers actually owned, and the number of wreckers or flatbed trucks actually operated in the town by the applicant or company on the date of application.
- (3) The make, type, year of manufacture and vehicle identification number of each wrecker or flatbed truck operated by the applicant.
- (4) The name and address of each person holding an ownership interest in the towing company and the percentage ownership interest held by each such person.
- (5) Evidence that each person holding an ownership interest and the manager is a person of reputable character as confirmed through a police records check. A criminal records check result, which would exclude a person from receiving a permit to operate a towing company, includes but is not limited to:
 - (a) Any felony conviction within the five (5) years immediately preceding the person's application for a permit;
 - (b) A misdemeanor conviction for a crime of dishonesty (theft, forgery, etc.) within the five (5) years immediately preceding the person's application for a permit; or
 - (c) Any misdemeanor or felony conviction which has resulted in the person being classified as a Ten-Year Registrant or Lifetime Registrant, by 34 M.R.S.A. § 11203 (as it may be amended) and requires registration under the Maine Sex Offender Registry.

The companies who held slots for the previous licensing period will be allowed to continue on the new year's rotation if application is made by December 31st, have met all requirements, and whose license has not been

suspended or revoked. New companies that apply will be placed on the waiting list until there are additional slots available. Companies choosing to make applications for the towing rotation list may do so at any time during the year. Effective October 1, 2008, if any two or more qualified towing companies share common ownership, such companies shall hold no more than one rotation slot on the town's Qualified Towing Company List. For purposes of this policy, towing companies shall be considered to share common ownership if thirty percent (30%) or more of the ownership of the companies is held by the same person or entity. Ownership by a person's spouse shall be considered ownership by the person for purposes of this policy. (Amended 07/07/08, 12/08/2025)

QUALIFIED TOWING COMPANIES:

Qualified companies must be located within an acceptable response time that has been approved by the police chief or their designee; and abide by all standards of these regulations. The police chief, or their designee, shall maintain a list of qualified towing companies. Should a qualified towing company voluntarily or involuntarily be removed from the list, the chief of police, after consultation with police staff and with notification to the remaining qualified companies, shall determine and publish a new rotation list of qualified companies. Replacements or additions to the "Qualified Towing Company List" shall be accomplished by adding companies determined to be qualified by the police administration, provided that the maximum number of companies on the town's Qualified Towing Company List shall not exceed five (5) qualified companies at any one time. (Amended 04/21/92, 07/21/97, 01/16/01, 07/07/08, 12/08/2025)

INSURANCE:

Each licensed towing company must carry insurance with the following minimum requirements:

- Auto Liability \$1,000,000
- General Liability \$1,000,000
- Worker's Compensation statutory requirements.
- The Town of Brunswick and the Brunswick Police Department must be named an additional insured.

The town shall be provided a Certificate of Insurance or other proof of insurance acceptable to the town, with the insurance to remain in effect at all times while the towing company is on the town's Qualified Towing Company List. (Amended 01/16/01, 07/07/08, 12/08/2025)

APPLICATION FOR OPERATOR'S PERMIT:

The Town Clerk shall issue an operator's permit to the operator of a wrecker or flatbed truck of an approved company that qualifies for the Town of Brunswick's Qualified Towing Company List upon the payment of a permit fee of fiftydollars (\$50.00)per year, provided that the operator complies with the further conditions of this article. All permits issued under this article shall continue in force until the first day of the following July, unless suspended or revoked.

Town Clerk to Furnish Identification Card: Upon the issuance of a permit to any operator of a wrecker or flatbed truck, the town clerk shall deliver to the permit holder an identification card bearing a recent photograph of the permit holder, the company', and the permit holder's name. The

identification card shall be available for inspection at any time the operator is operating equipment for the purpose of the Town of Brunswick's Qualified Towing Company List.

Applications for a permit to operate a wrecker, for police-ordered towing, shall be made on forms provided by the town, approved by the chief of police and shall, among other things, set forth:

- (1) The name, address and date of birth of the applicant.
- (2) A photocopy of valid operator's license in a class authorized to operate.
- (3) Evidence that the operator is a person of reputable character as confirmed through a police records check. A background check and past business check accompanied by a criminal records check results which would exclude a person from receiving a permit to operate a wrecker or flatbed truck includes, but is not limited to:
 - (a) Any felony conviction within the five (5) years immediately preceding the person's application for a permit;
 - (b) A misdemeanor conviction for a crime of dishonesty (theft, forgery, etc.) within the five (5) years immediately preceding the person's application for a permit; or
 - (c) Any misdemeanor or felony conviction which has resulted in the person being classified as a Ten-Year Registrant or Lifetime Registrant, by 34 M.R.S.A. § 11203 (as it may be amended) and requires registration under the Maine Sex Offender Registry.
 - (d) Any reports of poor, questionable or unreliable business practices as reported by other law enforcement or town government agencies that have previously worked with the applicant.
(Amended 07/07/08, 12/08/2025)

INDEMNIFICATION:

The towing company and operator shall, by signing this guideline, agree to defend, indemnify, and hold harmless the Town of Brunswick and its employees, officials, and agents from and against all claims, charges, losses and expenses including attorney's fees arising out of or resulting from the performance of services under these guidelines by the towing company or operator. (Amended 01/16/01, 07/07/08)

EQUIPMENT:

Service wreckers will be equipped with a qualified 4-ton boom and winch or hydraulic wheel lift style wrecker equivalent to a 4-ton boom wrecker. Towing companies on the rotation must be equipped with all equipment necessary to safely and effectively tow vehicles. All equipment must be in good working order. Wreckers must meet state inspection standards, and provide proof at the time of application. All vehicles responding to police ordered towing must have met inspection standards and hold a valid towing company permit issued by the town under this policy. Exception may be granted for unforeseen emergencies. (Amended 04/21/92, 01/16/01, 07/07/08, 12/08/2025)

IDENTIFICATION:

A wrecker or flatbed truck authorized by the town to participate in the Town of Brunswick's towing rotation shall be conspicuously marked, in letters not less than two and one-half (2 ½) inches in height, with the company name, trade name, or with a design or monogram containing the owner's name or trade name. The design or monogram must be at least eight (8) inches in diameter.

STORAGE REQUIREMENTS:

Vehicles impounded for evidence purposes will be stored at the impound area or other location designated by the police chief. Vehicles removed for snow removal or reasons other than impoundment will be stored in locations protected from further damage and pilferage. For snow removal, the operator must have access to a storage area for at least 10 vehicles. Said storage area shall meet zoning requirements and be within A reasonable distance approved by the police chief or their designee. (Amended 04/21/92, 07/21/97, 01/16/01, 07/07/08, 12/08/2025)

TWENTY-FOUR HOUR SERVICE:

During their period of availability, the towing company must agree to have at least one qualified wrecker ready and available for prompt response at all times to police calls. If the on-duty wrecker has not arrived on scene in a timely manner, the communications officer may contact the next wrecker service in rotation for response. (Amended 01/16/01, 07/07/08)

PROTECTION OF EVIDENCE:

Towing operators must take all reasonable precautions required by the police to avoid damage to any evidence. Towing operators shall not, by state law, assist any vehicle involved in an accident before notifying the police.

RELEASE OF VEHICLE:

No vehicle impounded by the police will be released without authorization from the police.

UNCLAIMED VEHICLE:

Towing companies shall contact all vehicle owners, or other responsible parties, who have not claimed a vehicle within 48 hours of towing. This contact is for the expressed purpose of obtaining a name and address of the contacted party, and to explain the fee structure of the wrecker company for the disposition of said vehicle. The police department will assist the wrecker companies who are unable to make effective contact toward this end. It is also suggested that wrecker companies keep a log of whom and when these parties are contacted for future reference in the event a dispute arises over towing and/or storage. (Added 11/07/94)

VEHICLE RELEASE FEE:

Vehicle release fees shall not exceed \$50.00 for requested releases during non-business hours. (Added 04/21/92, Amended 12/08/2025)

Business Hours are defined as: Business Hours shall be defined as being 8:00 a.m. to 5:00 p.m., Monday through Saturday. (Added 04/21/92)

CONDITION OF THE ROADWAY:

The operator will be responsible for removing all broken glass and other debris from the roadway resulting from an accident. Normal cleanup procedures are considered part of the wrecker operator's duties and are not chargeable to the involved parties. (Amended 01/16/01)

RATES:

Maximum fees for town-ordered towing, with minimal waiting period, shall conform to the following schedule:

\$120.00- **Daytime** (Amended 04/21/92, 01/16/01, 07/07/08, 12/08/2025)

\$ 145.00- **Nighttime** (Amended 04/21/92, 01/16/01, 07/07/08, 12/08/2025)

Inside storage charges shall not exceed \$100.00 per day, and outside storage charges shall not exceed \$50.00 per day. (Amended 11/07/94, 01/16/01, 07/07/08, 12/08/2025)

Daytime and nighttime shall be defined as follows:

Daytime - 7:00 a.m. to 7:00 p.m. (Amended 04/21/92)

Nighttime - 7:00 p.m. to 7:00 a.m. (Amended 04/21/92)

Day is defined as: A day is considered to be a 24-hour period from the time of tow.
(Added 04/21/92)

Charges will be based on the time call is initiated, as recorded by the police communications officer.

Towed vehicles may not normally be retrieved between 1 AM and 7AM (although if a hold has not been placed on the car by the police department and the towing company chooses to release the vehicle during these hours, a release fee may be charged). If the vehicle is retrieved by 11AM of the first day that it is in storage, a day's storage fee will not apply. The storage charge will apply to any vehicle held past 11 AM. Extra charges may be assessed for services which require dollies, winching, long waiting periods, or other unforeseen services depending on the situation. Any additional charges, above standard fees, shall be listed and specified on bills. (Amended 07/07/08)

MINIMAL CALL OUT:

In the event that a towing company has been requested for service and upon arrival the situation has changed, and services are no longer required, the owner or driver must pay the wrecker the amount of one-half (1/2) of the towing charge. If the wrecker has hooked onto the vehicle, then the vehicle's driver or owner must pay a

full-service wrecker fee as authorized by the Brunswick Police Department's policy. (Amended 08/21/95, 07/07/08)

ROTATION:

Weekly rotations shall be divided among the number of qualified towing companies listed on the town's Qualified Towing Company List. Rotations will commence on Wednesday at 7:00 a.m., and end the following Wednesday at 6:59 a.m. Newly qualified companies, if slots on the rotation are available, will be placed at the bottom of the existing rotation list. (Amended 07/07/08, 12/08/2025)

ADDITIONAL SERVICE:

In the event a situation is beyond the capability of the towing operator or towing company of any given rotation, the police will attempt to obtain additional assistance from among the other qualified companies. If special equipment is needed that none of the on-call services possess, then assistance can be obtained from any wrecker service that does possess the equipment needed. (Amended 01/16/01, 07/07/08, 12/08/2025)

PROFESSIONAL CONDUCT:

Towing companies and their employees shall conduct themselves in a professional manner in order to avoid conflict and maintain the image and integrity of law enforcement. (Amended 07/07/08)

SUSPENSION – TERMINATION:

A towing company and/or operator may be suspended or terminated by the chief of police or their designee, at any time if it is not in compliance with the standards of these regulations. If a company or operator is suspended, the suspension shall be for a minimum of one of their rotations. During a company suspension, the rotation shall go to the next company on rotation. If terminated, to become re-qualified the towing company and/ or operator must correct any discrepancies at which time they may reapply and, if approved, will be scheduled into the rotation in the same manner as a newly qualified company and/or operator. (Amended 07/07/08, 12/08/2025)

GRIEVANCE:

In the event a complaint arises due to services, additional charges, or violations of these guidelines, the chief of police or, in their absence, the acting chief shall investigate the matter and initiate a final resolution. The final resolution alternatives available to the chief of police, or their designee, shall include any one or more of the following:

- Administrative warning;
- Suspension from the rotation list; or
- Termination from the wrecker list permanently.

In the event formal disciplinary action is taken against a wrecker company or operator, said company or operator shall have a right to an administrative review by the town manager's office by filing a written request

within ten (10) days of notice of said action. The town manager's decision in such matters shall represent final resolution. (Amended 11/07/94, 07/07/08, 12/08/2025)

Company Name:	Owner / Operator:	Phone Number(s):

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Town of Brunswick, Maine

Item 5

Back up
materials

Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

MEMORANDUM

TO: Town Manager

FROM: Trey Crews, PE, Town Engineer

DATE: January 13, 2026

SUBJECT: Maine Street Streetscape Project – Lemont Block Redesign

The Town of Brunswick initiated the Maine Street Streetscape Project in 2019, with design work completed in 2023. Construction began in 2024, with most of the west side of Maine Street completed that year and the east side completed in 2025. Construction on the west side block between Pleasant Street and Town Hall Place (commonly referred to as the Lemont Block) was paused due to the potential redesign and reconstruction of Pleasant Street as part of a Maine Department of Transportation (DOT) project. That DOT project did not proceed and is no longer anticipated. As a result, construction of the Lemont Block portion of the Streetscape Project is now ready to move forward.

During the construction pause, Town staff revisited the design and grading plans for the Lemont Block, informed by lessons learned during construction of the remainder of the project. Based on this review, staff are proposing a modified design for this block.

The Lemont Block presents a significant elevation change between the building fronts and the existing street, creating a substantial challenge in meeting Americans with Disabilities Act (ADA) requirements. ADA standards require a minimum five-foot-wide pedestrian path with a slope of no more than two percent. While the original design technically met these requirements, it required steep slopes between the curb line and the ADA-compliant path, as well as along the building frontage. This configuration effectively eliminated opportunities for outdoor dining, retail displays, and other sidewalk-based business activities.

Several options were evaluated to address the elevation differences between building entrances and the street. Lowering the sidewalk elevation was not feasible due to the presence of buried utilities with minimum cover requirements, and because it could expose building foundations and potentially compromise their structural integrity. The use of an additional curb functioning as a step was also considered but rejected due to winter maintenance concerns, as Public Works would be unable to reliably keep such a step clear of snow and ice. The only remaining viable option was to extend, or “bump out,” the curb line farther into the street to provide additional horizontal distance to accommodate the elevation change.

The project consultant developed a revised layout incorporating a curb bump-out. This modification significantly improves the ability to achieve ADA-compliant grades from both a technical and construction standpoint. It also increases the usable width between the curb and building faces, allowing outdoor dining and vendor space to be reintroduced along the block.

The revised curb alignment, however, necessitates the conversion of nine angled on-street parking spaces to five parallel spaces. (It is worth noting that parallel stalls are generally safer than the angled

stalls existing along Maine St. which are prone to rear end collisions as vehicles exit stalls)

To address this parking reduction, staff prepared an accompanying design to add parking along Town Hall Place (separate Town Council item). Following consultation with property owners along the Lemont Block, the owners expressed a preference for the curb bump-out option, citing the benefits of expanded outdoor space and support for offsetting the parking changes through modifications to Town Hall Place.

To complete the Lemont Block portion of the Maine Street Streetscape Project, Town staff are requesting that the Town Council approve the proposed revised design, authorize the use of Downtown Tax Increment Financing (TIF) funds for construction, and consider the accompanying item detailing proposed alterations to Town Hall Place intended to offset the parking changes resulting from the revised curb alignment.

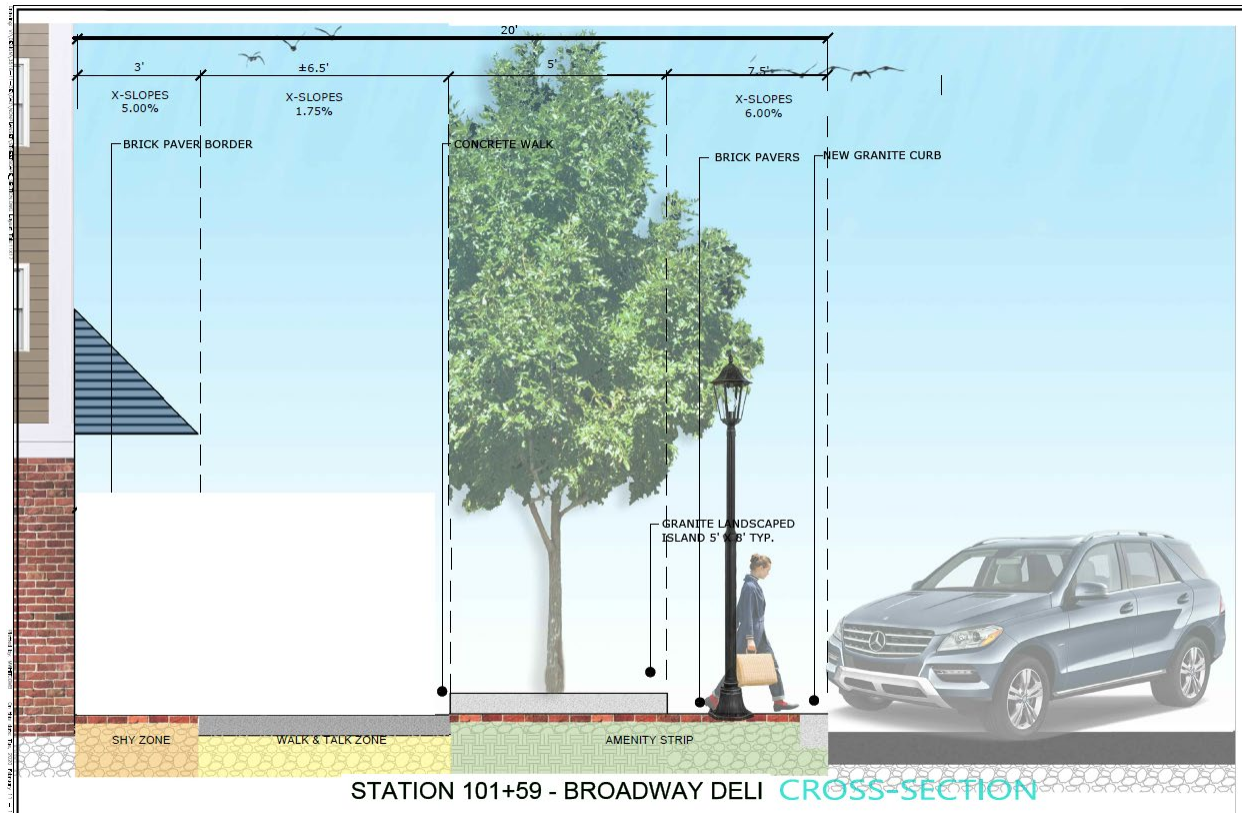
The project consultant prepared a quantity estimate for the revised design. Based on staff's experience overseeing construction of the remainder of the Streetscape Project and prevailing construction costs, staff developed a cost estimate including a conservative contingency. Staff are confident that an appropriation of \$600,000 will be more than sufficient to complete construction of the Lemont Block.

The revised Lemont Block would be advertised as part of a competitive bid process with an estimated construction date of September through October. Doing the work in the fall will help alleviate summer traffic concerns and minimize disruption to the downtown businesses' busiest season.

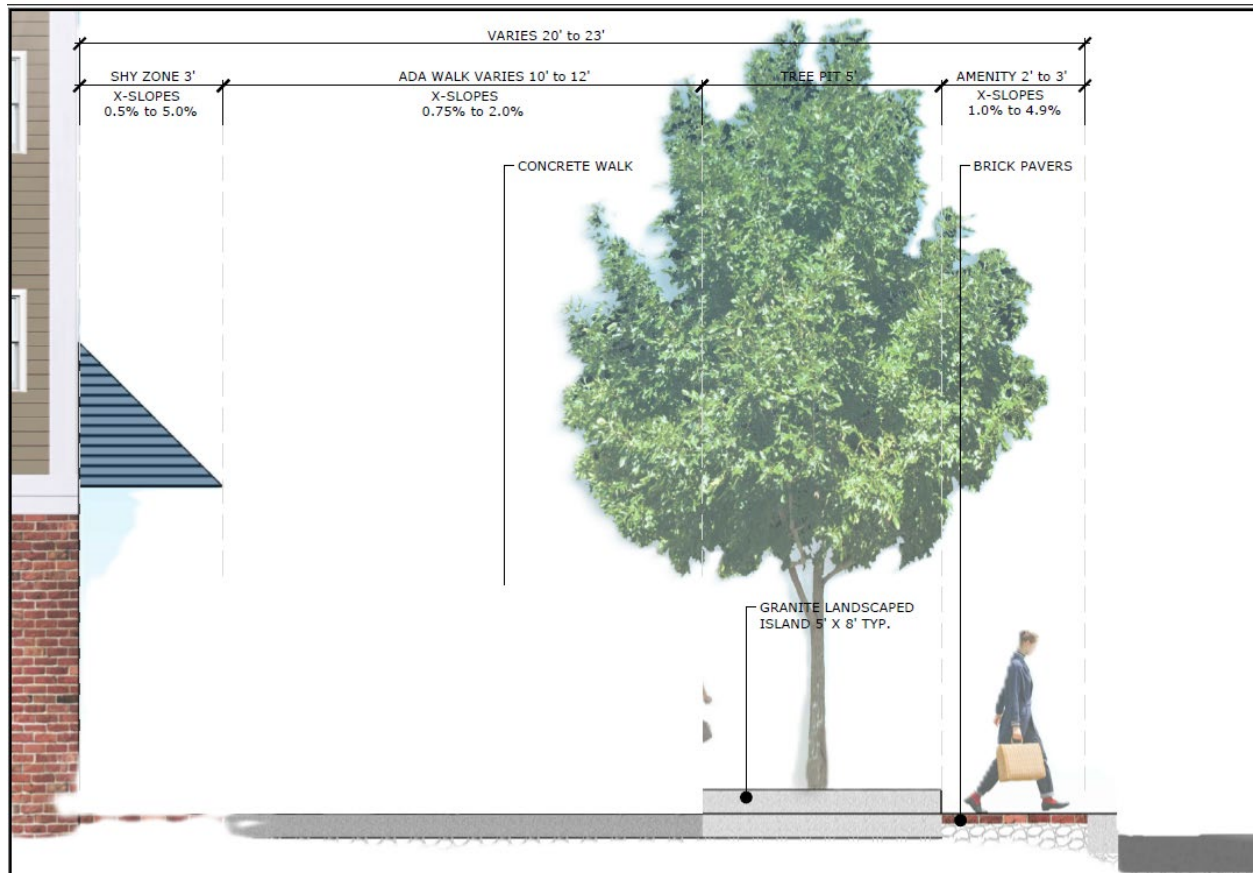
Attached: Photos of Existing Condition
 Conceptual Cross Section of the Original and Revised Design
 Revised Block Design Plan View



Note limited width of sidewalk to accommodate an ADA compliant path, outdoor dining area, and outdoor signage.



Original Design – Note only about 9 ft of space between building face and tree well/slopes back to existing grade, 5 ft of which must be reserved for ADA use. Also note high slopes next to building face and curb line.

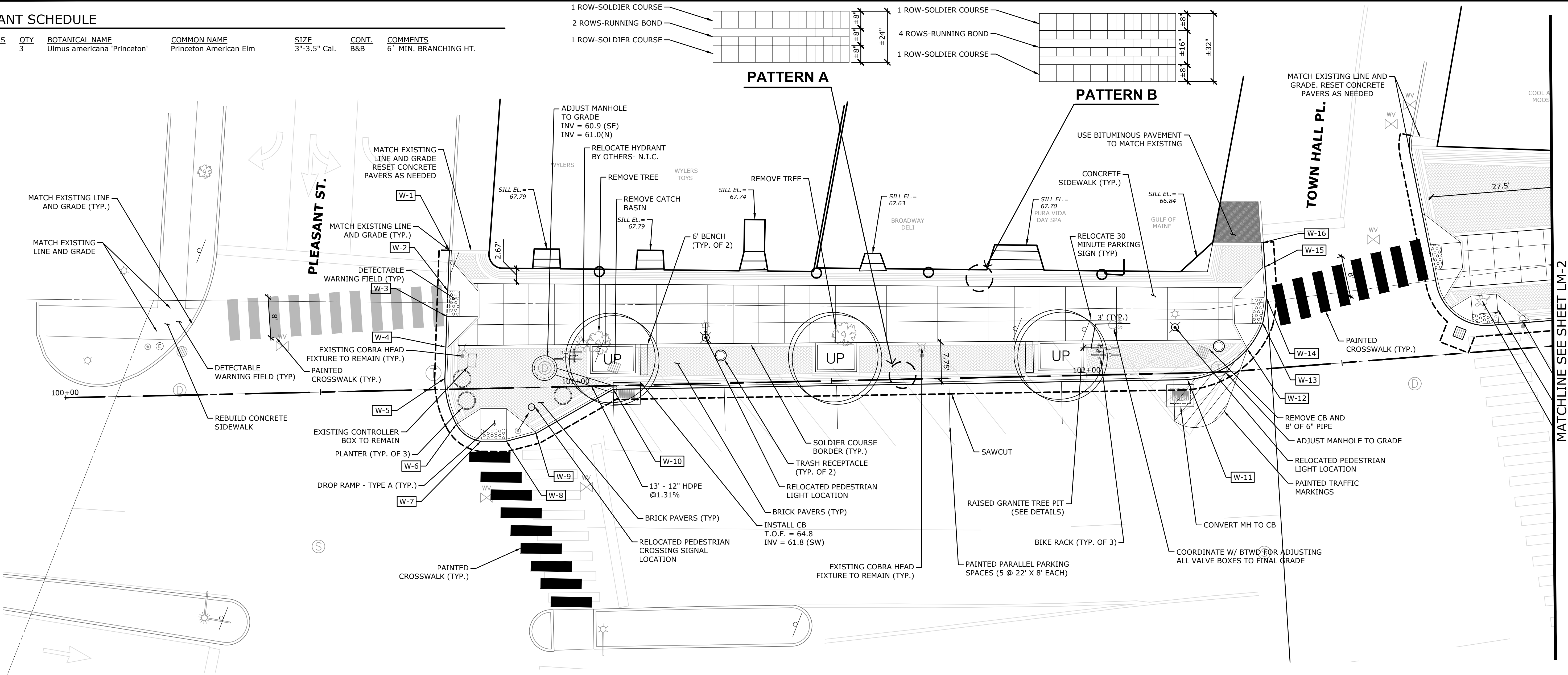
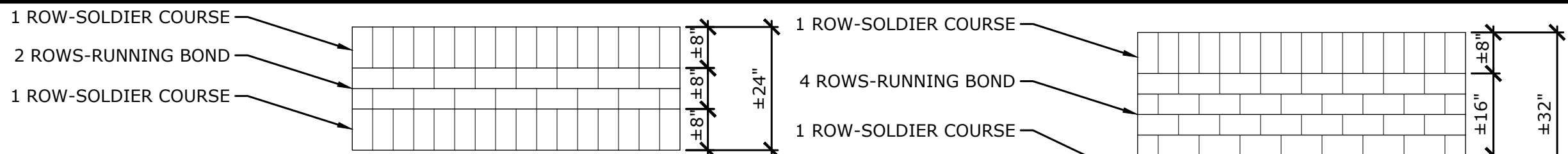


New Design – Note about 15 ft of space between building face and tree/well slopes back to existing grade. This more than doubles the outdoor space for possible business use, while also flattening the grades along the building face and curb line.

PROJECT NO. 2024-001, DATE: 07/10/2024, DRAWN BY: J. BROWN, CHECKED BY: M. FARRAR, SCALE: 1"=10'

PLANT SCHEDULE

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONT.	COMMENTS
UP	3	Ulmus americana 'Princeton'	Princeton American Elm	3"-3.5" Cal.	B&B	6" MIN. BRANCHING HT.



CURB LAYOUT TABLE

START CURB POINT	ELEV.	START STATION	START OFFSET	END CURB POINT	LENGTH (feet)	RADIUS (feet)	CURB TYPE
W-1	65.31	100+75.79	-27.15	W-2	8.00		TDI
W-2	64.85	100+75.32	-19.25	W-3	5.00		FCI
W-3	64.85	100+75.02	-14.25	W-4	6.00		TDI
W-4	65.20	100+74.66	-8.26	W-5	6.00		I
W-5	65.20	100+74.38	-2.18	W-6	9.00	18	I
W-6	65.20	100+76.41	6.86	W-7	6.00	6	TDI
W-7	64.84	100+81.13	10.29	W-8	5.00		FCI
W-8	64.84	100+86.13	10.39	W-9	6.00		TDI
W-9	65.25	100+91.98	9.00	W-10	17.00		I
W-10	65.62	101+06.84	-0.26	W-11	113.00		I
W-11	65.21	102+19.67	1.29	W-12	13.50	17	I
W-12	65.00	102+23.73	-4.15	W-13	6.00	30	TDI
W-13	EX. GRADE	102+32.46	-8.95	W-14	5.00		FCI
W-14	EX. GRADE	102+35.14	-13.86	W-15	6.00		TDI
W-15	EX. GRADE	102+36.52	-19.88	W-16	5.00		I
W-16	EX. GRADE	102+36.52	-24.67	END OF RUN - TOWN HALL PLACE			

LAYOUT NOTES

1. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR EACH SIDEWALK RAMP DEPICTING SPOT ELEVATIONS AT EACH CORNER AND CHANGE IN CROSS SLOPE OR SLOPE DIRECTION.

- I = TYPE I VERTICAL GRANITE CURB
TDI = TYPE I VERTICAL GRANITE CURB TIP DOWN
FCI = TYPE I FLUSH VERTICAL GRANITE CURB

PROPOSED MATERIAL LEGEND

- SAWCUT
= RAISED GRANITE CURB
===== FLUSH GRANITE CURB
[] CONCRETE SIDEWALK
[] BRICK PAVERS
[] STREET TREE
[] EXISTING PEDESTRIAN LIGHT TO REMAIN
[] RELOCATED PEDESTRIAN LIGHT
[] RELOCATED PEDESTRIAN CROSSING SIGNAL

DESCRIPTION	DATE	BY

LEMONT BLOCK REDESIGN - SITE PLAN- LAYOUT AND MATERIALS

DOWNTOWN STREETSCAPE
ENHANCEMENT PROJECT

MAINE STREET
BRUNSWICK, MAINE

DESIGNED	DDS	MFZ
DRAWN		
CHECKED		

SCALE: 1"=10'

DATE: OCTOBER 07, 2025

PROJECT NO. 3516-11

1 OF 2

LM-RE

SHEET NAME

Lemont Block Revised Estimate - 1/15/26

Item Name	Unit	Original Qty	New Qty	Unit Cost	Cost Original	Cost New
Common Excavation	CY	160	210	\$ 125	\$ 20,000	\$ 26,250
Aggregate Base Course	CY	125	160	\$ 200	\$ 25,000	\$ 32,000
Aggregate Subbase Course	CY	30	55	\$ 180	\$ 5,400	\$ 9,900
HMA 19	Ton	8	10	\$ 270	\$ 2,160	\$ 2,700
HMA 12.5	Ton	5	8	\$ 275	\$ 1,375	\$ 2,200
HMA Hand Placed	Ton	5	6	\$ 280	\$ 1,400	\$ 1,680
Tack Coat	Gal	5	8	\$ 20	\$ 100	\$ 160
12" Pipe	LF	0	75	\$ 200	\$ -	\$ 15,000
Adjust Drainage	Ea	4	4	\$ 1,800	\$ 7,200	\$ 7,200
Catch Basin	Ea	1	1	\$ 6,000	\$ 6,000	\$ 6,000
Reinforced Concrete Sidewalk	SY	137	200	\$ 210	\$ 28,770	\$ 42,000
Brick Sidewalks Bituminous Base	SY	200	200	\$ 230	\$ 46,000	\$ 46,000
Curb Ramp	Ea	4	4	\$ 1,500	\$ 6,000	\$ 6,000
Vertical Curb Type 1	LF	155	170	\$ 110	\$ 17,050	\$ 18,700
Vertical Curb Type 1 Circular	LF	55	55	\$ 155	\$ 8,525	\$ 8,525
Terminal Curb Type 1	Ea	5	5	\$ 700	\$ 3,500	\$ 3,500
Terminal Curb Type 1 Circular	Ea	3	3	\$ 1,000	\$ 3,000	\$ 3,000
Structural Stability Soil	CY	8	8	\$ 550	\$ 4,400	\$ 4,400
Large Tree	Ea	3	3	\$ 3,500	\$ 10,500	\$ 10,500
Remove Tree	Ea	3	3	\$ 500	\$ 1,500	\$ 1,500
Remove Stump	Ea	3	3	\$ 1,800	\$ 5,400	\$ 5,400
Precast Concrete Junction Box	Ea	2	2	\$ 2,200	\$ 4,400	\$ 4,400
Pavement Marking	SF	135	25	\$ 5	\$ 675	\$ 125
Remove Pavement Marking	SF	125	40	\$ 5	\$ 625	\$ 200
Relocate Pedestrian Light Pole	Ea	2	2	\$ 1,500	\$ 3,000	\$ 3,000
Raised Grantee Pit	Ea	3	3	\$ 7,000	\$ 21,000	\$ 21,000
Remove and Reset Existing Sign	Ea	3	3	\$ 225	\$ 675	\$ 675
Electrical Work	Lump	1	1	\$ 35,000	\$ 35,000	\$ 35,000
Traffic Control	Lump	1	1	\$ 15,000	\$ 15,000	\$ 15,000
Flaggers	Hr	480	480	\$ 85	\$ 40,800	\$ 40,800
Mobilization	Lump	1	1	\$ 40,000	\$ 40,000	\$ 40,000
				Sum	\$ 364,455	\$ 412,815
				25% Contingency	\$ 104,864	\$ 116,954
				QA Testing & Construction Services	\$ 55,000	\$ 55,000
				Total	\$ 524,319	\$ 584,769

Estimate prepared by town staff based on original design qty and revised design qty

Primary costs increases: additional excavation, base material, and concrete sidewalk vol

Unit prices based on unit rates of original contract with estimated cost escalators

Town of Brunswick, Maine

Item 6

Back up
materials

Town of Brunswick, Maine

OFFICE OF THE TOWN ENGINEER

MEMORANDUM

TO: Town Manager

FROM: Trey Crews, PE, Town Engineer

DATE: January 8, 2026

SUBJECT: Conversion of Town Hall Place to One-Way Traffic and Related Parking and Loading Ordinance Changes

Town Hall Place is a public roadway approximately 200 feet long that connects Maine Street to the former Town Hall and Central Fire Station site. It currently allows two-way traffic and includes a single loading zone on the south side. On-street parking is restricted in order to maintain two-way travel.

During the design of the Maine Street Streetscaping project, a significant grading challenge was identified on the block between Pleasant Street and Town Hall Place. This area has a large change in elevation within a limited right-of-way, making it difficult to meet Americans with Disabilities Act (ADA) requirements. While the original design met ADA standards, it would have eliminated outdoor space in front of adjacent businesses. This would have negatively affected opportunities for outdoor dining, retail displays, and similar uses.

To both maintain ADA compliance and preserve usable outdoor space for these businesses, a curb extension (bump-out) was determined to be necessary. This additional sidewalk width allows the grade requirements to be met while still providing functional space for adjacent properties. However, this design change requires modifying the existing angled parking spaces on Maine Street along this block.

After consultation with the affected property owners, there was agreement to convert the angled parking spaces to parallel parking in order to accommodate the curb extension. This change would reduce the number of parking spaces on Maine Street from nine to five.

To offset this reduction, staff explored opportunities to add parking nearby. It was determined that converting Town Hall Place to one-way traffic would allow for the addition of parking spaces and a designated loading zone. Under this configuration, five new parallel parking spaces would be created on Town Hall Place. Overall, this results in a net gain of one parking space in the immediate area.

To implement this design, the Town Engineer recommends that the Town Council consider amendments to *Chapter 15 – Traffic and Vehicles*, including *Article III – Specific Street Regulations* and *Article IV – Stopping, Standing, and Parking*. The proposed ordinance changes would establish Town Hall Place as a one-way street, relocate an existing loading zone, and designate parking on the north side of Town Hall Place as two-hour parking, Monday through Saturday, from 8:00 a.m. to 6:00 p.m., consistent with parking restrictions on downtown Maine Street

Attachments: Ordinance Redlines, Proposed Curb Extension Design, Proposed Town Hall Place Configuration

Sec. 15-46. One-way streets.

The following public ways are one-way streets, and vehicles may move only in the indicated directions:

Bath Road, easterly from junction of Maine Street to C.M.P. Co. Pole No. 2.

Center Street, easterly from Maine Street to Federal Street.

Cleveland Street, westerly from Federal Street to Maine Street.

Cumberland Street, westerly from Maine Street to Union Street.

Dunlap Street, easterly from Maine Street to Federal Street.

Elm Street, westerly from a point three hundred seventy (370) feet westerly from Maine Street to Union Street.

Gilman Avenue, westerly from Maine Street to Union Street.

Green Street, easterly from Park Row to Federal Street.

Harriet Beecher Stowe School Access Road, westerly from one hundred and ten (110) feet west of Spring Street to Armory Street.

Lincoln Street, easterly from Union Street to Maine Street.

Mill Street, northerly from a point east of the traffic island Pleasant Street to C.M.P. Pole No. 28.

Noble Street, westerly from Maine Street to Union Street.

Park Row, from "No Name Street," north bound to Fitch Place.

Park Row, northerly from College Street to Maine Street.

Park Row, southerly from Bath Road to College Street.

Pleasant Street, easterly from the junction of Mill Street to Maine Street.

Ramp A. on Route 1, relocation as shown on State Highway Commission Plan relating to Federal Aid Project #U-01-1(18), westerly from Maine Street to end of Ramp A.

Ramp B. on Route 1, relocation as shown on State Highway Commission Plan relating to Federal Aid Project #U-01-1(18), easterly from the westerly end of Ramp B. to Maine Street.

Ramp C. on Route 1, relocation as shown on State Highway Commission Plan relating to Federal Aid Project #U-01-1(18), westerly from U.S. Route 1 to Maine Street.

Ramp D. on Route 1, relocation as shown on State Highway Commission Plan relating to Federal Aid Project #U-01-1(18), easterly from Progress Road to U.S. Route 1.

School Street, westerly from Federal Street to Maine Street.

South Street, commencing one hundred fifty-five (155) feet east of Park Row to Coffin Street.

Town Hall Place, westerly from Maine Street to the terminus of the public way, approximately 200 feet west of Maine Street.

Unnamed public way, from the First Parish Church on Bath Road to Maine Street, northerly on this way.

Unnamed public way, from Sills Drive to U.S. Route #24, the easterly portion of the triangle, northerly on this way.

(Ord. of 5-2-88, § 11; Ord. of 8-7-95; Emergency/Regular Ord. of 6-16-97; Ord. of 1-18-00(3); Ord. of 2-7-00; Ord. of 2-22-00(2); Ord. of 12-21-05(1); Ord. of 1-17-12; Ord. of 5-6-13; Ord. of 2-16-16)

Sec. 15-74. No-parking areas.

The following areas are designated as no-parking areas:

Armory Street, west side, commencing at Weymouth Street and extending southerly to end.

Bank Street, both sides.

Baribeau Drive, westerly side, commencing twenty (20) feet north of the entrance of Mallard Pond, to twenty (20) feet south of the exit to Mallard Pond.

Barrows Drive, west side, commencing at Columbia Avenue and extending south six hundred and ninety-six (696) feet, 8:00 a.m. to 5:00 p.m., Monday through Friday.

Basswood Road, east side, commencing two hundred and forty (240) feet south of the intersection of Wildwood Drive and extending southerly for sixty (60) feet.

Basswood Road, west side, commencing at Wildwood Drive and extending southerly to Aspen Drive.

Bath Road, both sides, commencing from the Brunswick/West Bath Boundary westerly to a point one thousand (1,000) feet past Sawyer Road.

Bath Road, both sides, commencing at Cook's Corner and extending easterly three hundred (300) feet.

Bath Road (Route 24), both sides, commencing at Cook's Corner and extending westerly three hundred (300) feet.

Bath Road, north side reverse direction loop located across from the main entrance to Brunswick Naval Air Station, both sides, commencing at the east side entrance to the turn around and extending to the west side exit.

Bath Road, north side, commencing at Federal Street and extending westerly five hundred eighty (580) feet.

Bath Road, south side, commencing at Bowdoin College Campus Drive so-called and extending westerly one hundred forty (140) feet.

Bath Road, south side, commencing at Sills Drive and extending westerly forty (40) feet.

Bath Road, south side, commencing at Sills Drive and extending easterly one hundred fifty (150) feet.

Belmont Street, both sides, commencing at Maine Street and extending westerly for eighty (80) feet.

Boody Street, both sides, commencing at Maine Street and extending westerly four hundred ten (410) feet Monday a.m. through Friday p.m. except holidays.

Bowker Street, south side.

Cedar Street, south side.

Center Street, both sides.

Church Road, east side, commencing at Pleasant Street and extending southerly to Paul Street, and on the westerly side of Church Road commencing at Pleasant Street and extending southerly three hundred forty (340) feet.

Cleveland Street, south side.

Coffin Street, both sides.

College Street, both sides.

Columbia Avenue, both sides, commencing at Maine Street and extending westerly to its intersection with Oakland Street.

Columbus Drive, both sides.

Columbus Drive, east side, commencing at the intersection of Cressey Road and extending southerly one hundred twenty (120) feet.

Cressey Road, both sides.

Cumberland Street, north side, commencing at Cushing Street and extending easterly one hundred twenty (120) feet.

Cumberland Street, north side, commencing at Cushing Street and extending westerly one hundred thirty (130) feet.

Cumberland Street, north side, commencing at Maine Street and extending two hundred twenty (220) feet in a westerly direction.

Cumberland Street, north side, commencing at Union Street in an easterly direction sixty-five (65) feet.

Cumberland Street, southerly side, from Maine Street to Cushing Street.

Cushing Street, west side, commencing at Pleasant Street and extending northerly one hundred twenty (120) feet.

Dunlap Street, south side.

Dunlap Street, north side commencing one hundred forty-six (146) feet east of Maine Street for a distance of twenty (20) feet in an easterly direction.

Dunning Street, south side.

Elm Street, south side, commencing at Maine Street and extending westerly three hundred seventy (370) feet; and on the north side commencing one hundred eighteen (118) feet westerly of Maine Street and extending westerly to Union Street.

Everett Street, south side.

Federal Street, east side, commencing seven hundred thirty-five (735) feet north of the intersection with Bath Road and extending north for four hundred and forty (440) feet.

Federal Street, west side, commencing at Bath Road and extending northerly to Green Street.

Federal Street, west side, commencing at Mason Street and extending southerly to Center Street.

Federal Street, west side, commencing at Center Street to a point three hundred eighty (380) feet extending southerly sixteen (16) feet.

Federal Street, west side, commencing at Center Street extending southerly thirty (30) feet.

Federal Street, west side, commencing at School Street extending southerly three hundred seventeen (317) feet.

Federal Street, east side, commencing at Bath Road and extending northerly three hundred sixty-five (365) feet.

Federal Street, east side, commencing at Jordan Avenue extending northerly to a point four hundred (400) feet north of Franklin Street.

Federal Street, east side, commencing at Mason Street and extending southerly one hundred thirteen (113) feet.

Fitch Place, both sides.

Franklin Street, both sides.

Gilman Avenue, north side.

Green Street, both sides.

Grover Lane, north side.

Gurnet Road, (Route 24), both sides, commencing at Cook's Corner and extending southerly nine hundred (900) feet.

Gurnet Road (Route 24), east side, within ten (10) feet from the edge of pavement, commencing at Princes Point Road and extending southerly to the Gurnet Bridge.

Harding Road, both sides, commencing at Bath Road and extending southerly five hundred (500) feet.

Harpwell Road, east side, commencing at College Street and extending southerly to Bowker Street.

Harpwell Road, west side, commencing at Bath Road and extending southerly forty (40) feet.

Harpwell Road, westerly side, commencing at College Street and extending southerly to Hambleton Avenue.

Harriet Beecher Stowe School Access Road, north side, commencing at Spring Street extending westerly one hundred (100) feet west of the intersection with Armory Street.

Harriet Beecher Stowe School Access Road Loop, north side, commencing at the western intersection with the Harriet Beecher Stowe School Access Road easterly to the eastern intersection with the Harriet Beecher Stowe School Access Road.

Harriet Beecher Stowe School Access Road Loop, south side, commencing at the western intersection with the Harriet Beecher Stowe School Access Road easterly forty-eight (48) feet.

High Street, south side, commencing at Union Street and extending westerly one hundred eighty (180) feet.

High Street, north side, commencing at Union Street and extending westerly to Cushing Street.

Jordan Avenue, north and south sides, commencing at Federal Street and extending easterly under the railroad overpass to Wadsworth Road.

Jordan Avenue, south side, commencing at the intersection with the driveway to Edwards Field and extending easterly to the intersection with Wheeler Park.

Landing Drive, both sides.

Lincoln Street, north side commencing one hundred (100) feet west of Maine Street and extending in a westerly direction to Union Street.

Lincoln Street, south side commencing at Maine Street and extending westerly for a distance of forty-three (43) feet.

Longfellow Avenue, south side, commencing at Maine Street and extending easterly three hundred (300) feet.

Longfellow Avenue, north side, commencing at Maine Street and extending easterly one hundred seventy-two (172) feet.

Longfellow Avenue, both sides, at its intersection with Coffin Street and extending westerly and easterly one hundred (100) feet from the intersection.

Magean Street, north side, commencing at Maine Street and extending westerly one hundred twenty-five (125) feet.

Maine Street, east side, commencing at Bath Road and extending southerly to Longfellow Avenue.

Maine Street, east side, commencing at its intersection with Bath Road and continuing north twenty-five (25) feet.

Maine Street, east side, commencing one hundred eighty-five (185) feet north of the intersection with Bath Road and continuing north to the intersection with No Name Street.

Maine Street, east side, commencing one hundred (100) feet south of the intersection with the Maine Eastern Railroad tracks and continuing north one hundred (100) feet to the Maine Eastern Railroad tracks.

Maine Street, east side, commencing at a point ninety (90) feet northerly from School Street and extending northerly sixty (60) feet.

Maine Street, east side, commencing at School Street extending southerly ninety-seven (97) feet.

Maine Street, north side, commencing at Pleasant Street and extending southerly one hundred fifty (150) feet.

Maine Street, west side, commencing at Potter Street and extending southerly forty-six (46) feet.

Maine Street, west side, commencing eighty-seven (87) feet southerly of the intersection of Potter Street, and extending southerly forty-eight (48) feet.

Maine Street, west side, commencing two hundred twenty-two (222) feet southerly of the intersection of Potter Street, and extending southerly one hundred eighty (180) feet.

Maine Street, west side, commencing one hundred eighty (180) feet southerly of the intersection of Page Street, and extending southerly one hundred eighty (180) feet.

Maine Street, west side, commencing at Pleasant Street and extending northerly thirty-five (35) feet.

Maine Street, west side, commencing at McKeen Street and extending southerly one hundred ten (110) feet.

Maine Street, west side commencing at the Maine Eastern Railroad tracks and extending southerly to Potter Street.

Maine Street, west side commencing at Noble Street and extending northerly sixty (60) feet.

Maine Street, westerly side, commencing at Boody Street and extending northerly for a distance of three hundred twenty (320) feet.

Maine Street, east side, commencing at the intersection of Whittier Street and extending south to the intersection of Atwood Lane.

Maquoit Road, easterly side, commencing at a point 0.13 miles southerly of the Maquoit Road, Mere Point Road, and Maine Street intersection and extending southerly 0.15 miles.

Maquoit Road, both sides commencing at the entrance to the Brunswick High School and extending southerly three hundred forty-five (345) feet.

Maquoit Road, both sides commencing at the entrance to the Brunswick High School and extending northerly three hundred thirty (330) feet.

Market Lane, south side.

Marriner Road, south side.

Mason Street, both sides.

Merryman Lane, west side, commencing on the west side of Merryman Lane twenty (20) feet south of the turnaround, thence northerly to the end of Merryman Lane, thence easterly across the end of Merryman Lane.

McKeen Street, north side, commencing at Maine Street and extending westerly to a point opposite 21 McKeen Street.

McKeen Street, north side, commencing at Spring Street and extending westerly five hundred fifty (550) feet.

McKeen Street, north side, commencing at Spring Street and extending westerly to Stanwood Street.

McKeen Street, south side, commencing at Spring Street and extending westerly to 63 McKeen Street.

McKeen Street, south side, commencing at Maine Street and extending westerly five hundred twenty-two (522) feet.

McLellan Street, south side, commencing at the intersection with Harpswell Road and extending east one hundred and forty-five (145) feet.

Middle Street, east side.

Middle Street, west side, commencing at Pleasant Street and extending southerly forty (40) feet, commencing at Elm Street and extending southerly to the southerly terminus of Middle Street, and commencing at Elm Street and extending northerly three hundred twenty-five (325) feet.

Mill Street, northerly side, between a point opposite Cumberland Street and a point opposite Swett Street.

No Name Street, east side, commencing at Bath Road and continuing northwesterly to Maine Street.

No Name Street, west side, commencing at Bath Road and continuing northwesterly thirty (30) feet.

No Name Street, west side, commencing one hundred fifteen (115) feet northwesterly of Bath Road and continuing north to Maine Street.

Noble Street, north side, commencing at Maine Street and extending westerly fifty (50) feet, and north side, commencing at the west side of the curb cut for the driveway to the Inn at Maine Street Station and extending in a westerly direction twenty-eight (28) feet.

Noble Street, south side.

Oak Street, north side, commencing at Union Street and extending westerly one hundred ninety (190) feet.

Oak Street, south side.

Old Bath Road, both sides, commencing from Bridge Road easterly to the Brunswick/Bath boundary.

Old Bath Road, both sides, commencing at New England Telephone Co., utility pole #148 and extending westerly for a distance of six hundred (600) feet to utility pole #152, such starting point being five hundred (500) feet, more or less, westerly from the junction of Old Bath Road and Baybridge Road.

Page Street, north side commencing at Maine Street and extending westerly thirty-six (36) feet.

Page Street, north side commencing one hundred and eighty-seven (187) feet west of Maine Street and extending westerly twenty-four (24) feet.

Page Street, north side, commencing at Spring Street, and extending easterly forty (40) feet.

Page Street, south side, commencing at Maine Street and extending westerly to Union Street.

Page Street, south side commencing at Union Street, westerly to Spring Street, 8:00 a.m. to 4:00 p.m., Monday through Friday.

Park Row, east side, commencing at School Street extending southerly to a point one hundred fifty (150) feet north of the Cleveland Street intersection.

Park Row, east side, commencing at Longfellow Avenue and extending southerly to the end of Park Row.

Park Row, east side, commencing at Maine Street and extending southerly ninety (90) feet.

Park Row, east side, commencing one hundred fifty-four (154) feet south of the intersection of Maine Street and extending southerly to one hundred twenty-eight (128) feet.

Park Row, west side, commencing at Fitch Place southerly to Longfellow Avenue.

Park Row, west side, commencing at School Street extending southerly forty (40) feet.

Park Row, west side, commencing one hundred fifty (150) feet south of School Street extending to a point two hundred (200) feet in a southerly direction.

Pine Street, both sides, commencing at Bath Road and extending southerly and easterly to its intersection with Bowker Street.

Pleasant Street, north side, commencing at the west side of the curb cut for the driveway to 76 Pleasant Street, continuing westerly for forty (40) feet;

Pleasant Street, north side, commencing at Cushing Street and extending easterly one hundred ten (110) feet.

Pleasant Street, commencing at Cushing Street extending westerly for a distance of forty-five (45) feet.

Pleasant Street, south side, commencing at I-295 extending easterly to Spring Street.

Pleasant Street, north side, commencing at Mill Street and extending westerly to I-295.

Pleasant Street, south side, commencing at Maine Street and extending westerly one hundred twenty (120) feet.

Potter Street, north side, commencing at Maine Street and extending westerly one hundred eighty (180) feet.

Potter Street, north side commencing at Union Street and extending easterly thirty-six (36) feet.

Potter Street, south side.

River Road, north side, commencing at Pleasant Street and extending westerly four hundred seventy (470) feet.

School Street, north side, commencing at Federal Street and extending easterly forty (40) feet.

School Street, south side, commencing at Federal Street and extending easterly to Stetson Street.

School Street, south side, commencing at Maine Street and extending easterly to a point sixty (60) feet easterly of Federal Street.

Sills Drive, easterly side, commencing at Bath Road and extending southerly to College Street.

Simpson's Point Road, west side, commencing at mean high water and extending northerly to Pennell Way; and the east side, commencing at mean high water and extending northerly four hundred twenty-five (425) feet.

South Street, south side.

South Street, north side from Maine Street extending easterly two hundred twenty-four (224) feet.

Spring Street, east side, commencing at McKeen Street extending northerly to forty (40) feet south of Page Street, 8:00 a.m. to 4:00 p.m., Monday through Friday, and east side commencing forty (40) feet south of Page Street and extending to forty (40) feet north of Page Street.

Spring Street, west side, commencing at McKeen Street extending northerly to Weymouth Street.

Stanwood Street, east side, commencing at Pleasant Street and extending southerly to Hennessey Avenue; on the west side, commencing at Pleasant Street and extending southerly to a point seventy-five (75) feet northerly of the tracks of the Maine Central Railroad and extending southerly to Hennessey Avenue.

Station Avenue, north side, commencing at Maine Street and extending westerly one hundred sixty-four (164) feet.

Station Avenue, south side, commencing at Maine Street and extending westerly two hundred fifteen (215) feet.

Station Avenue, north side, commencing two hundred thirty-nine (239) feet west of the intersection of Maine Street and extending westerly one hundred and eighty-two (182) feet.

Station Avenue, south side, commencing at Union Street and extending easterly forty-five (45) feet.

Station Avenue, south side, commencing one hundred five (105) feet east of Union Street and extending easterly one hundred seventy (170) feet.

Station Avenue, north side, commencing at Union Street and extending easterly sixty (60) feet.

Station Avenue, north side, commencing one hundred thirty (130) feet east of the intersection of Union Street and extending easterly eighty (80) feet.

Stetson Street, west side.

Storer Road, both sides, commencing at Old Bath Road and extending northerly four hundred and twenty (420) feet.

Swett Street, east side.

Swett Street, west side, commencing at Mill St and extending southerly one hundred (100) feet.

Town Hall Place, ~~both sides~~, south side.

Turner Street, north side, commencing at Webster Street and extending westerly to the end of Turner Street.

Union Street, east side, commencing at McKeen Street and extending northerly to one hundred twenty-five (125) feet north of Station Avenue.

Union Street, west side, commencing at McKeen Street and extending northerly to one hundred and ten (110) feet south of the intersection with Cedar Street.

Union Street, east side, commencing at its intersection with Cumberland Street and extending southerly for one hundred twenty (120) feet.

Water Street, both sides.

Webster Street, east side.

Webster Street, west side.

Weymouth Street, south side, commencing at its intersection with Union Street and extending west one hundred (100) feet.

Weymouth Street, north side, commencing at its intersection with Union Street and extending west for seventy-five (75) feet.

Connecting ramp, both sides, from U.S. Route 1 to Bath Road, commencing at Cook's Corner and extending northerly three hundred (300) feet.

An extension to the Lower Mall, west side, commencing at a point opposite the southerly sideline of School Street and extending northerly one hundred (100) feet.

(Ord. of 5-2-88, § 18; Ord. of 10-3-88, § 1; Ord. of 6-5-89; Ord. of 10-21-91; Ord. of 10-19-92; Ord. of 3-21-94; Emergency/Regular Ord. of 6-20-94; Ord. of 8-7-95; Ord. of 9-18-95; Emergency/Regular Ord. of 11-20-95; Ord. of 12-4-95; Ord. of 11-18-96; Ord. of 4-22-97; Emergency/Regular Ord. of 6-16-97; Ord. of 10-6-97; Emergency/Regular Ord. of 11-17-97; Ord. of 2-2-98; Ord. of 12-7-98; Ord. of 10-18-99(2); Ord. of 1-18-00(4); Ord. of 3-6-00; Ord. of 5-1-00(3); Ord. of 6-5-00(2); Ord. of 9-18-00(2); Ord. of 11-20-00; Emergency/Regular Ord. of 2-6-01(2); Ord. of 4-2-01(1); Ord. of 4-2-01(2); Ord. of 4-17-01; Emergency/Regular Ord. of 7-16-01; Emergency/Regular Ord. of 12-3-01; Emergency/Regular Ord. of 12-17-01(1); Emergency/Regular Ord. of 12-17-01(2); Ord. of 2-19-02(1); Emergency/Regular Ord. of 2-19-02(2); Emergency/Regular Ord. of 2-18-03(2); Emergency/Regular Ord. of 6-7-04(2); Ord. of 3-21-05; Ord. of 12-20-05; Ord. of 1-17-07; Ord. of 7-21-08(2); Ord. of 9-2-08(2); Ord. of 12-1-08(2); Ord. of 3-23-09(2); Ord. of 10-5-09; Ord. of 7-26-10(2); Ord. of 1-24-11; Ord. of 6-20-11(2); Ord. of 1-17-12; Ord. of 1-12-13; Ord. of 4-27-15; Ord. of 7-20-15(2); Ord. of 2-1-16(3); Ord. of 2-16-16; Ord. of 11-6-17; Ord. of 11-6-17; Ord. of 11-18-19(2); Ord. of 6-21-21; Ord. of 10-4-21; Ord. of 6-21-22; Ord. of 12-18-23; Ord. of 10-21-24)

Sec. 15-76. Restricted on-street parking areas.

- (a) A person shall not park a vehicle for more than two (2) consecutive hours in any parking space adjacent to a curb, nor in any other parking space adjacent to a curb on the same block, between the hours of 8:00 a.m. and 6:00 p.m. on any day except Sunday, and a public holiday in the following areas:

Belmont Street, both sides, from eighty (80) feet west of its intersection with Maine Street to Spring Street.

Bow Street, north side, at 18-26 Bow Street.

Cleveland Street, north side, from Federal Street to Maine Street.

Cumberland Street, north side, at Maine Street and extending westerly to Union Street.

Cumberland Street, south side commencing thirty (30) feet west of Maine Street, and extending one hundred ten (110) feet.

Dunlap Street, north side commencing one hundred ninety (190) feet easterly of Maine Street and extending to Federal Street.

Elm Street, north side commencing at Maine Street, and extending westerly one hundred eighteen (118) feet.

Federal Street, east side, commencing three hundred sixty-five (365) feet north of Bath Road and extending northerly three hundred seventy (370) feet.

Federal Street, east side, commencing at Mason Street and extending southerly to a point opposite Center Street.

Federal Street, west side, commencing at School Street and extending northerly to Center Street.

Gilman Avenue, south side, commencing at Maine Street and extending westerly one hundred (100) feet.

Lincoln Street, south side commencing one hundred fifty (150) feet west of Maine Street and extending west eighty-five (85) feet.

Lincoln Street, south side commencing two hundred eighty (280) feet west of Maine Street and extending to Union Street.

Lincoln Street, north side commencing one hundred ninety (190) feet west of Maine Street and extending for a distance of three hundred sixty-seven (367) feet from April 15 to November 15.

Maine Street, east side, commencing at Route #1 overpass and extending southerly to Bath Road.

Maine Street, west side, commencing at Mill Street and extending southerly to Potter Street.

Middle Street, west side commencing at Pleasant Street and extending southerly two hundred fifty (250) feet.

Mill Street, south side, commencing twenty (20) feet west of Maine Street and extending westerly two hundred eighty (280) feet.

No Name Street, west side, commencing thirty (30) feet northwest of Bath Road and continuing northwesterly forty-five (45) feet.

Park Row, commencing at the driveway/footpath on the south side of the Walker Art Museum and continuing north to the driveway/footpath on the north side of the Walker Art Museum.

Park Row, east side, commencing at Cleveland Street and extending northerly one hundred fifty (150) feet.

Park Row, east side, commencing at a point one hundred thirty-five (135) feet north of South Street and continuing north to College Street.

Park Row, west side commencing at School Street and extending southerly to its intersection with Green Street.

Park Row, west side commencing at its intersection with Green Street and extending southerly to its intersection with Fitch Place, unless the vehicle has a farmer's market vendor permit and the farmer's market is open or a mall food vendor permit and the food vendor's stand is open.

Park Row, west side commencing at Fitch Place and extending southerly to the "No Name Street."

Pine Street, north side, commencing at Bath Road and extending easterly to Bowker Street.

Pleasant Street, north side, commencing at Union Street and extending easterly to Maine Street.

Pleasant Street, south side, commencing at Union Street and extending easterly to Maine Street.

Spring Street, east side, between Page Street and McKeen Street.

Station Avenue, all marked on-street parking spaces, both sides commencing at Maine Street and extending westerly to Union Street (excluding the seven (7) parking spaces located in front of the Midcoast Federal Credit Union).

Town Hall Place, north side, all marked on-street parking spaces extending two hundred (200) feet westerly of Maine Street.

Union Street, west side, commencing one hundred fifteen (115) feet southerly of Mill Street and extending southerly forty-five (45) feet.

- (b) A person shall not park a vehicle for more than fifteen (15) consecutive minutes in designated zones as signed.

Federal Street, east side, commencing four hundred (400) feet north of Franklin Street and extending northerly forty (40) feet (two (2) parking spaces).

Lincoln Street, north side commencing forty (40) feet west of Maine Street and extending for a distance of forty-five (45) feet, between the hours of 8:00 a.m. and 6:00 p.m.

- (c) A person shall not park a vehicle for more than three (3) consecutive hours in any parking space adjacent to a curb between the hours of 8:00 a.m. and 6:00 p.m. on any day except Friday, Sunday, and a public holiday and between the hours of 8:00 a.m. and 9:00 p.m. on Friday in the following areas:

School Street, north side, commencing at Maine Street and extending easterly to Federal Street.

- (d) Notwithstanding any other provisions of this chapter, a person shall not park a vehicle for more than five (5) consecutive minutes in the following signed designated zone:

Middle Street, west side, the three (3) northernmost spaces between Elm Street and Pleasant Street.

- (e) Notwithstanding any other provisions of this chapter, a person shall not park a vehicle for more than thirty (30) consecutive minutes in the following signed designated zones:

Maine Street, east side, the two (2) southernmost parking spaces (excluding any spaces which designated as disability parking spaces) on each block between School Street and Mason Street;

Union Street, Town Hall parking lot located at 85 Union Street, the three westernmost spaces in each of the two northernmost rows, 8:00 a.m. to 5:00 p.m. 7:30 a.m. to 4:30 p.m., Monday through Friday Thursday.

(Ord. of 5-2-88, § 28; Mo. of 12-4-89; Ord. of 3-21-94; Emergency/Regular Ord. of 6-20-94; Ord. of 8-7-95; Ord. of 1-18-00(5); Emergency/Regular Ord. of 12-3-01; Ord. of 8-4-03); Ord. of 12-20-05; Ord. of 12-21-05(2); Ord. of 5-

31-06; Ord. of 10-5-09; Ord. of 1-17-12; Ord. of 1-12-13; Ord. of 9-17-13; Ord. of 7-21-14; Ord. of 7-20-15(2); Ord. of 11-18-19(2); Ord. of 2-18-20; Ord. of 6-3-24; Ord. of 10-21-24)

Sec. 15-79. Loading zones designated.

Loading zones are established at the following locations:

Bath Road, south side, commencing one hundred forty (140) feet east of Maine Street and continuing east for eighty (80) feet.

Center Street, north side commencing thirty-five (35) feet west of Federal Street and extending thirty-six (36) feet in a westerly direction.

Church Road, west side commencing one hundred fifty (150) feet south of the intersection of Pleasant Street and extending southerly for a distance of fifty (50) feet.

Lincoln Street, south side commencing at a point of forty-three (43) feet west of Maine Street and extending in a westerly direction for a distance of ninety (90) feet.

Lincoln Street, south side, commencing at a point two hundred thirty-five (235) feet west of Maine Street and continuing in a westerly direction for forty-five (45) feet.

No Name Street, west side, commencing seventy-five (75) feet northwesterly of Bath Road and continuing northwesterly for forty-five (45) feet.

South Street, south side commencing one hundred ninety (190) feet east of the intersection of Park Row and extending easterly for a distance of one hundred and forty-five (145) feet, for a maximum of fifteen (15) minutes between the hours of 7:30 a.m. and 6:30 p.m. Monday through Friday.

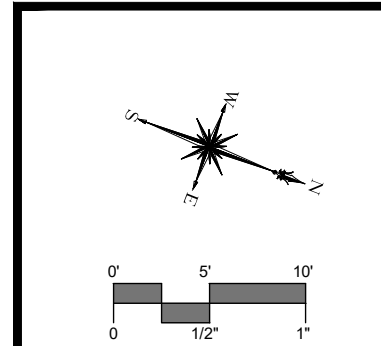
Station Avenue, south side commencing five hundred thirty-five (535) feet west of the intersection of Maine Street and extending westerly sixty (60) feet.

Station Avenue, north side commencing five hundred twenty-six (526) feet west of the intersection of Maine Street and extending westerly sixty (60) feet.

Town Hall Place, ~~south~~ north side, a space fifty (50) feet long, ~~at~~ opposite of 9 Town Hall Place.




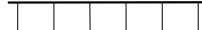





(Ord. of 5-2-88, § 20; Ord. of 3-21-94; Emergency/Regular Ord. of 6-20-94; Ord. of 10-3-94; Emergency/Regular Ord. of 6-3-02; Ord. of 8-5-02; Ord. of 9-6-06; Ord. of 10-5-09; Ord. of 1-12-13)

Working: W:\CATOISSON\3514-11-26\CAT\JMCNT EDEISSON.DWG (open) Tol.M-R

[illegible]

START CURB POINT	ELEV.	START STATION	START OFFSET	END CURB POINT	LENGTH (feet)	RADIUS (feet)	CURB TYPE
W-1	65.31	100+75.79	-27.15	W-2	8.00		TDI
W-2	64.85	100+75.32	-19.25	W-3	5.00		FCI
W-3	64.85	100+75.02	-14.25	W-4	6.00		TDI
W-4	65.20	100+74.66	-8.26	W-5	6.00		I
W-5	65.20	100+74.38	-2.18	W-6	9.00	18	I
W-6	65.20	100+76.41	6.86	W-7	6.00	6	TDI
W-7	64.84	100+81.13	10.29	W-8	5.00		FCI
W-8	64.84	100+86.13	10.39	W-9	6.00		TDI
W-9	65.25	100+91.98	9.00	W-10	17.00		I
W-10	65.62	101+06.84	-0.26	W-11	113.00		I
W-11	65.21	102+19.67	1.29	W-12	13.50	17	I
W-12	65.00	102+23.73	-4.15	W-13	6.00	30	TDI
W-13	EX. GRADE	102+32.46	-8.95	W-14	5.00		FCI
W-14	EX. GRADE	102+35.14	-13.86	W-15	6.00		TDI
W-15	EX. GRADE	102+36.52	-19.88	W-16	5.00		I
W-16	EX. GRADE	102+36.52	-24.67	END OF RUN - TOWN HALL PLACE			

1. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS FOR EACH SIDEWALK RAMP DEPICTING SPOT ELEVATIONS AT EACH CORNER AND CHANGE IN CROSS SLOPE OR SLOPE DIRECTION.

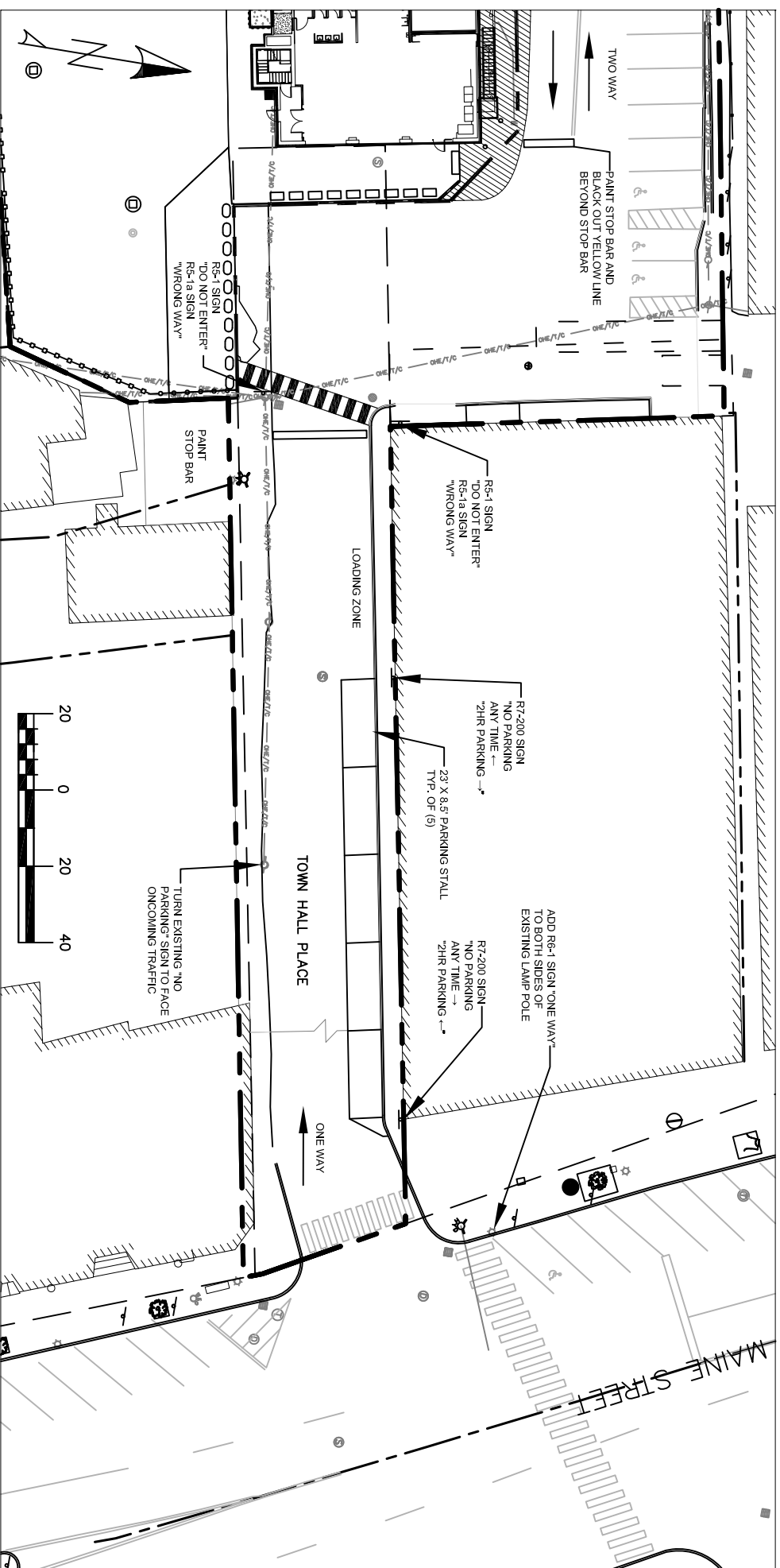
- ## PROPOSED MATERIAL LEGEND
- | | |
|---|--------------------------------------|
|  | SAWCUT |
|  | RAISED GRANITE CURB |
|  | FLUSH GRANITE CURB |
|  | CONCRETE SIDEWALK |
|  | BRICK PAVERS |
|  | STREET TREE |
|  | EXISTING PEDESTRIAN LIGHT TO REMAIN |
|  | RELOCATED PEDESTRIAN LIGHT |
|  | RELOCATED PEDESTRIAN CROSSING SIGNAL |

MAINE STREET
BRUNSWICK, MAINE

1 OF 2

SHEET NAME

Town of Brunswick Town Hall Place One Way Conversion Concept Sketch



Town of Brunswick, Maine

Consent Agenda

a)

Back up
materials

Draft
TOWN COUNCIL
Minutes
December 1, 2025
Regular Meeting 6:30 P.M.

Present: W. David Watson, James Ecker. Sandra Updegraph, Kim Anderson, Jennifer Hicks, Nathaniel Shed, Steve Weems, Kathy Wilson, and Nathan MacDonald.

Councilors Absent: None

Town Staff Present: Julia Henze, Town Manager; Jay Astle, Assistant Town Manager; Fran Smith, Town Clerk; Sally Costello, Director of Economic Development; Director; Ryan Leighton, Public Works Director; Julie Erdman, Director of Planning and Development; James Dealaman, Principal Planner; Tom Farrell, Director of Parks and Recreation; Chrissy Adamowicz, Project Manager; and the video crew.

Chair Updegraph opened the meeting, acknowledged that the meeting had been properly noticed and led the Pledge of Allegiance

Adjustments to Agenda

To move Item 165 to the next meeting

Public Comments/Announcements: *(This item was discussed at 6:31 p.m.)*

Councilor MacDonald addressed the food drive taking place at the town hall.

Brenda Day emphasized the need for a traffic light at the crosswalk on Lower Main Street.

Shaun Hogan discussed the importance of the Housing Committee in light of the housing crisis, but expressed concern that not all members are fully committed to its mission. He urged members to familiarize themselves with the comprehensive plan and stay updated on Planning Board meetings.

Donna Chale, representing the Brunswick Area Invisible group, expressed her support for the moratorium on mobile home parks, praised the efforts of the Public Works Department, and thanked Chair Updegraph for her service.

Bruce Kantner thanked the Council for their dedication over the past year. He raised concerns about the lack of oversight on all construction projects at Brunswick Landing and pointed out the absence of planning regarding PFAS issues. He suggested involving additional groups in the discussions.

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Peggy Siegle echoed Mr. Kantner's remarks and expressed her desire to have questions answered about past developments and future plans for the site.

Jennifer Navarro reported calling the police on November 28 during the ribbon-cutting ceremony for the Tedford Shelter, due to an unsafe situation caused by cars being parked everywhere. She noted that she had raised these concerns previously, and this incident only reinforced her worries.

MANAGER'S REPORT *(This item was discussed at 6:49 p.m.)*

a) Restoration Advisory Board (RAB) Meeting

Manager Henze made this report.

Councilor Ecker spoke regarding this item.

b) Capital Improvement Program Workshops

Manager Henze made this report.

PUBLIC HEARINGS

- 153. The Town Council will hear public comments to adopt a zoning text amendment, Appendix A – Zoning Ordinance, Table 4.2.3 and 4.2.4 to exempt public school facilities from the required maximum building footprint per structure and will take any appropriate action. (Principal Planner) *(This item was discussed at 6:54 p.m.)***

Chair Updegraph opened the public hearing.

Principal Planner Dealaman introduced this item and responded to questions from Councilor Hicks, Councilor Watson, and Councilor Shed.

Chair Updegraph closed the public hearing.

The Council was fine with suspending the Council Rules to allow the Council to vote on this item at this meeting.

Councilor Weems spoke regarding the motion.

Councilor Hicks moved, Councilor Ecker seconded, to adopt a zoning text amendment, Appendix A – Zoning Ordinance, Table 4.2.3 and 4.2.4 to exempt public school facilities from the required maximum building footprint per structure. The motion carried with nine (9) yeas.

(A copy of the adopted ordinance will be attached to the permanent record.)

- 154. The Town Council will hear public comments to amend the Municipal Code of Ordinance Chapter 11, Marine Activities, Structures and Ways regarding the student apprentice program and reporting requirements for harvesters and will take any appropriate action. (Town Clerk) *(This item was discussed at 7:05 p.m.)***

Chair Updegraph opened the public hearing.

Clerk Smith introduced this item and responded to questions from Councilor Shed.

Ray Trombley spoke regarding this item.

Chair Updegraph closed the public hearing.

The Council was fine with suspending the Council Rules to allow the Council to vote on this item at this meeting.

Councilor Ecker and Councilor Watson spoke on the motion.

Councilor Ecker moved, Councilor Hicks seconded, to adopt an amendment to the Municipal Code of Ordinance Chapter 11, Marine Activities, Structures and Ways regarding the student apprentice program and reporting requirements for harvesters dated 12-01-2025. The motion carried with nine (9) yeas.

(A copy of the adopted ordinance will be attached to the permanent record.)

- 155. The Town Council will hear public comments to adopt “An Ordinance Authorizing Phase 1a of the Public Works Facility Project, With Total Project Costs Not to Exceed Six Million Five Hundred Thousand Dollars (\$6,500,000), and Further Authorizing Issuance of Bonds in an Amount not to Exceed Six Million Five Hundred Thousand Dollars (\$6,500,000), plus any Additional Appropriate Authorized Hereunder” (the estimated cost of borrowing over 20 years at 4.25% interest is \$9,400,625) and will take any appropriate action. (Town Manager) *(This item was discussed at 7:17 p.m.)***

Chair Updegraph opened the public hearing.

Manager Henze and Assistant Manager Astle introduced this item.

Councilor Ecker, Councilor Shed, Councilor Weems, Councilor Wilson, Councilor Hicks, Councilor Watson, and Councilor MacDonald asked questions to which Assistant Manager Astle and Manager Henze responded.

Director Leighton spoke regarding this item.

The following members of the public spoke on this item:

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Lisa Trombley
Shaun Hogan
Rich Ellis
Joe McLaughlin
Jennifer Navarro
Haley Kulas

Chair Updegraph closed the public hearing.

Chair Updegraph moved, Councilor Anderson seconded, to suspend the Council Rules to allow the Council to vote on this item at this meeting. The motion carried with nine (9) yeas.

Councilor Anderson moved, Councilor MacDonald seconded, to adopt “An Ordinance Authorizing Phase 1a of the Public Works Facility Project, With Total Project Costs Not to Exceed Six Million Five Hundred Thousand Dollars (\$6,500,000), and Further Authorizing Issuance of Bonds as in an Amount not to Exceed Six Million Five Hundred Thousand Dollars (\$6,500,000), plus any Additional Appropriation Authorized Hereunder” (the estimated cost of borrowing over 20 years at 4.25% interest is \$9,400,625).

Councilor Weems, Councilor Shed, Councilor Ecker, and Councilor Watson spoke regarding the motion.

AMENDMENT TO THE MOTION:

Councilor Weems moved, Councilor Ecker seconded, motion to delete the potential acquisition of 2 Industry Road from Phase 1a of the Public Works facility project, shifting this potential acquisition to Phase 1b, thereby reducing the total project costs of Phase 1a to Four Million Seven Hundred Thousand Dollars (4,700,000), and to adopt the revised “Ordinance Authorizing Phase 1a of the Public Works Facility Project, With Total Project Costs Not to Exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000) and Further Authorizing Issuance of Bonds in an Amount Not to Exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000), plus Any Additional Appropriation Authorized Hereunder,” as further enunciated in the complete revised ordinance presented to the town council on December 1, 2025.

Councilor Anderson, Councilor Ecker, Councilor MacDonald, Councilor Weems, Councilor Wilson, Councilor Watson, and Councilor Hicks spoke regarding the amendment.

Assistant Manager Astle and Manager Henze spoke regarding the motions.

VOTE ON AMENDMENT TO THE MOTION:

Councilor Weems moved, Councilor Ecker seconded, motion to delete the potential acquisition of 2 Industry Road from Phase 1a of the public works facility project, shifting this potential acquisition to phase 1b, thereby reducing the total project costs of phase 1a to Four Million Seven Hundred Thousand Dollars (4,700,000), and to adopt the revised

““Ordinance Authorizing Phase 1a of the Public Works Facility Project, With Total Project Costs Not to Exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000) and Further Authorizing Issuance of Bonds in an Amount Not to Exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000), plus Any Additional Appropriation Authorized Hereunder,” as further enunciated in the complete revised ordinance presented to the town council on December 1, 2025. The motion carried with six (6) yeas. Councilor Anderson, Councilor Wilson, and Chair Updegraph were opposed.

MAIN MOTION AS AMENDED WOULD REPLACE THE ORIGINAL MOTION WITH THIS LANGUAGE:

Councilor Weems moved, Councilor Ecker seconded, to adopt the revised ““Ordinance Authorizing Phase 1a of the Public Works Facility Project, With Total Project Costs Not to Exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000) and Further Authorizing Issuance of Bonds in an Amount Not to Exceed Four Million Seven Hundred Thousand Dollars (\$4,700,000), plus Any Additional Appropriation Authorized Hereunder,” as further enunciated in the complete revised ordinance presented to the town council on December 1, 2025. The motion carried with eight (8) yeas. Chair Updegraph was opposed.

(A copy of the adopted ordinance will be attached to the permanent record.)

- 156. The Town Council will hear public comments to adopt the “Moratorium on Subdivisions within the Rural Area” allowing it to be effective until May 16, 2026, and will take any appropriate action. (Planning and Development) *(This item was discussed at 8:57 p.m.)***

Chair Updegraph opened the public hearing.

Director Erdman introduced this item and responded to questions from Councilor Shed, Councilor Hicks, and Councilor Watson.

Councilor Ecker asked questions to which Manager Henze responded.

The following members of the public spoke on this item:

Carol O'Donnell

Dan Rush

Brenda Day

Susanne Roe

Shaun Hogan

Joe McLaughlin

Amie Preston

Cory Perreault

Noah Oppenheim

Chair Updegraph closed the public hearing.

The Council was fine with suspending the Council Rules to allow the Council to vote on this item at this meeting.

Councilor Hicks and Chair Updegraph spoke regarding this item.

Councilor Weems moved, Councilor Watson seconded, to adopt the “Moratorium on Subdivisions within the Rural Area” as presented in the packet, allowing it to be effective until May 16, 2026. The motion carried with nine (9) yeas.

(A copy of the adopted ordinance will be attached to the permanent record.)

157. The Town Council will hear public comments to adopt a zoning map amendment to rezone a property located at 46 Federal Street (Map U13, Lot 179) from Growth Residential 7 (GR7) to Growth Mixed Use 6 (GM6) zoning district and will take any appropriate action. (Principal Planner) (This item was discussed at 9:47 p.m.)

Chair Updegraph opened the public hearing.

Principal Planner Dealaman introduced this item and responded to questions from Councilor Hicks and Councilor Wilson.

Project Manager Adamowicz responded to questions from Councilor Ecker.

Ramona Thieme spoke regarding this item.

Chair Updegraph closed the public hearing.

The Council was fine with suspending the Council Rules to allow the Council to vote on this item at this meeting.

Councilor Watson and Councilor MacDonald spoke regarding this item.

Councilor MacDonald moved, Councilor Weems seconded, to adopt a zoning map amendment to rezone a property located at 46 Federal Street (Map U13, Lot 179) from Growth Residential 7 (GR7) to Growth Mixed Use 6 (GM6) zoning district. The motion carried with nine (9) yeas.

(A copy of the adopted ordinance will be attached to the permanent record.)

158. The Town Council will hear public comments to adopt a zoning map amendment to rezone approximately 22.6 acres in the vicinity of Admiral Fitch and Seahawk Avenue (Tax Map: 40-209, 40-293, 40-9, 40-294, 40-294-1, 40-294-2, 40-223, 40-223A, and 40-223B) from Growth Industrial (GI) to the Growth Mixed Use 7 (GM7)

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zoning district and will take any appropriate action. (Principal Planner) *(This item was discussed at 9:59 p.m.)*

Chair Updegraph opened the public hearing.

Principal Planner Dealaman introduced this item and responded to questions from Councilor Hicks.

Jake Levesque, MRRA, spoke regarding this item.

Manager Henze answered questions from Councilor Hicks, Councilor Shed, and Councilor Watson.

Rich Ellis asked a question to which Director Erdman responded.

Chair Updegraph closed the public hearing.

The Council was fine with suspending the Council Rules to allow the Council to vote on this item at this meeting.

Councilor Weems spoke regarding this item.

Councilor MacDonald moved, Councilor Watson seconded, to adopt a zoning map amendment to rezone approximately 22.6 acres in the vicinity of Admiral Fitch and Seahawk Avenue (Tax Map: 40-209, 40-293, 40-9, 40-294, 40-294-1, 40-294-2, 40-223, 40-223A, and 40-223B) from Growth Industrial (GI) to the Growth Mixed Use 7 (GM7) zoning district. The motion carried with nine (9) yeas.

(A copy of the adopted ordinance will be attached to the permanent record.)

NEW BUSINESS

159. The Town Council will consider setting a public hearing for December 15, 2025, to adopt the 2025 Comprehensive Plan and will take any appropriate action. (Planning Department and the Comprehensive Plan Update Steering Committee) *(This item was discussed at 10:16 p.m.)*

Principal Planner Dealaman introduced this item and responded to questions from Councilor Ecker, Councilor Shed, and Councilor MacDonald.

Chair Updegraph spoke regarding this item.

Councilor Weems moved, Councilor Ecker seconded, to set a public hearing for December 15, 2025, to adopt the 2025 Comprehensive Plan. The motion carried with nine (9) yeas.

160. The Town Council will consider setting a public hearing for December 15, 2025, to adopt the zoning text amendments related to the potentially adopted 2025 Comprehensive Plan and will take any appropriate action. (Planning Department and the Comprehensive Plan Update Steering Committee) *(This item was discussed at 10:33 p.m.)*

Principal Planner Dealaman introduced this item and responded to questions from Councilor Shed.

Councilor Hicks moved, Councilor Ecker seconded, to set a public hearing for December 15, 2025, to adopt the zoning text amendments related to the potentially adopted 2025 Comprehensive Plan. The motion carried with nine (9) yeas.

161. The Town Council will consider setting a public hearing for December 15, 2025, to adopt amendments to the Municipal Code of Ordinances to update the duties and responsibilities of the Recreation Commission and Conservation Commission and will take any appropriate action. (Appointments Committee) *(This item was discussed at 10:38 p.m.)*

Councilor MacDonald introduced this item.

Councilor Ecker spoke regarding this item.

Councilor Shed and Councilor Watson also spoke regarding this item.

Councilor Anderson moved, Councilor Ecker seconded, to set a public hearing for December 15, 2025, to adopt amendments to the Municipal Code of Ordinances to update the Recreation Commission and Conservation Commission. The motion carried with nine (9) yeas.

162. The Town Council will consider “A Resolution Authorizing an Appropriation and Grant of Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority” in the amount of \$1,393,300 and will take any appropriate action. (Town Manager)

This item will be done at the next meeting.

CONSENT AGENDA *(This item was discussed at 10:48 p.m.)*

- a) Renew Special Amusement License “The Abbey” – 87 Maine Street
- b) Application to License Games of Chance at BPOE #2043 / Brunswick Elks Club

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

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

The meeting adjourned at 10:49 p.m.

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

Fran Smith
Town Clerk

December 15, 2025
Date of Approval

Council Chair

Draft
TOWN COUNCIL
Minutes
December 15, 2025
Executive Session 6:00 P.M
Regular Meeting 6:30 P.M.

Present: W. David Watson, James Ecker. Sandra Updegraph, Kim Anderson, Jennifer Hicks, Nathaniel Shed, Steve Weems, Kathy Wilson, and Nathan MacDonald.

Councilors Absent: None

Town Staff Present: Julia Henze, Town Manager; Jay Astle, Assistant Town Manager; Ali Burnette, Deputy Town Clerk; Sally Costello, Director of Economic Development; Julie Erdman, Director of Planning and Development; James Dealaman, Principal Planner; Tom Farrell, Director of Parks and Recreation; Chrissy Adamowicz, Project Manager; Daniel Devereaux, Coastal Resource Manager; and the video crew.

Executive Session – 1 M.R.S.A § 405 (6) (A)– Personnel Matters

Councilor Wilson moved, Councilor Weems seconded, to go into executive session per – 1 M.R.S.A § 405 (6) (A) to discuss Personnel Matters. The motion carried with nine (9) yeas.

Meeting resumed at 6:35 p.m.

Chair Updegraph opened the meeting, acknowledged that the meeting had been properly noticed and led the Pledge of Allegiance

Adjustments to Agenda *(This item was discussed at 6:36 p.m.)*

Item 166 moved before Public Hearings

Public Comments/Announcements: *(This item was discussed at 6:36 p.m.)*

Councilor MacDonald spoke about the Mid Coast Hunger Prevention Program's food drive taking place at Town Hall until December 19, 2025.

Chair Updegraph introduced State Representatives Cheryl Golek, Daniel Ankeles, and Poppy Arford to honor leaving Councilors.

Representative Golek honored Councilor Watson for his 23 years of service on the Council and recognized that he was the longest-serving town councilman in the state. She also presented Councilor Watson with a Sentiment from the Maine Senate and House of Representatives.

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Representative Ankeles also spoke regarding Councilor Watson and reflected on his time serving alongside him.

Representative Arford spoke regarding Council Watson's involvement with helping homeless veterans. She also presented a Sentiment and Legislative Challenge Coin to Chair Updegraph and spoke on her accomplishments as a councilor.

Representative Ankeles reflected on his time as councilor with Chair Updegraph and her role in creating building the housing committee.

Councilor Wilson presented a Councilor Watson with a plaque from the town. She spoke about his time as a councilor, a retired police officer and his work with the American Legion.

Councilor Watson spoke regarding his tenure as a councilor and the importance of serving your town and country, and his commitment to the Town of Brunswick.

Councilor Hicks presented Councilor Shed with a plaque and reflected on their friendship, his time on the council and the commitment to the community.

Councilor Shed thanked the council.

Councilor MacDonald presented a plaque to Chair Updegraph and spoke regarding her long history of serving on numerous town committees and her overall commitment to the town.

Chair Updegraph thanked the council, the Clerk's Office for their support, and the residents of Brunswick.

Steve Walker, 900 River Road, thanked Councilor Watson and Chair Updegraph. He also spoke regarding the Junkyard ordinance, and the specific districts where they are not allowed, and his concerns about MRRA having nine unserviceable aircrafts located within those districts and how their presence affects grassland birdlife. He asked that MRRA relocate these planes before April 1st, when the birds' nesting season begins.

Councilor Watson addressed the multiple fires that occurred over the weekend and discussed the water situation in Bay Bridge. Manager Henze reported that after some temporary preparations, the water supply will be connected to the town's water supply the following day. Councilor Watson also thanked the State Representatives' involvement in helping get the residents' water.

Councilor Shed asked which departments will be presented at the next CIP meeting, which Manager Henze responded. Councilor Shed also thanked the police department for the decision to have all officers wear body cams.

MANAGER'S REPORT *(This item was discussed at 7:21 p.m.)*

a) Financial Reports

Manager Henze made this report.

b) 2025 Annual Accomplishments

Manager Henze made this report and thanked the communication team.

c) Maine Law Enforcement Accreditation Program (MLEAP)

Manager Henze made this report

d) Dog Licensing Reminder

Deputy Town Clerk Burnette made this report and responded to questions from Councilor MacDonald.

e) Restoration Advisory Board (RAB) Meeting

Manager Henze made this report and answered questions from Councilor Ecker.

Dan Stevenson, MRRA Executive Director, spoke on this item.

Councilor Ecker spoke on this item.

Councilor Hicks spoke on this item, and asked questions to which Manager Henze responded.

f) Storm Response in Your Community – December 18, 2025, at 6:30 PM

Manager Henze made this report.

g) Special Town Council Meeting for Branden Perreault – December 22, 2025, at 5:30 PM

Manager Henze made this report and reported that the town will be placing a granite bench outside town hall in memory of Branden Perreault, and contributions are welcome.

h) Report from Fence Viewer

Bill Good, Fence Viewer, made this report.

Dan Devereaux, Coastal Resource Manager, presented Bill Good with a plaque recognizing him for his many years on the River and Coastal Commission and his help in developing their many ordinances.

i) Report from Zoning Board of Appeals (ZBA)

Nick Livesay, ZBA Chair, made this report and responded to questions from Councilor Ecker.

PUBLIC HEARINGS

163. The Town Council will hear public comments to adopt the 2025 Comprehensive Plan and will take any appropriate action. (Planning Department and the Comprehensive Plan Update Steering Committee) *(This item was discussed at 8:31 p.m.)*

Chair Updegraph opened the public hearing.

Emilie Schmidt, Comprehensive Plan Updated Steering Committee Chair, introduced this item.

Principal Planner Dealaman presented on this item.

Director Erdman presented on this item and responded to questions from Councilor Shed, Councilor Weems, and Councilor Ecker.

Councilor Hicks asked questions, which Steve Walker, committee member, responded.

Councilor Macdonald asked questions, which Emilie Schmidt, Committee Chair and Principal Planner Dealaman responded.

Councilor Shed and Councilor Weems asked questions, which Director Erdman and committee chair Schmidt responded.

Councilor Watson asked questions, which Director Erdman and Manager Henze responded. Councilor Hicks spoke on this item, and asked questions, which Committee Chair Schmidt and Fred Koerber, committee Vice Chair, responded.

Chair Updegraph spoke on this item.

The following members of the public spoke on this item:

Rich Ellis, Councilor 4 elect
Bill Dana, Planning Board Chair
Bruce Kantner
Jennifer Navarro
Christine Foster

Chair Updegraph closed the public hearing.

Councilor Watson moved to adopt the attached 2025 draft comprehensive plan to replace the Town's 2008 Comprehensive Plan. There was no second.

MOTION:

Chair Updegraph moved, Councilor Wilson seconded, to adopt the 2025 Comprehensive Plan with the addition of action strategies A.10 and H.13, and modification to the vision statement as drafted and presented by Town Planning Staff.

Chair Updegraph withdrew the motion.

REVISED MOTION:

Councilor Watson moved, Councilor Wilson seconded to adopt the 2025 draft Comprehensive Plan with the addition of action strategies A.10 and H.13, and modification to the vision statement as drafted and presented by Town Planning Staff, and to take effect 30 days following adoption.

Councilor MacDonald spoke on this item.

Councilor Weems spoke on this item.

Director Erdman spoke on this item.

Chair Updegraph spoke on this item.

VOTE ON REVISED MOTION:

Councilor Watson moved, Councilor Wilson seconded to adopt the 2025 draft Comprehensive Plan with the addition of action strategies A.10 and H.13, and modification to the vision statement as drafted and presented by Town Planning Staff, and to take effect 30 days following adoption. The motion carried with nine (9) yeas.

(A copy of the adopted plan will be attached to the permanent record.)

- 164. The Town Council will hear public comments to adopt the zoning text amendments related to the adopted 2025 Comprehensive Plan and will take any appropriate action. (Planning Department and the Comprehensive Plan Update Steering Committee) *(This item was discussed at 10:15 p.m.)***

Chair Updegraph opened the public hearing.

Principal Planner Dealaman introduced this item.

The following members of the public spoke on this item:
Jennifer Navarro

Chair Updegraph closed the public hearing.

The Council supported waiving the rules to vote on this item tonight.

Councilor Ecker moved, Councilor Watson seconded, to adopt the zoning text amendments related to the adopted 2025 Comprehensive Plan.

Chair Updegraph spoke on this item.

Councilor Ecker spoke on this item.

VOTE ON THE MOTION:

Councilor Ecker moved, Councilor Watson seconded, to adopt the zoning text amendments related to the adopted 2025 Comprehensive Plan. The motion carried with nine (9) yeas.

(A copy of the adopted ordinance will be attached to the permanent record.)

- 165. The Town Council will hear public comments to adopt amendments to the Municipal Code of Ordinances to update the duties and responsibilities of the Parks and Recreation Commission and Conservation Commission and will take any appropriate action. (Appointments Committee) *(This item was discussed at 10:24 p.m.)***

Chair Updegraph opened the public hearing.

Councilor MacDonald introduced this item and responded to questions from Councilor Hicks.

Councilor Ecker spoke on this item.

The following members of the public spoke on this item:
Emilie Schmidt, Parks & Recreation Vice Chair
Brienne Smithson, Parks & Recreation Commission Chair

Chair Updegraph asked questions, which Commission Chair Smithson, and Councilor MacDonald answered.

Councilor Shed spoke on this item.

Chair Updegraph closed the public hearing.

The Council supported waiving the rules to vote on this item tonight.

MOTION

Councilor MacDonald moved, Councilor Wilson seconded, to adopt amendments to the Municipal Code of Ordinances to update the Parks and Recreation Commission and Conservation Commission, including the red line at the division 3 at the top.

Councilor Watson spoke on this item.

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Councilor Ecker spoke on this item.

Councilor MacDonald spoke on this item.

AMENDMENT TO THE MOTION:

Councilor MacDonald moved, Councilor Wilson seconded, to adopt amendments to the Municipal Code of Ordinances to update the Parks and Recreation Commission and Conservation Commission, including the red line on division 3 on the top to “Parks & Recreation Commission”.

Councilor MacDonald spoke on this item.

VOTE ON THE AMENDED MOTION:

Councilor MacDonald moved, Councilor Wilson seconded, to adopt amendments to the Municipal Code of Ordinances to update the Parks and Recreation Commission and Conservation Commission, including the red line on division 3 on the top to “Parks & Recreation Commission”. This motion carried with nine (9) yeas.

(A copy of the adopted ordinance will be attached to permanent record.)

NEW BUSINESS

166. The Town Council will consider “A Resolution Authorizing an Appropriation and Grant of Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority” in the amount of \$1,393,300 and will take any appropriate action. (Town Manager) *(This item was discussed at 7:52 p.m.)*

Item was moved to before Public Hearings.

Manager Henze introduced this item.

Councilor shed asked questions, which Dan Stevenson, MRRA Director, responded.

Councilor Shed spoke on this item.

Dan Steveson, MRRA Director, answered questions from Councilor Ecker, Councilor Watson and Councilor Hicks.

The following members of the public spoke on this item:

Bruce Kantner

Jennifer Navarro

Shaun Hogan

Manager Henze spoke on this item.

Councilor Watson moved, Councilor Ecker seconded, adopt “A Resolution Authorizing an Appropriation and Grant of Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority” in the amount of \$1,393,300.

Councilor Shed spoke on this item.

Manager Henze answered questions from Councilor Hicks.

Councilor Watson spoke regarding this item.

Manager Henze answered questions from Councilor Ecker.

Councilor Weems spoke on this item.

Councilor Hicks asked questions, in which Dan Steveson, MRRA Director, answered.

Councilor Watson asked questions to Councilor Weems comments.

Manager Henze spoke on this item.

VOTE ON THE MOTION:

Councilor Watson moved, Councilor Ecker seconded, adopt “A Resolution Authorizing an Appropriation and Grant of Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority” in the amount of \$1,393,300. The motion carried with nine (9) yeas.

(A copy of the adopted resolution will be attached to the permanent record.)

- 167. The Town Council will consider sunseting the Tree Committee and the Town Commons Committee since their duties have been taken over by other committees and take any appropriate action (Appointments Committee) *(This item was discussed at 10:43 p.m.)***

Councilor MacDonald introduced this item.

Councilor Ecker moved, Councilor Watson seconded, to sunset the Tree Committee and the Town Commons Committee since their duties have been taken over by other committees the responsibilities will end on December 31, 2025. The motion carried with nine (9) yeas.

- 168. The Town Council will consider appointments to the Town’s Boards and Committees and will take any appropriate action. *(This item was discussed at 10:45 p.m.)***

Councilor MacDonald presented the following nominations:

Town Council Minutes

December 15, 2025

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Parks and Recreation Commission

- Blaine Moore - balance of 3-year term to begin January 1, 2026, expires July 1, 2026
- Mark Fochesato – balance of a 3-year term to begin January 1, 2026, expires July 1, 2027

Conservation Commission

- John Hodapp - 3-year term to begin January 1, 2026, expires May 1, 2028
- Adrienne Leahey - balance of 3-year term to begin January 1, 2026, expires May 1, 2027

Planning Board

- Alison Harris - 3-year terms to begin on February 23, 2026, expires February 23, 2029
- Chris Baldwin - 3-year terms to begin on February 23, 2026, expires February 23, 2029
- Steve Walker - balance of 3-year term to begin immediately, expires February 23, 2029

Councilor Hicks asked questions, which Councilor Macdonald responded.

Water District

- John Williams – 3-year term to begin September 13, 2025, expires September 13, 2028

Assessment Review Board

- Larry Delany - 3-year term to begin January 1, 2026, expires January 1, 2029

The Council voted to accept nominations as presented.

Councilor MacDonald presented the following nominations:

Cable TV Committee

- Dave Watson – balance of a 3-term to begin January 1, 2026, expires September 6, 2027

Personnel Board

- Dave Watson – alternate member - 3-year term to begin on January 12, 2026, expires January 12, 2029

Councilor Watson recused himself from the vote due to a conflict of interest.

Councilor Shed asked questions, which manager Henze responded.

Chair Updegraph spoke on this item.

The Council voted to accept nominations as presented.

CONSENT AGENDA *(This item was discussed at 10:54 p.m.)*

- a) Minutes September 2, 2025, September 15, 2025, October 6, 2025, October 20, 2026, November 3, 2025, November 17, 2025, November 24, 2025, and December 1, 2025

Town Council Minutes

December 15, 2025

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- b) **Utility Pole ULP-25-16 CMP Maine Street**
- c) **Renew Special Amusement License - The Brunswick Hotel & Noble Kitchen + Bar, 4 Noble Street**
- d) **Renew Special Amusement – Magee’s Pub and Grill, 3700 College Station**
- e) **New Liquor License – OneSixtyFive The Inn at Park Row, 165 Park Row**
- f) **Application to License Games of Chance at American Legion Post 20, 1 Columbus Drive**

Councilor Watson moved, Councilor Wilson seconded, to approve the Consent Agenda.

Chair Updegraph spoke on this item.

Councilor Ecker opposed approving December 1, 2025, Council Minutes, and asked that Item 153, zoning text motion, be amended with correct motioning and seconding councilors. Minutes will be amended and brought back to the next meeting.

VOTE ON THE MOTION:

Councilor Watson moved, Councilor Wilson seconded, to approve the Consent Agenda without December 1st Council Minutes. The motion carried with nine (9) yeas.

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

The meeting adjourned at 10:57 p.m.

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

Ali Burnette
Deputy Town Clerk

January 20, 2026
Date of Approval

Council Chair

Draft
Brunswick Town Council
Minutes
January 5, 2026
6:30 P.M.
Council Chambers
Town Hall
85 Union Street

Present: Richard Ellis, James Ecker, Corinne Perreault, Kim Anderson, Jennifer Hicks, Romana Thieme, Steve Weems, Kathy Wilson, and Nathan MacDonald.

Councilors Absent: None

Town Staff Present: Julia Henze, Town Manager; Jay Astle, Assistant Town Manager; Fran Smith, Town Clerk; Sally Costello, Director of Economic; Scott Stewart, Police Chief; Julie Erdman, Director of Planning and Development; and video crew.

Clerk Smith called the meeting to order, and acknowledged the meeting was properly noticed.

1. Elections and Appointments

a. Election of Council Chair.

Clerk Smith asked for nomination for Chair for 2026.

Councilor Wilson nominated Councilor MacDonald for chair.

There were no other nominations.

Clerk Smith called the vote with nine (9) yeas to elect Councilor MacDonald as chair.

b. Election of Council Vice Chair.

Chair MacDonald asked for nomination for Vice Chair for 2026.

Councilor Wilson nominated Councilor Hicks for vice chair.

There were no other nominations.

Chair MacDonald called the vote with nine (9) yeas to elect Councilor Hicks as vice chair.

c. The Town Council will appoint the Town Attorney.

Chair MacDonald moved, Councilor Weems seconded, to appoint the firm of Preti Flaherty with Kristen Collins as the lead attorney as the Town Attorney for 2026. The motion carried with nine (9) yeas.

d. The Town Council will appoint Council Representatives to Town Boards and Committees.

Chair MacDonald made the following appointments:

Appointments Committee

Councilor Ellis, Councilor Anderson, and Councilor Thieme

Bicycle and Pedestrian Advisory Committee

Councilor Ecker

Brunswick Development Corporation

Councilor Perreault and Councilor Weems

Cable TV Advisory Committee

Councilor Hicks

Conservation Commission

Councilor Ecker

Finance Committee

Councilor Ellis, Councilor Ecker, and Councilor Weems

Growstown School Committee

Councilor Wilson

Hawthorne Task Force

Councilor Thieme and Councilor MacDonald

Housing Committee

Councilor Perreault and Councilor Thieme

LC4 (Landing Community Center) Committee

Councilor Ellis and Councilor Hicks

Maquoit Bay Water Quality Task Force

Councilor Hicks and Councilor Weems

Mare Brook Watershed Steering Committee

Councilor Anderson

MRRA TIF District Committee

Councilor Ecker, Councilor Hicks, and Councilor Weems

Parks & Recreation Commission

Councilor Anderson

Rivers & Coastal Waters Commission

Councilor Ellis and Councilor Wilson

Shellfish Committee

Councilor Wilson

Social Services Committee

Councilor Anderson, Councilor Perreault, and Councilor MacDonald

Sustainability Committee

Councilor Thieme

Trust Fund Advisory Committee

Councilor MacDonald

- 2. The Town Council will set the dates for the 2026 Regular Council Meetings and will take any appropriate action. (Town Clerk)**

Clerk Smith introduced this item.

Councilor Wilson moved, Councilor Ecker seconded, to adopt the 2026 Council Meeting schedule as listed below. The motion carried with nine (9) yeas.

January	
	Tuesday, January 20 th (Martin Luther King Day on 21 st)
February	
	Monday, February 2 nd
	Tuesday, February 17 th (Presidents' Day on 16 th)
March	
	Monday, March 2 nd
	Monday, March 16 th
April	
	Monday, April 6 th
	Tuesday, April 21 st (Patriot's Day on 20 st)
May	
	Monday, May 4 th
	Monday, May 18 th
June	
	Monday, June 1 st
	Monday, June 15 th
July	
	Monday, July 6 th
	Monday, July 20 th
August	
	Monday, August 3 rd
	Monday, August 17 th
September	

	Tuesday, September 8 th (Labor Day on 7 th)
	Monday, September 21 st
October	
	Monday, October 5 th
	Monday, October 19 th
November	
	Monday, November 2 nd
	Monday, November 16 th
December	
	Monday, December 7 th
	Monday, December 21 st

CONSENT AGENDA

- a) Utility Permit for CMP near 646 Mere Point Road

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

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

The meeting adjourned at 6:46 p.m.

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



Frances M. Smith
Town Clerk

January 20, 2026
Date of Approval

Council Chair

Town of Brunswick, Maine

Consent Agenda

b)

Back up
materials

FOR OFFICE USE ONLY

Check # _____

Amount \$ _____



Application to License Games of Chance

MGCU - 5300

****The application (to include the rules for the game(s)) and license fees must be received by the Gambling Control Unit at least ten business days prior to the Game(s) of Chance requested****

Games of Chance (I.E. Poker, Blackjack): \$15 Calendar Week (Monday through Sunday); \$60 Calendar Month; \$700 Calendar Year

Video Poker: \$15 Calendar Week (Monday through Sunday) or \$60 Calendar Month

Cards (Cribbage): \$30 Calendar Year or Portion Thereof

Super Cribbage Tournament Game: \$75.00 Per Tournament

Tournament Game (up to 50 players) (I.E. Texas Hold'em): \$40.00 Per Tournament; \$100.00 Calendar Month (Two Tournaments Per Month); \$750.00 Calendar Year (Two Tournaments Per Month)

Tournament Game (51 to 100 players) (I.E. Texas Hold'em): \$75.00 Per Tournament; \$200.00 Calendar Month (Two Tournaments Per Month); \$1,500 Calendar Year (Two Tournaments Per Month)

Make check payable to Treasurer, State of Maine

Return the completed and signed application to:

**Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax**

1. For what game(s) are you licensing (please indicate number adjacent name and attach rules for the game(s)):

Tournament (Up to 50 Players) _____

Tournament (51 to 100 Players) _____

Video Poker _____ Cards (Cribbage) XXX Poker _____ Super Cribbage Tournament _____

Other _____ (Specify Name of Game) _____
Play Pick Up Daily Players at Council Home! (Members & Guest)

2. Organization Name: Knights of Columbus, Council #1947

Organization Number (NPO or NOC): NPO9201 Federal Tax ID # (EIN): 01-0267400

Business Address: 35 Pleasant Street,

City: Brunswick State: Maine Zip Code 04011

Mailing Address: ---Same as Above--- Phone: 207-729-6552

City: _____ State: _____ Zip Code: _____

3. Current Officers:

Timothy E Moody, 128 Thomas Point Road, Brunswick, Maine 04011 207-841-6861 6/30/2025

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
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Robert E Caouette, P.O. Box 519, Brunswick, Maine 04011-0519 207-522-5702 6/30/2025

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
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Omer E Gagne, 9 Union Street, Brunswick, Maine 04011 207-837-9593 6/30/2027

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
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NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
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4. Location where Game of Chance is to be conducted:

St. John's Parish Hall, 35 Pleasant Street, Brunswick, Maine 04011

BUILDING

ADDRESS

CITY/ZIP

5. Person responsible for the conduct of the Game(s) of Chance:

Omer E Gagne, Financial Secretary

207-837-9593

NAME

DAYTIME PHONE & EVENING PHONE

E-Mail Address: oegagne@icloud.com (all lower case)

6. Circle the day(s) of the week you will be conducting Game of Chance:

Mon

Tue

Wed

Thu

Fri

Sat

Sun

7. What time do the doors open? 11:00 am What time does the game start? Noon till 2:00 pm

8. Dates – Please specify weeks (Monday through Sunday), full calendar months or calendar year.

9. Does the organization own all the equipment used in operating the Game of Chance? Yes ☒ No ☐

If "NO", Attach a sheet of paper to this application explaining the circumstances under which the equipment was acquired. Please write your organization name and number on the sheet.

10. Has any current officer of this organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine?

Yes ☐ No ☒

If "YES" attach a sheet of paper to this application providing the person's name, address, and date and place of conviction or date and location of pending charge. Please write your organization name and number on the sheet.

11. Does the organization have any delinquent / outstanding Disposition of Funds Reports? Yes ☐ No ☒

If "YES" include all reports with this application. If the reports are not included, this application is considered incomplete.

12. **Fair Association Only:** Attach a list of the names and home addresses of the persons operating or assisting in the licensed activity. Please write your organization name and number on the list.

13. **Tournament Game Only:** Specify the name(s) of the charitable organization(s) that the proceeds of the tournament will benefit.

14. The following consent must be completed by the municipal officers of the city or town where the Game(s) of Chance will take place unless a separate "Letter of Approval" is attached to this application.

☐ Check here if you have attached a "Letter of Approval". Letters that have an expiration date of greater than five years from the issue date will not be accepted by this office

Municipal Consent to License

The undersigned being municipal officers of the City/Town of Brunswick hereby certify that we consent to the application for licensure by Knights of Columbus Council #1947 to operate Games of Chance in accordance with the provisions of 17 M.R.S.A. Chapter 62 and in accordance with the Rules promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the conduct of Games of Chance.

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

15. The applicant agrees to obey Federal, State of Maine laws, and rules governing Games of Chance promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: 

Print Name: Omer E Gagne Title: Financial Secretary & Chairman

Date: 12/09/2025 Age 18 or older: Yes ☒ No ☐

Town of Brunswick, Maine

Consent Agenda c)

Back up
materials



***Town of Brunswick
Shellfish Committee
85 Union Street
Brunswick, Maine***

DATE: January 12, 2026
TO: Town Council
CC: Cody Gillis, Shellfish Committee
Dan Devereaux, CRM
FROM: Fran Smith, Town Clerk
RE: Shellfish Committee's authority to open and close coastal waters

The Brunswick Marine Resource Committee is respectfully seeking its annual authority from the Brunswick Town Council to open in close coastal waters within the Town of Brunswick jurisdiction.

This request is under direction of the **Brunswick Municipal Code** Chapter 11, Marine Activities Structures and Ways Section 11-161 Opening and Closing of Coastal Waters. See below:

Sec. 11-161. Opening and closing of coastal waters.

- (a) The shellfish committee, with the approval of the commissioner of marine resources, and the direct consent of the town council, and this consent to be given by the town council on an annual basis at their first regular meeting after the organization meeting, may open and close coastal waters. Any opening or closing of coastal waters must be approved by the DMR Near Shore Marine Resources Program and noticed at least five (5) days in advance on the town's website and in a newspaper of common circulation to the Brunswick area.*
- (b) The shellfish committee shall make findings of fact on the relevant evidence presented by town staff. Opening and closing coastal waters procedures shall include the following.*
 - (1) A shellfish size distribution survey to determine relevant shellfish size classes throughout the defined growing area.*
 - (2) An evaluation of predation, resource competition, or other resource problems.*
 - (3) When sublegal shellfish populations in a designated growing area exceed 65 (sixty- five) percent of the total harvestable standing crop measured in bushels the area must be closed for conservation.*

The committee shall then make a conclusion based on those findings of fact as to whether opening or closing of coastal waters is warranted. If so, the shellfish committee, with the concurrence of DMR, shall order the coastal waters opened or closed and shall set such time limitations and other shellfish management measures, as are consistent with good conservation practices. If the request is to close the coastal waters, the shellfish committee shall make a conclusion based on its findings of fact as to whether closing the coastal waters is warranted by depletion of shellfish, destruction of existing juvenile populations, predation, competition or other resource problems. If the shellfish committee orders the coastal waters to be closed, it shall request a reevaluation of the area within 6 months based upon appropriate staff and expert reports, and prior to setting an opening date. All proposals for opening or closing of coastal waters shall be approved by the commissioner of DMR prior to enactment.

- (c) *When the shellfish committee opens or closes the coastal waters, the committee's action may be reviewed at a regularly or specially scheduled town council meeting. The town council may uphold, reverse or amend the opening or closing decision of the shellfish committee. Any proposed or requested changes to a closure or opening must first be approved by DMR.*

With this authority the Shellfish Committee is authorized to open and close shellfishing grounds for conservation based on evidence provided to them by staff or the public. It alleviates the Town Council from public hearings concerning the closure of coastal waters. It, however, does not prohibit the Town Council from reviewing and reversing decisions made by the Shellfish Committee.