

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](#)

3. Drug Forfeiture

Documents:

[3.DRUG FORFEITURE.PDF](#)

4. Towing Policy

Documents:

[4. TOWING POLICY.PDF](#)

5. Consent Agenda

Documents:

[1.20.26 CONSENT AGENDA.PDF](#)

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.

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	

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 1:03PM

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.brunswickmpd.gov
email: info@brunswickmpd.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

65

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

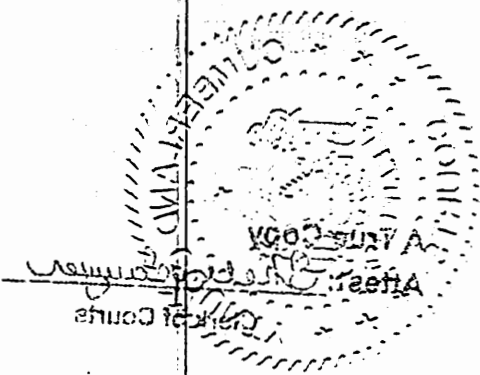
JUSTICE

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.



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

www.brunswickmepd.gov
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):

--	--	--

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.

Town Council Minutes

December 1, 2025

Page 2

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:

Town Council Minutes

December 1, 2025

Page 4

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)

Town Council Minutes

December 1, 2025

Page 7

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.

Town Council Minutes

December 1, 2025

Page 9

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.

Town Council Minutes

December 15, 2025

Page 2

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

Town Council Minutes

December 15, 2025

Page 3

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.

Town Council Minutes

December 15, 2025

Page 7

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 sunsetting 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

Page 9

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

Page 10

- 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
--------------	---------	----------	-------	-------------------

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
--------------	---------	----------	-------	-------------------

Omer E Gagne, 9 Union Street, Brunswick, Maine 04011 207-837-9593 6/30/2027

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
--------------	---------	----------	-------	-------------------

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
--------------	---------	----------	-------	-------------------

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.