

1. Agenda 2.2.26

Documents:

[FEBRUARY 2, 2026.PDF](#)

2. Town Manager's Report

Documents:

[2.2.26 MANAGERS REPORT.PDF](#)

3. 7. Public Hearing Town Hall Place

Documents:

[7. PH TOWN HALL PLACE.PDF](#)

4. 9. Set PH Zoning Text Amendments

Documents:

[9.SET PH FOR ZONING TEXT AMENDMENTS.PDF](#)

5. 10. Set Public Hearing For 2 Industry

Documents:

[10. SET PH FOR 2 INDUSTRY RD..PDF](#)

6. 11. Appointments Committee

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7. Consent Agenda

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[2.2.26 CONSENT AGENDA.PDF](#)

# **Town of Brunswick, Maine**

## **TOWN COUNCIL**

### **Agenda**

**February 2, 2026**

**Executive Session 5:45 P.M.**

**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/82522316920?pwd=oy1YheX3A7vOjSl3gOysoWXyKisMix.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**

### **Executive Session – 1 M.R.S.A § 405 (6) (C)– Acquisition of Real Property or Economic Development**

### **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) Snowstorm 1/25-27
- b) Capital Improvement Program (CIP) Draft #1
- c) Restoration Advisory Board (RAB) Land Use Control Open House and Meeting – February 26, 2026

### **PUBLIC HEARINGS**

7. The Town Council will hear public comments 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)

**PUBLIC HEARING/ACTION**

**NEW BUSINESS**

8. The Town Council will consider “A Resolution Authorizing the Appropriation of up to \$600,000 in Available Tax Increment Financing (TIF) Revenues from the Downtown Development and Transit-Oriented TIF District for Construction of the Sidewalk on the Lemont Block of Maine Street” and will take any action. (Town Manager)

**ACTION**

9. The Town Council will consider setting a public hearing for February 17, 2026, to adopt zoning amendments related to minimum height requirements (Table 4.2.3), off-street parking along Maine Street frontages in the GM6 district (Sec. 4.9.1.C), façade materials allowed in Village Review Overlay (Sec. 5.2.8.C), and the continuance period for nonconforming uses (Sec. 1.6.3.A) and will take any appropriate action. (Principal Planner)

**ACTION**

10. The Town Council will consider setting a public hearing for February 17, 2026, to adopt “An Ordinance Authorizing Acquisition of Property at 2 Industry Road, with Total Project Costs Not to Exceed Two Million Dollars (\$2,000,000), and Further Authorizing Issuance of Bonds in a Amount not to Exceed Two Million Dollars (\$2,000,000), plus any Additional Appropriation Authorized Hereunder” and will take any appropriate action. (Assistant Town Manager and Public Works Director)

**ACTION**

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

**ACTION**

**CONSENT AGENDA**

- a) Minutes January 20, 2026
- b) Approval of Construction Overweight Permit for Pavement Milling and HMA Overlay State Project No. 27014.00
- c) Town Abatement
- d) Authorize the Town Treasurer to Waive Foreclosure on Certain Real Estate Tax Lien Mortgages

**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](mailto: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  
February 2, 2026  
Council Notes and Suggested Motions**

**MANAGER'S REPORT**

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

**PUBLIC HEARINGS**

7. **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.

**Option for the Council if they choose to vote this evening - suggested motion:** Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting.

**Suggested motion:**

Motion to adopt amendments to 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.

**NEW BUSINESS**

8. **Notes:** This item considers funding and design modifications to complete the Downtown Streetscape sidewalk on the Lemont Block of Maine Street. Due to ADA challenges caused by significant elevation changes, staff recommends a modified sidewalk design that includes a curb “bump-out,” wider sidewalk, and the change of angled parking to parallel parking. The proposal is paired with making Town Hall Place one-way with added parking to offset parking impacts. Staff recommend appropriating up to \$600,000 from the Downtown TIF to complete this work in 2026 and authorizing the Town Manager to execute necessary contracts and financing actions. A staff memo and the draft resolution are in the packet.

**Suggested motion:**

Motion to approve “A Resolution Authorizing the Appropriation of up to \$600,000 in Available Tax Increment Financing (TIF) Revenues from the Downtown Development and Transit-Oriented TIF District for Construction of the Sidewalk on the Lemont Block of Maine Street”.

9. **Notes:** Staff propose several zoning ordinance amendments that address minimum height requirements in GM6, GM7, and GR1; restrictions on off-street parking along Maine Street in the GM6 district; flexibility in façade materials within the Village Review Overlay; and a reduction of the discontinuance period for nonconforming uses from 36 to 24 months. The

Planning Board is generally supportive and will forward a recommendation following its January 27, 2026, hearing. A staff memo, copies of all draft amendments and a map are included in the packet.

**Suggested motion:**

Motion to set a public hearing for February 17, 2026, to adopt zoning amendments related to minimum height requirements (Table 4.2.3), off-street parking along Maine Street frontages in the GM6 district (Sec. 4.9.1.C), façade materials allowed in Village Review Overlay (Sec. 5.2.8.C), and the continuance period for nonconforming uses (Sec. 1.6.3.A).

10. **Notes:** This item is to set public hearing on an ordinance authorizing bonds not to exceed \$2,000,000 to acquire 2 Industry Road (1.1 acres) for the Public Works Facility Project. Although excluded from Phase 1A approval on December 1, 2025, subsequent analysis shows the acquisition would reduce overall project costs, allow continued use of existing buildings during construction, improve site layout and operations, and support future needs. The acquisition is time-sensitive due to site design impacts and the seller's financial situation. Staff recommends approval. A staff memo, bond ordinance and bond amortization estimate are included in the packet.

**Suggested motion:**

Motion to set a public hearing setting a public hearing for February 17, 2026, to adopt "An Ordinance Authorizing Acquisition of Property at 2 Industry Road, with Total Project Costs Not to Exceed Two Million Dollars (\$2,000,000), and Further Authorizing Issuance of Bonds in a Amount not to Exceed Two Million Dollars (\$2,000,000), plus any Additional Appropriation Authorized Hereunder".

11. **Notes:** At this time, the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the Committee's report and corresponding applications are included in the packet.

**Suggested Motion:**

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

**CONSENT AGENDA**

- a) **Approval of minutes from January 20, 2026:** A copy of the minutes are included in your packet.
- b) **Approval of Construction Overweight Permit for Pavement Milling and HMA Overlay State Project No. 27014.00:** Backup material in the packet.
- c) **Town Abatement:** See staff memo in packet.
- d) **Authorize the Town Treasurer to Waive Foreclosure on Certain Real Estate Tax Lien Mortgages:** Memo and Resolution in the packet.

**Suggested motion**

Motion to approve the Consent Agenda.

**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

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### MEMORANDUM

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**TO:** Town Council

**FROM:** Julia Henze, Town Manager

**DATE:** January 27, 2026

**SUBJECT:** Town Manager's Report  
February 2, 2026 – Town Council Meeting

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#### ***Snowstorm 1/25-27 (a)***

Please join me in thanking and commending our staff for their dedication and hard work during the snow event that stretched from the afternoon of January 25<sup>th</sup> through early January 27<sup>th</sup>. The Public Works crew has been working every weekend since Christmas eve, as well as many overnights clearing snow during parking bans. Their tireless efforts during challenging conditions to keep our roads and sidewalks safe have been simply amazing. Thank you, Public Works!

In addition, we should recognize the Public Safety staff who never get a snowday. Not only do they respond to the usual calls for service and navigate through the storm to wherever they are needed, but they are called on to assist with frozen pipes, spend hours shoveling out hydrants, and answer many inquiries. Of note was the public water main leak on Monday 1/26, which caused low water pressure all over town. The Police and Fire Departments were instrumental in communications and the search for the leak. Chief Brilliant located the leak which was quickly isolated by the Brunswick-Topsham Water District, averting a prolonged issue and serious consequences.

#### ***Capital Improvement Program (CIP) Draft #1 (b)***

Due to the snowstorm on Monday 1/26/26, the CIP workshop was cancelled. This was the workshop when the Council was scheduled to receive the first full draft of the CIP. As you know, the CIP process was delayed this year, and the Council would normally have received drafts of the CIP in the fall. Instead, the Council held several workshops where staff presented individual projects. At this time, the 2027-2031 CIP Draft #1 is posted on the Town's website here: <https://brunswickme.gov/161/Capital-Improvement-Program> The next CIP workshop is scheduled for February 9, 2026 and will include a complete review of the draft CIP.

#### ***Restoration Advisory Board (RAB) Land Use Control Open House and Meeting – February 26, 2026 (c)***

The Restoration Advisory Board will be in Brunswick on February 26, 2026 for two sessions. First, they will be in the **Midcoast Regional Redevelopment Authority (MRRA) Community Room at 15 Terminal Drive from noon to 2:00 PM** to hold an open house for community members to ask questions about land use controls (LUCs). Following that, the RAB meeting will be held at **6:00-8:00 PM in Brunswick Town Hall – Council Chambers**. This meeting will be broadcast on TV3, and online with Microsoft Teams. The meeting notice is attached, and materials from past RAB meetings can be found here:

<https://www.bracpmo.navy.mil/BRAC-Bases/Northeast/Former-Naval-Air-Station-Brunswick/Meeting-Material/>



**PUBLIC NOTICE**  
**FORMER NAVAL AIR STATION**  
**BRUNSWICK, MAINE**  
**RESTORATION ADVISORY BOARD MEETING**



The Naval Facilities Engineering Systems Command Base Realignment and Closure Program Management Office (NAVFAC BRAC PMO) announce upcoming meetings of the Former Naval Air Station Brunswick (NASB) Restoration Advisory Board (RAB). The Navy will host an Open House for Brunswick Landing property owners, tenants, and visitors to review land use restrictions associated with individual properties. Attendees are invited to talk one-on-one with representatives from the Navy, United States Environmental Protection Agency (USEPA), and Maine Department of Environmental Protection (MEDEP) regarding land use restrictions at the former NASB. The Navy invites community members to drop in and ask questions about land use controls (LUCs).

**LAND USE CONTROL OPEN HOUSE**

**Date:** February 26, 2026  
**Time:** 12:00 pm - 2:00 pm  
**Format:** In Person  
**Location:** Midcoast Regional Redevelopment Authority  
(MRRA) Office Community Room  
15 Terminal Drive

The Navy will provide an update on the land use control certification process, a summary of the Sixth Five-Year Review report, and a brief update on current per- and polyfluoroalkyl substances (PFAS) activities. Meeting materials will be made available online at <https://www.bracpmo.navy.mil/BRAC-Bases/Northeast/Former-Naval-Air-Station-Brunswick/Meeting-Material/>. The meeting will be held in a hybrid (virtual and in person) format. To attend virtually, the meeting can be accessed via the Teams meeting link provided below.

**FEBRUARY 2026 RAB MEETING**

**Date:** Thursday, February 26, 2026  
**Time:** 6:00 pm - 8:00 pm  
**Format:** Hybrid (Virtual and In Person)  
**Location:** Brunswick Town Council Chamber  
85 Union Street  
**By Internet:** <https://tinyurl.com/NASBFEB26RAB>  
**Meeting ID:** 267 766 213 039 39  
**Passcode (case sensitive):** eL2vi7zm  
**Telephone:** +1 877-286-5733  
**Phone Conference Code:** 189 647 500#

For questions or additional information please contact the BRAC PMO East Environmental Coordinator: Mr. Chris Harding, BRAC Environmental Coordinator, BRAC PMO East, 4911 South Broad Street, Building 679, Philadelphia, PA 19112, or via phone at (215) 897-4904 or email at [christopher.l.harding4.civ@us.navy.mil](mailto:christopher.l.harding4.civ@us.navy.mil).



*Town of Brunswick, Maine*

Item 7

Back up  
materials

# Town of Brunswick, Maine

## OFFICE OF THE TOWN ENGINEER

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### MEMORANDUM

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**TO:** Town Manager

**FROM:** Trey Crews, PE, Town Engineer

**DATE:** January 8, 2026

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

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

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

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

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

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

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

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

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## Sec. 15-46. One-way streets.

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

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

*Center Street*, easterly from Maine Street to Federal Street.

*Cleveland Street*, westerly from Federal Street to Maine Street.

*Cumberland Street*, westerly from Maine Street to Union Street.

*Dunlap Street*, easterly from Maine Street to Federal Street.

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

*Gilman Avenue*, westerly from Maine Street to Union Street.

*Green Street*, easterly from Park Row to Federal Street.

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

*Lincoln Street*, easterly from Union Street to Maine Street.

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

*Noble Street*, westerly from Maine Street to Union Street.

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

*Park Row*, northerly from College Street to Maine Street.

*Park Row*, southerly from Bath Road to College Street.

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

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

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

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

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

*School Street*, westerly from Federal Street to Maine Street.

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

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

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

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

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

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## **Sec. 15-74. No-parking areas.**

The following areas are designated as no-parking areas:

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

*Bank Street*, both sides.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Bowker Street*, south side.

*Cedar Street*, south side.

*Center Street*, both sides.

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

*Cleveland Street*, south side.

*Coffin Street*, both sides.

*College Street*, both sides.

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

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*Columbus Drive*, both sides.

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

*Cressey Road*, both sides.

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

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

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

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

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

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

*Dunlap Street*, south side.

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

*Dunning Street*, south side.

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

*Everett Street*, south side.

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

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

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

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

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

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

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

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

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

*Fitch Place*, both sides.

*Franklin Street*, both sides.

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*Gilman Avenue*, north side.

*Green Street*, both sides.

*Grover Lane*, north side.

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

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

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

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

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

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

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

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

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

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

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

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

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

*Landing Drive*, both sides.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Market Lane*, south side.

*Marriner Road*, south side.

*Mason Street*, both sides.

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



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

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

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

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

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

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

*Middle Street*, east side.

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

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

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

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

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

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

*Noble Street*, south side.

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

*Oak Street*, south side.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Potter Street*, south side.

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

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

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

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

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

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

*South Street*, south side.

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

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

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

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

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

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

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

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

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

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

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

*Stetson Street*, west side.

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

*Swett Street*, east side.

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

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

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

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

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

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

*Water Street*, both sides.

*Webster Street*, east side.

*Webster Street*, west side.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## Sec. 15-79. Loading zones designated.

Loading zones are established at the following locations:

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

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

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

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

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

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

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

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

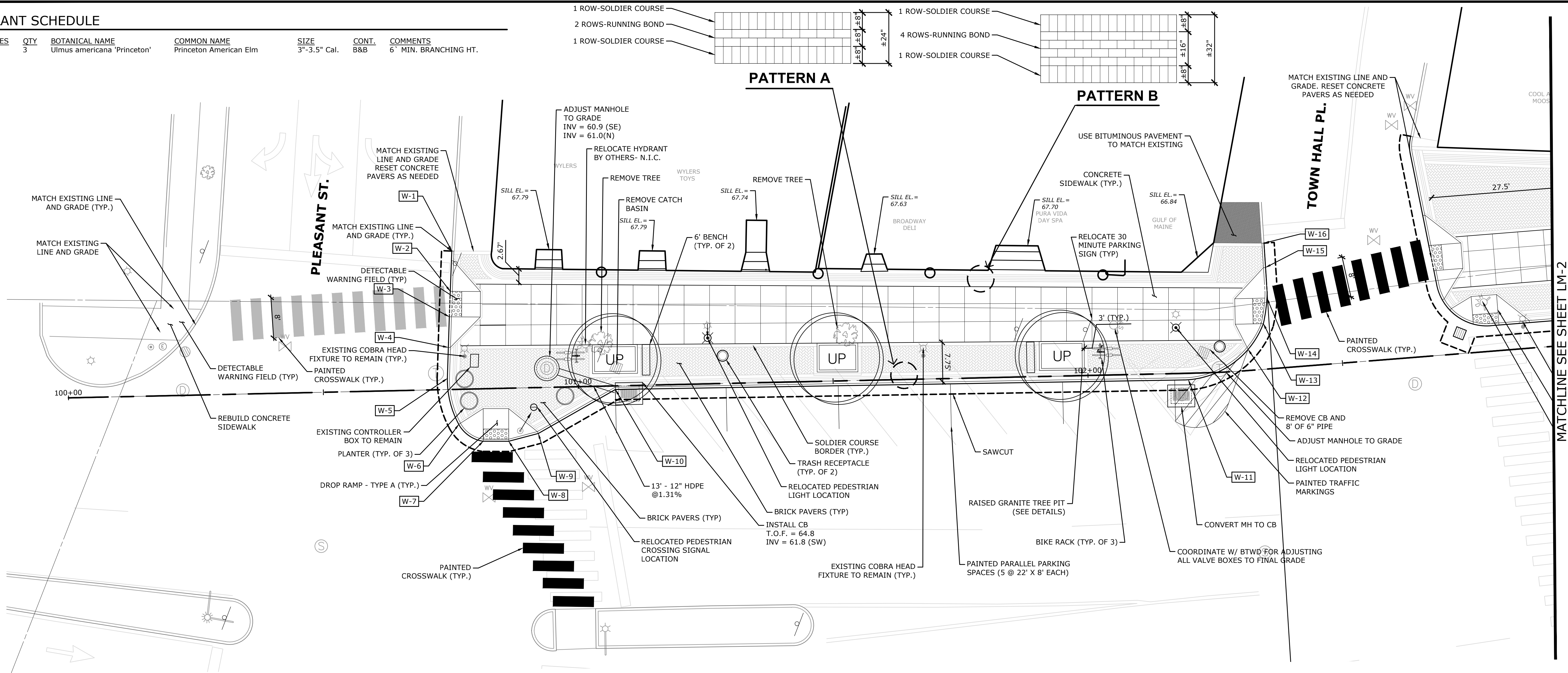
*Station Avenue*, north side commencing five hundred twenty-six (526) feet west of the intersection of Maine Street and extending westerly sixty (60) feet.

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

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



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



### CURB LAYOUT TABLE




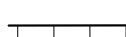





START CURB POINT	ELEV.	START STATION	START OFFSET	END CURB POINT	LENGTH (feet)	RADIUS (feet)	CURB TYPE
W-1	65.31	100+75.79	-27.15	W-2	8.00		TDI
W-2	64.85	100+75.32	-19.25	W-3	5.00		FCI
W-3	64.85	100+75.02	-14.25	W-4	6.00		TDI
W-4	65.20	100+74.66	-8.26	W-5	6.00		I
W-5	65.20	100+74.38	-2.18	W-6	9.00	18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

## LAYOUT NOTES

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

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

## PROPOSED MATERIAL LEGEND

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

**LEMONT BLOCK REDESIGN - SITE PLAN-LAYOUT AND MATERIALS**

# DOWNTOWN STREETSCAPE ENHANCEMENT PROJECT

MAINE STREET  
BRINSWICK MAINE

<b>DDS</b> DESIGNED	<b>DDS</b> DRAWN	<b>MF</b> CHECKED
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1"=10'

OCTOBER 07, 2025

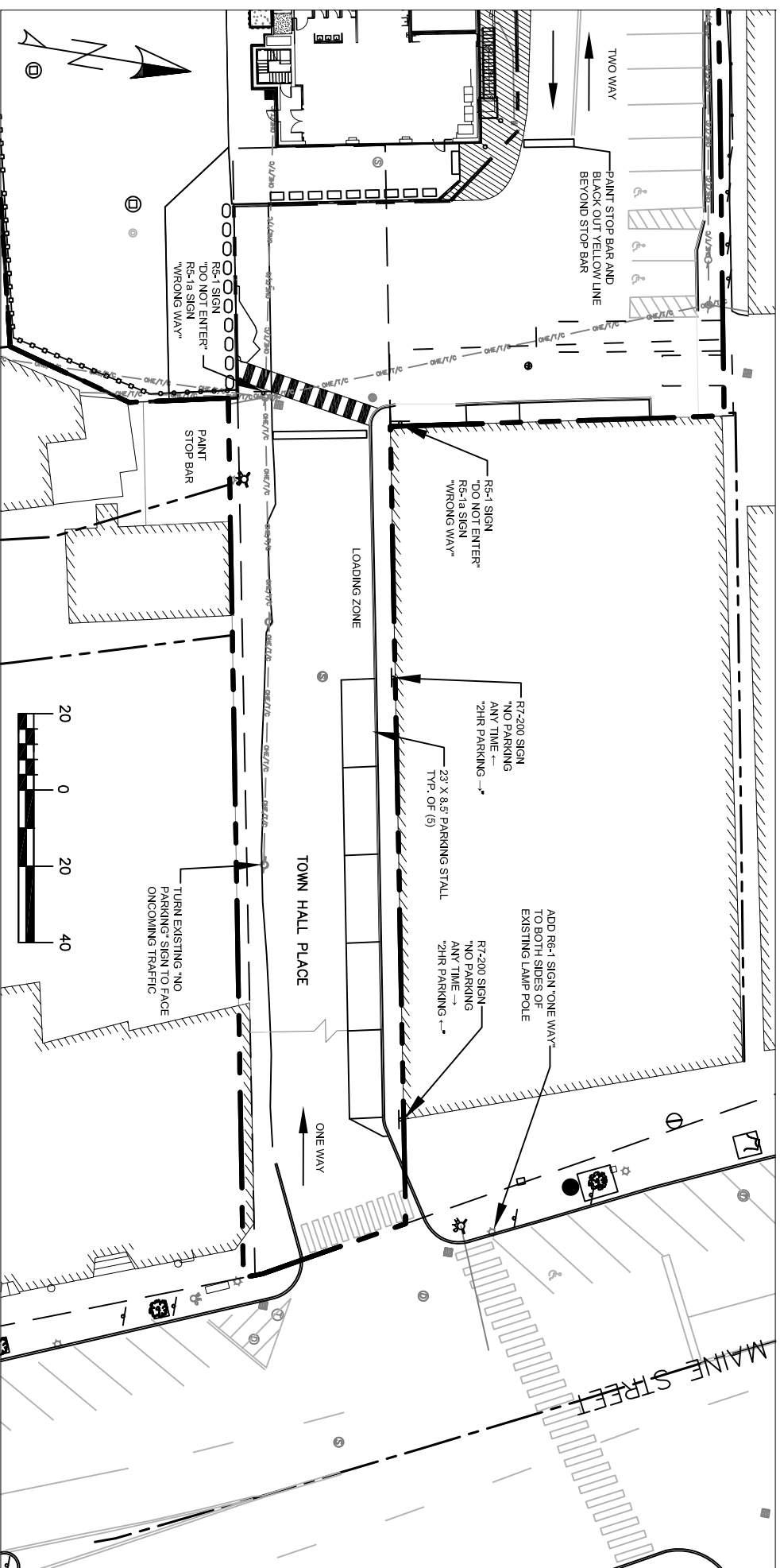
PROJECT NO. **3516-11**

1 OF 2

LM-RE

SHEET NAME

# Town of Brunswick Town Hall Place One Way Conversion Concept Sketch



*Town of Brunswick, Maine*

Item 9

Back up  
materials

# Town of Brunswick, Maine

## DEPARTMENT OF PLANNING AND DEVELOPMENT

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### MEMORANDUM

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**TO:** Town Council  
Julia Henze, Town Manager

**FROM:** Julie Erdman, Director of Planning & Development  
Jimmy Dealaman, Principal Planner

**DATE:** January 22, 2026

**SUBJECT:** Miscellaneous Zoning Text Amendments

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#### I. INTRODUCTION

Starting the new year, staff continue to assemble and draft potential updates to the zoning ordinance. Some of the more immediate and concise amendments staff are recommending include the following topics:

- Minimum Height Requirements (in GM6-7)
- Off-street Parking along Maine Street Frontages in GM6
- Façade Materials Allowed in Village Review Overlay
- Continuance Period for Nonconforming Uses

Staff are forwarding the attached zoning amendments (Attachments 1-4) to the Town Council and are requesting that a public hearing date be scheduled.

#### II. SUMMARY & BACKGROUND INFORMATION

##### Minimum Height Requirements in GM6-7 (Attachment 1):

The Growth Mixed Use (GM) 6 and 7 and Growth Residential 1 (GR1) zoning districts require a minimum height of 24<sup>1</sup> feet. Given the varying height of existing structures currently in the GM7 district (Brunswick Landing) and the wide range of uses that occur within the district, staff recommend adding additional flexibility for allowing minimum height to be determined based on average building height, as well as exempting existing buildings from being factored into the calculation. Because the GR1 district is immediately adjacent to GM7, staff recommend applying the same methodology in GR1 for consistency. In all three districts, exemptions are provided to clarify that certain architectural features, such as porches and porticos, are not subject to the minimum height requirement. In the GM7 and GR1, utility substations, accessory buildings, and similar structures or building components may be of a lesser height. In the GM6, the entire building would be required to meet the minimum height, and the language requiring the standard to be met at the front lot line has been removed to clarify that the requirement applies to the entire building.

##### Off-street Parking along Maine Street Frontages in GM6 (Attachment 2):

Maine Street is a vibrant pedestrian corridor lined with an abundance of commercial uses oriented towards Maine Street.

However, there are occasional locations where properties prioritize vehicle access and parking lots are located along Maine Street frontages with buildings set farther back from the street. When this happens pedestrian walkability and active street engagement are negatively affected by various

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<sup>1</sup> The GM6 district requires a minimum height on the front lot line only if development is increasing the floor area by 50 percent.



factors such as reduced visual interest, increased walking distances to building entrances, and disruption to the established rhythm of the street. While the GM6 zoning district includes a Build-to-Zone dimensional requirement (i.e. a required maximum building setback of 0-5 feet) on development to help improve this condition, future development could still incorporate accessory structured parking along the frontage, resulting in similar impacts to the pedestrian environment. To promote more walkable connections and support commercial-oriented, pedestrian-focused development, staff recommend an ordinance amendment that prohibits off-street parking within 20 feet of the edge of the public right-of-way along Maine Street. This requirement would apply in the GM6 to any development, or reconstruction of principal structure or redesign or substantial reconstruction of a parking area. Staff believe 20 feet is a reasonable depth to ensure future development supports pedestrian activity consistent with the character of the district.

Facade Materials Allowed in Village Review Overlay (Attachment 3):

The Village Review Overlay design review standards for new construction, additions, and alterations to existing structures prohibit use of cinder block, concrete and concrete block on any portion of a structure that is visible from the building's exterior, except on the building's foundation. Because the Village Review Board (VRB) already reviews projects to ensure they are designed to enhance or improve the structure's compatibility with nearby contributing resources staff believe this prohibition may unnecessarily limit the use of higher quality concrete-based materials that could be contextually appropriate. Given the VRB retains discretion over the materiality of structures, staff recommend allowing concrete-based products on exterior facades where the Board finds that the material closely resembles wood or stone in appearance thereby providing additional flexibility while providing oversight of the design.

Continuance Period for Nonconforming Uses (Attachment 4):

Outside of the APO, SPO, FPO, and WPO Districts, the Zoning Ordinance does not allow a nonconforming use to be re-established if it has been discontinued for a period of 36 months or more. This represents a relatively long continuance period compared to other communities, particularly given that many existing nonconforming uses were established under significantly older regulations that reflected different planning objectives and land-use priorities. Staff recommend reducing the discontinuance period from 36 months to 24 months so that nonconforming uses that have been inactive for an extended period are more promptly brought into alignment with current zoning standards and planning priorities.

Planning Board Review:

The Planning Board provided feedback about these amendments at a workshop held on January 13<sup>th</sup> and were generally supportive of the proposed updates. As of the date of this memo, the amendments are scheduled for a Planning Board hearing on January 27<sup>th</sup>. Following the hearing, staff anticipate forwarding the Planning Board's recommendation to the Town Council for final review of the amendments.

### **III. CONSISTENCY WITH COMPREHENSIVE PLAN**

In making its recommendation to the Town Council, the Planning Board will provide a recommendation whether the amendments are consistent with the town's [Comprehensive Plan](#).

Staff have reviewed the proposed amendments and believe they are consistent with the following:

- [Action Strategy A.5](#) promotes using form-based code (FBC) in the growth area to regulate new desired development and [A.6](#) promotes using FBC to redevelop Brunswick Landing into a walkable Town Center, respectively. Minimum height is considered a tool of form-based zoning as it regulates the physical form, scale and relationship of buildings to the street. Prohibiting off-street parking along Maine Street is also form-based because it controls how the buildings actively relate to the public realm create walkable pedestrian-friendly character along the streetscape. The materiality of structures is also a common component of form-

based codes as it relates to the physical form and character of the building and interaction with street and context-sensitive development.

- Action Strategy A.4 supports updating the zoning ordinance to bring the code in line with the comprehensive plan. Because zoning amendments must be consistent with the Comprehensive Plan, reducing the continuance period for nonconforming uses will help ensure future development aligns with the current zoning ordinance and, by extension, a code informed by the Town's most recent Comprehensive Plan.

#### **IV. REQUESTED ACTION**

Staff request that the Town Council consider setting a public hearing for February 17, 2026, to adopt zoning amendments related to minimum height requirements (Table 4.2.3), off-street parking along Maine Street frontages in the GM6 district (Sec. 4.9.1.C), façade materials allowed in Village Review Overlay (Sec. 5.2.8.C), and the continuance period for nonconforming uses (Sec. 1.6.3.A)

#### **V. ATTACHMENTS**

Attachment 1. Draft Amendments - Minimum Height Requirements (in GM6-7)  
Attachment 2. Draft Amendments - Off-street Parking along Maine Street Frontages in GM6  
Attachment 3. Draft Amendments - Façade Materials Allowed in Village Review Overlay  
Attachment 4. Draft Amendments - Continuance Period for Nonconforming Uses  
Attachment 5. Maine St in GM6 with 20-ft. Buffer from ROW

#### 4.2.3. Growth Area Dimensional and Density Standards

Table 4.2.3: Dimensional and Density Standards for Growth Area Zoning Districts [Unless separate standards approved in Common Development Plan]																												
Stand	Current Zone	GR1	GR2 & 10	GR3	GR4	GR5	GR6	GR7	GR8	GR9	GM1	GM2	GM3	GM4 <sup>[1]</sup>	GM5	GM6	GM7	GM8	GC1	GC2	GC3	GC4	GC5	GA	GI	GO	GN <sup>[2]</sup>	
	1997 Zoning District	R-R	R1 & 8	R2	R3, 4, 5, 6	R7	TR1	TR2	TR3 & 4	TR5	MU2	MU3 & 6	MU4 I1, I-4	MU1, CC	HC1 & 2	TC1, 2, 3	, R-CMU	MUOZ	CU1 & 3	CU5 & 6	CU4 & 7	CU/TC	CU2	R-AR	I2,I3 & R-B&TI	R-R&OS	BCN	
Lot area, min. <sup>[22]</sup>		n/a for residential uses; 7,000 sq. ft. for non-residential uses									n/a for residential uses; 7,000 sq. ft. for non-residential uses									n/a for residential uses; 7,000 sq. ft. for non-residential uses								
Density, max. (dwelling units per acre of net site area <i>see definition</i> )		8	4	6 <sup>[3]</sup>	6	7	10	5	6	6	6	10	10	15	6	n/a	24	6	12	24 <sup>[4]</sup>	5 <sup>[5]</sup>	24	10	n/a	n/a	n/a	n/a	
Lot width, min. (feet)		40	65	75	75	65	65	65	65	65	60	65	75	60	75	n/a <sup>[12]</sup>	n/a	75	65	65	65	40	65	50	50	n/a	n/a	
Building frontage, min. (% of lot width)																75 <sup>[6]</sup>										n/a		
Building frontage, max. (% of lot width)																100 <sup>[7]</sup>										n/a		
Front setback, min. (feet) <sup>[8]</sup>		0	15	20	20	15	15	20	20	20	20	15	30	0	15	0 <sup>[12]</sup>	0	20	15 <sup>[19]</sup>	15	15	10	15 <sup>[19]</sup>	0	10	0	n/a	
Build-to Zone (feet) <sup>[8]</sup>													<sup>[9]</sup>			0-5 <sup>[10]</sup>										n/a		
Rear setback, min. (feet)		0	20	20	20	20	15	20	20	20	20	20	30	15	15	0 <sup>[12]</sup>	0	30	15 <sup>[19]</sup>	15 <sup>[19]</sup>	15	10	15 <sup>[19]</sup>	20	20	20	n/a	
Side setback, min. (feet)		0	15	15	15	15	15	15	15	15	15	15	15	0	20	0 <sup>[12]</sup>	0	30	15 <sup>[19]</sup>	15 <sup>[19]</sup>	15	10	15 <sup>[19]</sup>	15	15	10	n/a	
Impervious surface coverage, max. (% of lot area)		45	35	35	35	35	50	35	35	35	75	50	60	80 <sup>[11]</sup>	70	100 <sup>[12]</sup>	100	50	60	50	50	50	50	80	80	10	<sup>[2]</sup>	
Building height, min. (feet) <sup>[26]</sup>		24 <sup>[25]</sup>														24 <sup>[13]</sup>	24 <sup>[25]</sup>									n/a		
Building height, max. feet <sup>[14]</sup>		50	35	35	35	35	35	35	35	35	40	35	60	60	45	40 <sup>[15]</sup>	50	40	70 <sup>[20]</sup>	45	35	70	55	100	60	35	n/a	
Building footprint per structure, max. (1,000 square feet) <sup>[24]</sup>		20 <sup>[3]</sup>	5	5	5 <sup>[16, 19]</sup>	5 <sup>[19]</sup>	7.5	5	5	5	20	5	30 <sup>[21]</sup>	50 <sup>[18]</sup>	20 <sup>[23]</sup>	n/a <sup>[12]</sup>	n/a	25% of lot size	n/a	8.5	5 <sup>[17]</sup>	n/a	n/a	n/a	n/a	n/a	n/a	

**Table 4.2.3: Dimensional and Density Standards for Growth Area Zoning Districts  
[Unless separate standards approved in Common Development Plan]**

Stand	Current Zone	1997 Zoning District
	GR1	R-R
	GR2 & 10	R1 & 8
	GR3	R2
	GR4	R3, 4, 5, 6
	GR5	R7
	GR6	TR1
	GR7	TR2
	GR8	TR3 & 4
	GR9	TR5
	GM1	MU2
	GM2	MU3 & 6
	GM3	MU4 I1, I-4
	GM4 <sup>[1]</sup>	MU1, CC
	GM5	HC1 & 2
	GM6	TC1, 2, 3
	GM7	, R-CMU
	GM8	MUOZ
	GC1	CU1 & 3
	GC2	CU5 & 6
	GC3	CU4 & 7
	GC4	CU/TC
	GC5	CU2
	GA	R-AR
	GI	I2, I3 & R-B&TI
	GO	R-R&OS
	GN <sup>[2]</sup>	BCN

**NOTES:**

- [1] All new, enlarged, or redeveloped buildings and additions in the GM4 District subject to Development Review shall also be consistent with the Cook's Corner Design Standards, unless such design standards are waived in accordance with Subsection 5.2.9.0 (Waiver Provisions).
- [2] Area of new disturbance per parcel shall not exceed 1% of total acreage, measured as of the effective date of this Ordinance.
- [3] 1 du per 20,000 sf of net site area for developments using subsurface wastewater disposal systems.
- [4] Except that lands north of Bath Road shall be limited to 8 du/ac.
- [5] Except that parcel between South Street and Longfellow Avenue shall be limited to 10 du/ac.
- [6] Applicable only to the first floor of buildings along Maine Street. Does not apply to buildings on Park Row.
- [7] Does not apply to buildings on Park Row.
- [8] Front setback averaging applies; See Subsection 4.2.5.B(4)
- [9] See Cook's Corner Design Standards for maximum front setbacks applicable along Bath Rd., Gurnet Rd., proposed Perimeter Rd, Thomas Point Rd., and all public and private connector roads.
- [10] Applicable only to ~~the first floor of~~ buildings along Maine Street. For all other buildings in the GM6 District, the build-to zone is determined by the range of front setback of principal buildings on the nearest occupied lots on either side on the same block face. Does not apply to buildings on Park Row.
- [11] Limited to 50% impervious coverage and maximum building footprint of 20,000 sq. ft. north of Route 1.
- [12] Except that parcels fronting onto Park Row front setbacks shall be consistent with the established average front setback (see subsection 4.2.5.B (4)), shall have minimum side and rear setbacks of 15 feet in width; a minimum lot width of 60 feet; a maximum footprint of 7, 500 square feet and a maximum impervious coverage of 45%;
- [13] ~~Expansions that will increase floor area by 50% or more require minimum height to be met for the entire building. Minimum height is triggered if floor area is being increased by 50%, and must be met at front lot line.~~
- [14] Unless restricted to a lower height by Flight Path Overlay (FO) District regulations (see Subsection 2.3.7).
- [15] Except that lands north of U.S. Highway 1 shall have a maximum building height of 60 ft.
- [16] May be increased to up to 30,000 square feet for a community living facility as defined by 30-A M.R.S. § 4357-A, , as amended, with a Conditional Use Permit approved in accordance with Subsection 5.2.2 (Conditional Permits).
- [17] 10,000 square feet for multifamily dwellings, and 20,000 square feet for the Bowdoin College Edwards Center for Art and Dance building.
- [18] 300,000 square feet if the structure meets one of the conditions listed in Sub~~section~~ 4.2.5.B(9).
- [19] See Subsection 4.2.5.B(4) for additional setback requirements.
- [20] See Subsection 4.2.5.B.(7) for additional height requirements..
- [21] No building footprint restriction shall apply for properties located south of Route 1, along Cressey Road and Columbus Drive.
- [22] See Subsection 4.2.5.F for minimum dimensional requirements for lots located within the Shoreland Protection Overlay.
- [23] Except that public safety municipal facilities shall have no maximum building footprint per structure.
- [24] Except that public school facilities shall have no maximum building footprint per structure.
- [25] ~~Minimum height shall be determined based on the average height of each building. Utility substations, accessory buildings, and similar structures or building components, where otherwise allowed, may be of lesser height. Buildings existing prior to January 1, 2026, shall be excluded from this calculation.~~
- [26] ~~Porches, porticos, and similar attached architectural features may be a lesser height.~~



## Sec. 4.9. Parking and Loading.

### 4.9.1. Minimum and Maximum Vehicle Parking Requirements.

- A. *General Standard.* A development shall provide adequate off-street parking and loading/unloading areas for motor vehicles and bicycles, or shall provide reasonable alternative parking.
- B. *Specific Standards.*
- (1) *Specific Standards: Minimum Number of Off-Street Vehicle Parking Spaces.* Except as otherwise provided in this Ordinance, new development shall provide the minimum number of off-street vehicle parking spaces in accordance with Table 4.9.1.A, based on the principal use(s) involved and the extent of development.

Table 4.9.1.A: Minimum Number of Off-Street Vehicle Parking Spaces		
Principal Use		Minimum Number of Vehicle Parking Spaces <sup>1,2,3,4</sup>
Residential Uses		
Household Living		
Dwelling, 1- or 2-family (includes all mobile homes; excludes accessory dwelling units)	2 or more bedrooms	2 per du
	1 bedroom or studio	1 per du
Dwelling, multifamily	2 or more bedrooms	2 per du
	1 bedroom or studio	1 per du
Group Living		
Assisted/Congregate Living Facility		1 per 3 beds
Boarding house		1 per guest room
Nursing home		1 per 5 beds
Residence hall		1 per 3 beds
Public, Institutional, and Civic Uses		
Community, Cultural, and Educational Uses		
Club or lodge		1 per 120 sf of assembly space
College		1 per 900 sf of academic space
Community center		1 per 300 sf
Day care facility, small		1 per 325 sf of licensed primary indoor space
Day care facility, large		
Hospital		1 per 3 inpatient beds
Library, museum, or art gallery		1 per 500 sf
Municipal facility		1 per 400 sf of office space + 1 per 600 sf of maintenance, distribution, or storage space
Park or conservation area		See Section 4.9.1.E
Religious institution		1 per 5 persons of maximum occupancy capacity in assembly space
School	High school	1 per classroom + 1 per 10 students
	Middle or elementary school	1 per classroom + 10 visitor spaces
Communication Uses		
Small-scale telecommunication tower		n/a
Telecommunication tower		1 space

<i>Commercial Uses</i>	
<i>Agriculture, Aquaculture, and Animal Care Uses</i>	
Aquaculture	See Section 4.9.1.E
Equestrian facility	1 per 5 stalls
Farm	n/a
Kennel	1 per 300 sf used for boarding
Plant nursery	1 per 1,000 sf of display area
Veterinary office	1 per 500 sf
<i>Food, Beverage, and Entertainment</i>	
Adult entertainment establishment	1 per 300 sf
Golf course	1 per 300 sf of indoor area + 1 per golf course hole
Recreation facility, as a principal use	See Section 4.9.1.E
Restaurant or dining facility	1 per 4 persons of maximum occupancy capacity of customer service area(s)
Theater	1 per 4 persons of maximum occupancy capacity of assembly space
<i>Lodging</i>	
Campground	1 per campsite + 1 space
Hotel	1 per guest room + 1 per 800 sf of assembly space
<i>Retail Sales and Services</i>	
Farmer's Market	1 per 400 sf of stall and vehicle space, and customer circulation area
Financial Institution	1 per 300 sf
Neighborhood store	1 per 300 sf
Office	1 per 400 sf
Office, Medical	1 per 200 sf
Retail, Class I	1 per 300 sf
Retail, Class II	1 per 300 sf
Service business, Class I	1 per 300 sf
Service business, Class II	1 per 300 sf
Studio	1 per 300 sf
<i>Transportation and Vehicle-Related Uses</i>	
Aviation operations	See Section 4.9.1.E
Aviation-related business	See Section 4.9.1.E
Bus or rail station	1 per 400 sf of passenger waiting area
Car wash	1 per 500 sf
Marina or boat storage	0.5 per boat slip or mooring
Parking facility, as a principal use	n/a
Ultra-light airport	See Section 4.9.1.E
Vehicle fueling station	n/a
Vehicle sales, rental, or storage	1 per 400 sf of indoor sales display area and office space
Vehicle service or repair	1 per 500 sf
<i>Industrial Uses</i>	
Contractor's space	1 per 200 sf of office space
Industry, Artisan	1 per 600 sf
Industry, Class I	1 per 1,000 sf

Industry, Class II	1 per 1,000 sf
Junkyard or automobile graveyard	1 per 1,000 sf of storage area
Marine activity	See Section 4.9.1.E
Mineral extraction	See Section 4.9.1.E
Recycling collection facility, as a principal use	3 per station
Renewable energy generating facility, as a principal use	See Section 4.9.1.E
Utility facility, major	See Section 4.9.1.E
Utility facility, minor	n/a
Warehousing and storage	1 per 2,500 sf

NOTES:

1. When computation of the number of required parking spaces results in a fraction, the result shall be rounded upward to the next highest whole number.
2. Except as otherwise provided in this section, where the minimum off-street parking space requirement is based on square feet of floor area, all computations shall be based on gross floor area.
3. Except as otherwise provided in this section, where the minimum off-street parking space requirement is based on the maximum occupancy capacity, all computations shall be based on the occupant load of the building or facility as established in accordance with the Brunswick Building Code.
4. Except as otherwise provided in this section, where the minimum off-street parking space requirement is based on the number of employees, students, or residents, all computations shall be based on the largest number of persons working on any single shift (for employees), or the maximum enrollment (for students), or the fire-rated capacity (for residents), as appropriate.

C. ~~Exemptions~~ Special Provisions in the Growth Mixed-Use 6 (GM6) District.

(1) Off-street vehicle parking spaces are not required for a use in the GM6 District that:

- ~~(i)~~ Is located on a lot less than 10,000 square feet in size; or
- ~~(2ii)~~ Is housed in an existing building with less than 10,000 square feet of gross floor area.

(2) There shall be no off-street vehicle parking located within 20 feet of the edge of the public right-of-way of Maine Street. Compliance with this provision shall be required notwithstanding any nonconforming status of a structure or use, and shall be implemented upon any reconstruction of the principal structure. Compliance shall also be required upon redesign or substantial reconstruction of the parking area, to the extent reasonably practical.

D. *Applicability to Existing Development Use Changes and Expansions.*

- (1) A change in the use of an existing development shall be accompanied by the provision of any additional off-street vehicle parking needed to make up the difference between the minimum number of spaces required by this Section for the existing use and the minimum number of spaces required by this Section for the new use.
- (2) If an existing structure or use is expanded in terms of the size unit used in this Section to determine the minimum number of off-street vehicle parking spaces required for the applicable use (e.g., dwelling units, floor area, seating capacity), such expansion shall be accompanied by the provision of any additional off-street vehicle parking needed to make up the difference between the minimum number of spaces required by this section for the existing development and the minimum number of spaces required by this section for the expanded development.

- E. *Uses with Variable Parking Demands.* Some uses have widely variable parking demand characteristics that make it difficult to establish a single appropriate minimum off-street vehicle parking standard. On receiving an application proposing such a use (as designated by reference to this Subsection in Table 4.9.1.A), the Director, in consultation with the Code Enforcement Officer, is authorized to apply a minimum requirement for a listed use deemed most similar to the proposed use, establish the minimum requirement by reference to a standard parking standards resource, or establish the minimum requirement based on a parking demand study prepared by the applicant using data from the Institute of Traffic Engineers (ITE) or other acceptable source.
- F. *Requirements for Developments with Multiple Uses.* Developments containing more than one (1) principal use shall provide vehicle parking spaces in an amount equal to the total of the requirements applied to all individual principal uses. This does not limit the opportunity to reduce the resulting minimum requirement through approval of an alternative parking plan justifying shared parking (see Subsection 4.9.4.A (Shared Parking)).
- G. *Maximum Number of Off-Street Vehicle Parking Spaces.* For Retail Class II uses with more than 50,000 square feet of gross floor area, the number of off-street vehicle parking spaces shall not exceed 125 percent of the minimum number of spaces required by this Section unless the additional spaces are located within a parking structure or are allowed through approval of an alternative parking plan pursuant to Subsection 4.9.4.C (Provision over the Maximum Allowed).
- H. *Accessible Parking Spaces.* Within each off-street vehicle parking area, a portion of the total number of parking spaces shall be spaces specially designated, located, and reserved for use by persons with physical disabilities ("accessible parking spaces") in accordance with the standards of the Americans with Disabilities Act.

#### 4.9.2. Minimum Bicycle Parking Requirements.

- A. All parking areas containing ten (10) or more vehicle parking spaces shall provide bicycle parking facilities (e.g., bike racks/lockers) to accommodate the parking of at least two (2) bicycles for every ten (10) vehicle parking spaces required, provided that no more than 20 bicycle parking spaces shall be required in any one (1) parking lot.
- B. Any bicycle parking facilities shall be located in a well-lit location that is conveniently accessible to a primary entrance(s) to the development's principal buildings, does not interfere with pedestrian traffic, and is protected from conflicts with vehicular traffic.

#### 4.9.3. Design, Construction and Maintenance of Parking Areas.

##### A. Location and Configuration.

- (1) Each parking area shall be designed with adequate access, turning radii and snow storage areas. Minimum dimensional standards shall apply as follows in Table 4.9.3:

Table 4.9.3: Minimum Parking Space Dimensional Standards				
Parking Angle (degree)	Stall Width (feet/inches)	Skew Width (feet/inches)	Stall Depth (feet/inches)	Aisle Width (feet/inches)
90	9'0"	0"	18'	24'0"
60	8'6"	10'5"	19'0"	16'0" (1-way)
45	8'6"	12'9"	17'5"	12'0" (1-way)
30	8'6"	17'0"	17'5"	12'0"

- (2) No parking area may be constructed within a required setback.

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- (3) Where practicable, in the GM6 District and Village Review Overlay Zone, off-street parking shall be located to the rear of the development's principal building and shall be accessed from a secondary street.
  - (4) In all Growth Mixed-Use (GM) and Growth College (GC) zoning districts, a maximum of one (1) row of off-street parking may be located in front of the principal building being served (but not within the required front yard).
  - (5) Parking lots shall be designed and landscaped to avoid long, uninterrupted rows of parked vehicles. Surface parking lots containing more than 30 spaces shall be broken into separate parking areas by the use of landscaped islands, pedestrian and bicycle areas, or buildings.
  - (6) The Review Authority may waive the requirements of this Subsection where a primary structure already exists on the parcel and there is no other alternative for siting parking, or where compliance would be impractical.
- B. *Landscaping.* The following landscaping standards shall apply to all surface parking areas other than those for single and two-family dwellings on a single lot.
- (1) *Perimeter Landscaping.*
    - a. Where a parking lot is within 50 feet of and visible from a street, other development (except another parking lot), or vacant property, perimeter landscaping shall be provided and maintained within a strip of land between the parking lot and the adjacent street right-of-way or easement or property line except where such strip is crossed by an authorized vehicular, bicycle, or pedestrian accessway, or utility easement.
    - b. The perimeter landscaping strip shall be at least the minimum width necessary to adequately accommodate the proposed plantings and other screening material and avoid damage to such materials by parked vehicles.
    - c. Perimeter landscaping shall consist of any combination of trees, evergreen shrubs, berms, walls, and fences that form a continuous solid/completely opaque screen not to exceed four (4) feet in height along the perimeter of the parking lot that is designed to screen the headlights of vehicles in the parking lot yet allow security surveillance of the parking lot from the adjacent street.
  - (2) *Interior Landscaping.*
    - a. Parking lots containing more than 30 parking spaces shall provide and maintain landscaped islands:
      - i. At the end of every row of parking spaces;
      - ii. Along a long row of parking, spaced no more than 20 parking spaces apart; and
      - iii. Between at least every three (3) parallel parking bays.
    - b. Islands shall be at least the minimum width necessary to adequately accommodate the proposed plantings and any proposed walkway through it and avoid damage to landscaping by parked vehicles.
    - c. Each landscaped island shall include at least one (1) shade tree, provided that understory trees may be substituted for canopy trees in areas beneath overhead utility lines.
- C. *Surfacing, Drainage, Lighting.*
- (1) Parking areas shall be constructed with a suitably durable surface that minimizes dust and is appropriate for the use of the land, with adequate drainage.

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- (2) Surfacing, grading and drainage shall facilitate groundwater recharge by minimizing impermeable pavement and run-off. Oil traps may be required for larger paved parking lots.
  - (3) Parking areas shall be lighted in a manner that does not result in direct lighting to or glare to abutting residential properties or cause a traffic hazard due to glare.
- D. *Modification/Waiver of Design Requirements.* The Review Authority may waive or modify the design and construction standards in this subsection on finding that the total number of parking spaces required for the use cannot be accommodated in accordance with the standards, that the site layout prevents compliance with the standards, or that existing development on the site has been determined by the Code Enforcement Officer to be nonconforming with the standards.
- E. *Maintenance.* All parking lot areas shall be maintained pursuant to Section 4.15 (Maintenance).

#### 4.9.4. *Parking Alternatives.*

The Review Authority may approve alternatives to complying with the requirements in Subsection 4.9.1 in accordance with the following standards.

A. *Shared Parking.*

- (1) The Review Authority may allow use of a common parking facility to meet the minimum parking requirements for multiple uses or uses on multiple lots on finding that the uses generate parking demands during different times, or have characteristics making it likely that a significant portion of people will use the same parking space to access the other uses sharing the parking facility.
- (2) Shared parking spaces shall be located within 1000 feet walking distance of the primary pedestrian entrance to all uses.
- (3) The Review Authority may require cross easements or other legally enforceable documents that ensure the participating uses or property owners the right to joint use of the parking facility as long as the shared spaces are needed to comply with this Ordinance. If the shared parking becomes unavailable to a participating use, the uses shall provide alternative means of meeting off-street parking requirements.

B. *Off-Site and Satellite Parking.*

- (1) The Review Authority may allow use of a parking facility located on one (1) lot to meet the minimum parking requirements for a use located on a separate lot.
- (2) The Review Authority may require legally enforceable documents that ensure that the served use has the right to use the off-site or satellite parking facility as long as the spaces are needed to comply with this Ordinance. If the off-site or satellite parking facility becomes unavailable to the served use, the use shall provide alternative means of meeting off-street parking requirements.

C. *Provision over the Maximum Allowed.* The Review Authority may allow the maximum parking requirement applicable to a development in accordance with Subsection 4.9.1.G to be exceeded on finding that the additional spaces are justified by a parking demand study demonstrating that they are necessary to adequately serve a development.

D. *Parking Requirement Reductions.* The Review Authority may allow additional reductions of the minimum vehicle parking requirements in Subsection 4.9.1. To support a request for an additional reduction, the Review Authority may require a parking demand study showing reduce transportation and vehicle parking demand due to the location, characteristics, or committed operations of the particular use (e.g., type of development, proximity to transit, employee carpool/vanpool program, off-peak work schedules).

#### 4.9.5. *Minimum Off-Street Loading Requirements.*

A. *Minimum Number of Off-Street Loading Spaces.*

- (1) *General Standard.* New development involving the routine vehicular delivery or shipping of goods, supplies, or equipment to or from the development site shall provide a sufficient number of off-street loading spaces to accommodate the delivery and shipping operations of the development's uses in a safe and convenient manner.
- (2) *Specific Standards.*
  - a. Table 4.9.5.A(2) below sets forth the minimum number of off-street loading spaces that presumptively satisfies the loading space needs of medium-sized and large-sized delivery/shipping trucks based on the principal use and size of the development. It is assumed that the needs of small delivery/shipping trucks can be met through the temporary use of vehicle parking spaces or accessways, without impeding use of adjacent driveways or fire lanes.
  - b. The Review Authority may require a higher or lower number of off-street loading spaces based on a finding that the characteristics of the particular development warrant such an increase or decrease, and that the general standard in Subsection (1) above is met.

Table 4.9.5.A(2): Minimum Number of Off-Street Loading Spaces		
Gross Floor Area (GFA)	Medium-Sized Truck	Large-Sized Truck
<i>Public, Civic, and Institutional Uses and Office Uses<sup>1</sup></i>		
Up to 10,000 sf	0	0
10,001 to 50,000 sf	1	0
Over 50,000 sf <sup>2</sup>	2	0
<i>Commercial Uses Other than Office Uses<sup>1</sup></i>		
Up to 20,000 sf	0	1
20,001 to 50,000 sf	1	1
50,001 to 100,000 sf	1	2
100,001 to 200,000 sf	2	2
Over 200,000 <sup>2</sup>	3	2
<i>Industrial Uses</i>		
Up to 5,000 sf	0	0
5,001 to 10,000 sf	1	0
10,001 to 50,000 sf	0	1
50,001 to 100,000 sf	0	2
Over 100,00 sf <sup>2</sup>	0	3

NOTES:

1. For mixed-use developments, gross floor area devoted to residential uses is excluded.
2. Additional spaces may be required based on development-specific assessment relative to size.

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- B. *Exemptions in Growth Mixed-Use District 6 (GM6).* Off-street loading spaces are not required for a nonresidential use in the GM6 District that:
- (1) Is located on a lot less than 10,000 square feet in size; or
  - (2) Is housed in an existing building with less than 10,000 square feet of gross floor area.
- C. *Applicability to Existing Development Expansions.* If the gross floor area of an existing structure is expanded, such expansion shall be accompanied by the provision of any additional off-street loading needed to make up the difference between the minimum number of spaces required by this section for the existing development and the minimum number of spaces required by this Section for the expanded development.
- D. *Design and Use of Off-Street Loading Areas.*
- (1) Each loading space shall be of sufficient size to accommodate the types of vehicles likely to use it.
    - a. The minimum loading space that presumptively satisfies loading space needs of a medium-size truck is at least 12 feet wide and 35 feet long, and has at least 13 feet of vertical clearance.
    - b. The minimum loading space that presumptively satisfies loading space needs of a large-size truck is at least 12 feet wide and 75 feet long, and has at least 14 feet of vertical clearance.
    - c. The Review Authority may require larger or smaller loading spaces on finding that the characteristics of the particular development warrant the variation, and the general standard in Subsection (1) above is met.
  - (2) Where practicable, off-street loading areas shall be located to the rear of the principal building(s) it serves.
  - (3) Loading areas shall be located and designed so vehicles can maneuver safely and conveniently to the loading space(s) and complete loading/unloading without interfering with vehicular, bicycle, or pedestrian traffic or use on streets, bike lanes, crosswalks, and parking areas.
  - (4) Off-street loading areas shall be located and designed to screen and otherwise mitigate their potential adverse visual and noise impacts on adjacent streets and properties by any combination of buildings, walls or fences, or dense continuous hedge.



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## Sec. 5.2. Specific Procedures.

### 5.2.8. Village Review Overlay Design Review.

#### C. Review Standards.

##### (1) General Standard.

- a. All Certificates of Appropriateness for new construction, additions, alterations, relocations or demolition shall be in accordance with applicable requirements of this Ordinance.
- b. In meeting the standards of this Ordinance the applicant and Village Review Board in its review shall be informed by guidance from the U.S. Secretary of Interior's Standards for Rehabilitating Historic Buildings and the Village Review Zone Design Guidelines.

##### (2) New Construction and Additions and Alterations to Existing Structures.

- a. In approving applications for a Certificate of Appropriateness for new construction or additions or alterations to contributing resources, the Review Authority shall make findings that the following standards have been satisfied:
  - i. Any additions or alterations shall be designed in a manner to minimize the overall effect on the historic integrity of the contributing resource.
  - ii. Alterations shall remain visually compatible with the existing streetscape.
  - iii. Concealing of distinctive historic or architectural character-defining features is prohibited. If needed, the applicant may replace any significant features with in-kind replacement and/or accurate reproductions.
  - iv. New construction or additions shall be visually compatible with existing mass, scale and materials of the surrounding contributing resources.
  - v. When constructing additions, the applicant shall maintain the structural integrity of existing structures.
- b. In approving applications for a Certificate of Appropriateness for new construction of, or additions to commercial, multifamily, and other non-residential structures, the Review Authority shall make findings that the following additional standards have been satisfied:
  - i. Where practicable, new off-street parking shall be located to the rear of the principal building and shall be accessed from a secondary street. In cases where off-street parking currently exists in a front or side yard, the parking area shall be screened from the public right-of-way with landscaping or fencing.
  - ii. Site plans shall identify pedestrian ways and connections from parking areas to public rights-of-way.
  - iii. All dumpsters and mechanical equipment shall be located no less than 25 feet away from a public right-of-way, unless required by a public utility, and shall be screened from public view.
  - iv. Roof-top-mounted heating, ventilation, air conditioning and energy producing equipment shall be screened from the view of any public right-of-way or incorporated into the structural design to the extent that either method does not impede functionality. Parapets, projecting cornices, awnings or decorative roof hangs are encouraged. Flat roofs without cornices are prohibited.

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- v. ~~A concrete product may be used on the exterior of a building if the Board finds the product resembles wood or stone to a high degree. The use of cinder block, concrete and concrete block is prohibited on any portion of a structure that is visible from the building's exterior, with the exception of use in the building's foundation.~~
  - vi. The use of vinyl, aluminum or other non-wood siding is permitted as illustrated in the Village Review Board Design Guidelines. Asphalt and asbestos siding are prohibited.
  - vii. Buildings with advertising icon images built into their design ("trademark buildings") are prohibited.
  - viii. No building on Maine Street shall have a horizontal expanse of more than 40 feet without a pedestrian entry.
  - ix. No building on Maine Street shall have more than 15 feet horizontally of windowless wall.
  - x. All new buildings and additions on Maine Street shall be built to the front property line. This may be waived if at least 60 percent of the building's front façade is on the property line, and the area in front of the setback is developed as a pedestrian space.
  - xi. If more than 50 percent new floor area is added to a structure located on Maine Street, the addition shall be at least two (2) stories high and/or not less than 20 feet tall at the front property line.
  - xii. The first floor façade of any portion of a building that is visible from Maine Street shall include a minimum of 50 percent glass. Upper floors shall have a higher percentage of solid wall, between 15 percent and 40 percent glass.
  - c. Proposed additions or alterations to noncontributing resources shall be designed to enhance or improve the structure's compatibility with nearby contributing resources as compared to the existing noncontributing resource.
- (3) *Signs.* Signs shall comply with Section 4.13 (Signs) with consideration given to the Village Review Zone Design Guidelines.
- (4) *Demolition and Relocation.*
- a. Demolition or partial demolition or relocation of a contributing or, if visible from a public right-of-way, a noncontributing resource, excluding incidental or noncontributing accessory buildings and structures not visible from the public right-of-way, located on the same property, shall be prohibited unless the proposed replacement structure or reuse of the property is deemed to be as appropriate and compatible with the existing streetscape and surrounding contributing resources and the application satisfies at least one (1) of the following criteria:
    - i. The structure poses an imminent threat to public health or safety. An application must be accompanied by a report from a qualified structural engineer for review by the Code Enforcement Officer and photographs depicting the current condition of the building.
    - ii. The condition of the structure is such that it cannot be adapted for any other permitted use, whether by the current owner or by a purchaser, resulting in a reasonable economic return, regardless of whether that return represents the most profitable return possible, provided that the applicant can document he/she has not contributed significantly to the deterioration of the structure. An opinion shall be provided from an architect, licensed engineer, developer, real estate consultant or appraiser or from a professional experienced in historic rehabilitation, as to the economic feasibility for restoration, renovation, or rehabilitation of the contributing resource versus demolition or relocation of same.

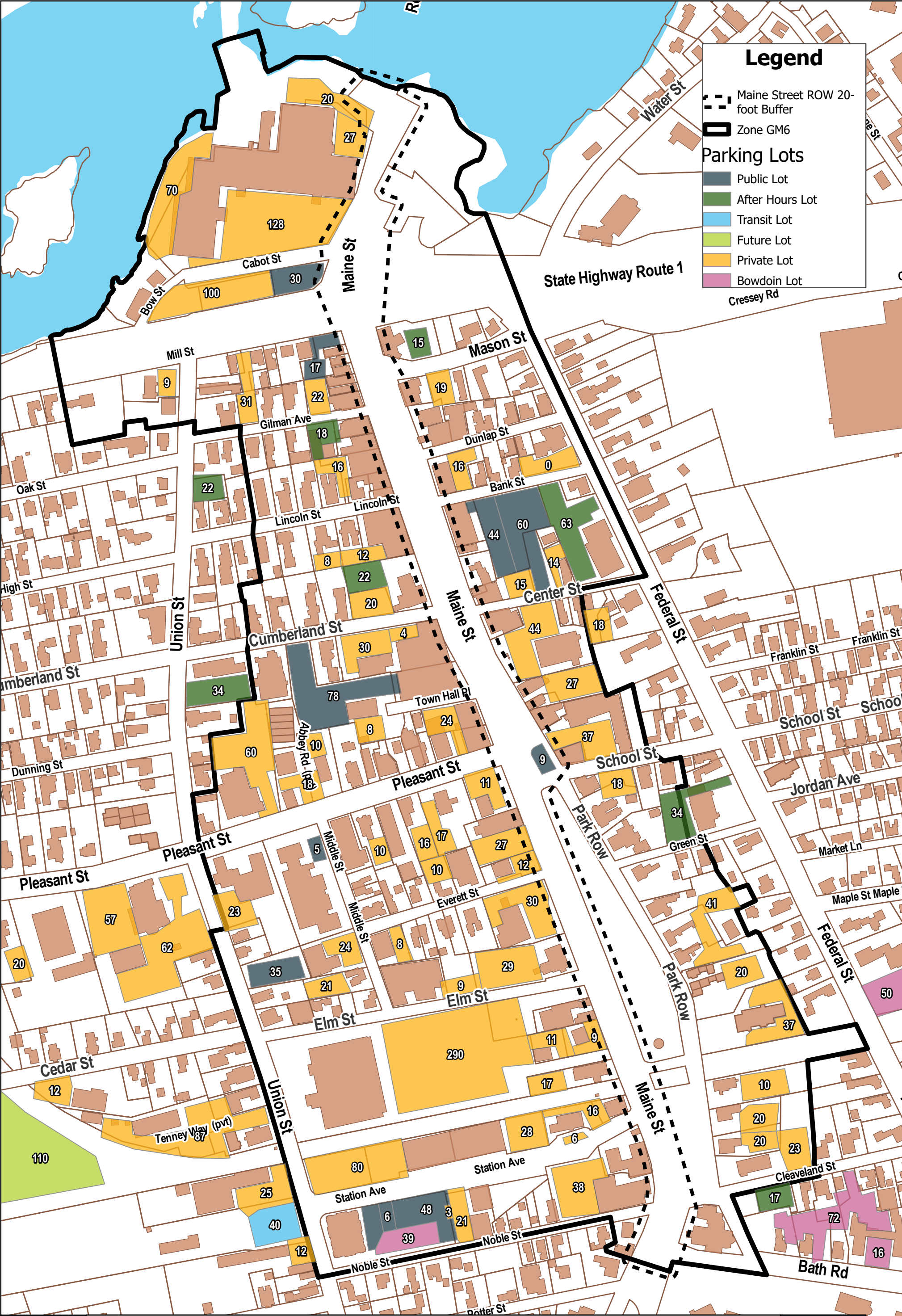
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- b. Demolition, partial demolition or relocation of a noncontributing resource visible from a public right-of-way, shall be approved by the Village Review Board if it is determined that the proposed replacement structure or reuse of the property is deemed more appropriate and compatible with the surrounding contributing resources than the resource proposed for demolition.
  - D. *Expiration of Certificate of Appropriateness.* If two (2) years after issuance of a Certificate of Appropriateness, the approved work is not found to be complete by the Code Enforcement Officer, the approval shall lapse. The applicant may, at any time before the date of approval expiration, make a written request to the Village Review Board for an approval time extension. This request shall explain the reasons why the improvements have not been completed and indicate how the applicant expects to complete the project if the Board grants an extension. The Board may consider any changes to this Ordinance or any other new information relevant to the application when considering an extension request.

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### 1.6.3. Nonconforming Uses.

The following standards apply both within and outside the SPO District, unless otherwise specified below.

- A. *Continuance.* A nonconforming use may be continued even though it does not conform to the use standards for the base zoning district (and any overlay district) in which it is located. A nonconforming use that is discontinued, whether or not there was an intent to abandon, for ~~36-24~~ consecutive months or more outside the APO, SPO, FPO, and WPO Districts, or for 12 consecutive months or more within the APO, SPO, FPO, or WPO Districts, may not be re-established except in compliance with the current standards of this Ordinance.
- B. *Change in Use.* A nonconforming use may be replaced by another use not allowed in the base zoning district (or any overlay district) if the Staff Review Committee determines that the new use will have no greater adverse impact on the water body, tributary stream wetland, aquifer, or on adjacent properties and resources, than the existing use. To show that no greater adverse impact will occur, the Change of Use application shall include written documentation assessing the probable effects on public health and safety, traffic, erosion and sedimentation, water quality, fish and wildlife habitat, vegetative cover, visual and actual points of public access to waters, scenic features, as delineated in the 2002 Brunswick Parks, Recreation and Open Space Plan, as amended, flood plain management, archaeological and historic resources, commercial fishing and marine activities, and other functionally water-dependent uses.
- C. *Expansion of Use.*
  - (1) *Outside SPO.* A nonconforming use may be expanded throughout the existing structure housing the use. A nonconforming use may also be expanded throughout any expansion of the existing structure allowed by this Ordinance. Any additional expansion of area occupied by the use, whether from expansion of the structure or extension of the use to additional land area, shall be limited to 1,000 square feet over a five-year period; provided that further additional expansion of a nonconforming use may be allowed through approval of a Special Permit in accordance with Subsection 5.2.3.C.
  - (2) *Within SPO.* Expansions of nonconforming uses are prohibited, except that nonconforming residential uses may, after obtaining a permit from the Code Enforcement Officer, be expanded within existing residential structures or within expansions of such structures as allowed in Subsection 1.6.4.B(2).
- D. *Reconstruction of Structure with a Nonconforming Use.* If a structure housing a nonconforming use is destroyed, removed or damaged by any cause, the nonconforming use may be re-established in the structure if it is restored or reconstructed provided that a Building Permit for the restoration or reconstruction is obtained within three (3) years after the date of destruction, removal or damage, if the property is located outside the APO, SPO, FPO or WPO Districts; or within one (1) year of the date of destruction, removal or damage, if the property is located within the APO, SPO, FPO or WPO Districts.



# MAINE ST ROW WITH 20-FOOT BUFFER

ZONE GM6, WITH PARKING LOT INVENTORY ALSO SHOWN

TOWN OF BRUNSWICK, MAINE



*Town of Brunswick, Maine*

Item 10

Back up  
materials



# Town of Brunswick, Maine

## OFFICE OF THE TOWN MANAGER

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### MEMORANDUM

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**TO:** Town Council

**FROM:** Julia Henze, Town Manager

**DATE:** January 27, 2026

**SUBJECT:** Ordinance Authorizing the Issuance of Bonds for Acquisition of 2 Industry Road

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With this item, I request that the Town Council set a public hearing to consider an ordinance to authorize the issuance of bonds in an amount not to exceed two million dollars (\$2,000,000) to fund the acquisition of 2 Industry Road as part of the Public Works Facility Project.

Phase 1A of the Public Works Facility Project was authorized by the Town Council at its meeting on December 1, 2025, for the following:

**Phase 1a (\$4,700,000)**

1. Design/build new fuel island
2. Design/build new salt shed
3. Overall facility site design
4. Utility improvements

Acquisition of 2 Industry Road, located adjacent to the current Public Works facility, was proposed by staff as part of Phase 1A, but Council voted to exclude it at that time.

In the ensuing weeks, staff have continued their due diligence to demonstrate the need to acquire the 1.1-acre parcel. Benefits include:

- Scope of the Public Works Facility Project can be significantly reduced by siting the Administration/Maintenance Garage in a location that allows us to reuse three existing buildings that will not need to be replaced for another 15-20 years. Costs avoided are approximately \$19,500,000.
- Critical functions of the Public Works Department can be maintained without interruption by the continued use of those three existing buildings throughout the construction period.
- The public-facing portion of the Public Works campus can be “squared off” with a significant part of Industry Road discontinued as a public road, thus presenting a uniform, easily identifiable entrance

- The Administration function can be positioned at the front of the campus to better welcome visitors, monitor use of shared resources (fuel and salt/sand), and supervise department activities.
- The Administration/Maintenance Garage can be constructed as a single building to achieve energy efficiency, cost-savings, and a smaller campus footprint.
- Traffic flow in and around the campus can be improved to allow for safe and efficient access to all areas.
- Spin-off of a Fleet Management Department can be accommodated with proper sizing of the Maintenance Garage as part of a single building, along with Administration.

The following Public Works facility comparisons of the fifteen (15) largest municipalities in Maine, by population, illustrate the importance of 2 Industry Road despite its relatively small parcel size. “Lane Miles” is an indicator of the resources needed to maintain public roads and associated infrastructure, the primary responsibility of all municipal Public Works departments. For Brunswick, the 310 lane miles referenced does not include approximately 40 lane miles of private roads located at Brunswick Landing and Mariners Landing.

### Public Works Facilities: Total Developed Acres

MUNICIPALITY	POPULATION	LANE MILES	DEVELOPED ACRES
Lewiston	38,772	400	25.2
Bangor	32,446	370	18.7
Portland	69,568	560	13.1
Biddeford	22,370	230	12.9
Sanford	22,497	370	11.8
Augusta	19,168	290	11.8
South Portland	26,994	330	11.3
Gorham	18,545	310	11.2
Scarborough	24,010	350	10.9
Westbrook	21,386	120	9.5
Saco	21,064	260	9.4
Brunswick (Phase I and 2)	22,631	310	9.0
Brunswick (Phase 1)	22,631	310	9.0
Windham	19,600	300	8.7
Brunswick (current)	22,631	310	7.2
Auburn	25,200	487	5.0
Waterville	17,336	360	3.2



**Public Works Facilities: Total Square Feet of All Buildings**

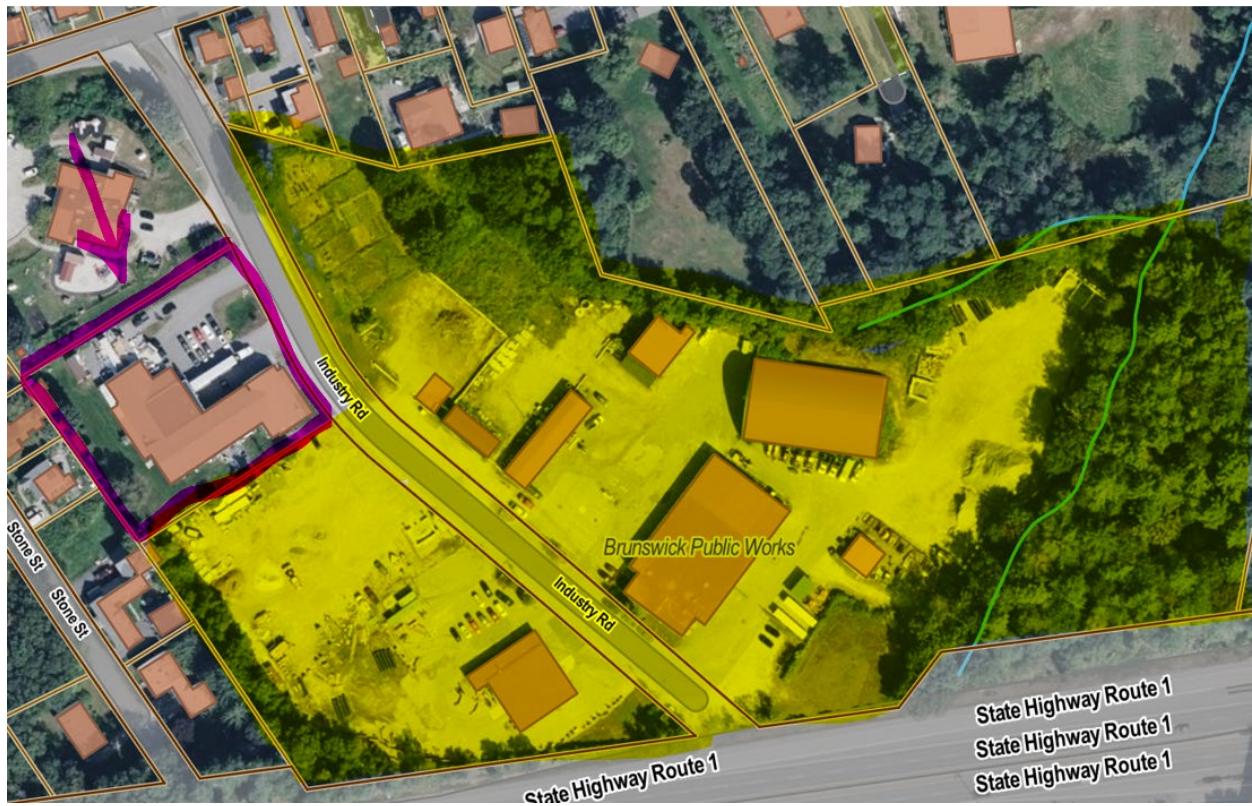
MUNICIPALITY	POPULATION	LANE MILES	TOTAL BUILDING SF
Portland	69,568	560	170,000
Brunswick (Phase I and 2)	22,631	310	109,475
Lewiston	38,772	400	95,900
South Portland	26,994	330	81,200
Biddeford	22,370	230	79,800
Auburn	25,200	487	77,550
Scarborough	24,010	350	74,400
Brunswick (Phase 1)	22,631	310	72,002
Bangor	32,446	370	55,300
Westbrook	21,386	120	54,100
Gorham	18,545	310	52,800
Saco	21,064	260	45,900
Augusta	19,168	290	45,410
Sanford	22,497	370	44,400
Waterville	17,336	360	42,900
Brunswick (current)	22,631	310	40,862
Windham	19,600	300	40,200

The timing of the acquisition is essential to the overall site design process that was authorized as part of Phase 1A. Knowing that 2 Industry Road is part of the usable site now will allow for a focused and timely planning process.

Additionally, terms of the purchase had already been largely negotiated leading up to the December 1, 2025, meeting, including a proposed purchase price and the renegotiation of two existing tenant leases. cPort, the mortgagee of the property, has indicated a strong preference not to initiate foreclosure proceedings with the current owner in favor of seeing the property sold to the Town. However, the property owner continues to be unable to make scheduled mortgage payments and the outstanding balance grows with each passing month. Conversations with the property owner and cPort contribute to the sense of urgency and time-sensitivity of the purchase of 2 Industry Road.

The Town Manager is recommending that the Town Council approve funding through the issuance of bonds not to exceed \$2,000,000 for acquisition of property (1.1 acres) located at 2 Industry Road as part of the Public Works Facility Project.

## 2 Industry Road



Attachments:

- Ordinance Authorizing the Issuance of Bonds for Acquisition of 2 Industry Way as Part of the Public Works Facility Project
- Bond Amortization Estimate

## **TOWN OF BRUNSWICK, MAINE**

### **An Ordinance Authorizing Acquisition of Property at 2 Industry Road, With Total Project Costs Not to Exceed Two Million Dollars (\$2,000,000), and Further Authorizing Issuance of Bonds in an Amount not to Exceed Two Million Dollars (\$2,000,000), plus any Additional Appropriation Authorized Hereunder**

**WHEREAS**, the existing public works facility at 9 and 10 Industry Road is 40,702 square feet and is severely undersized for the current public works operations. The 16,972 square-foot main building (administration and garage) was constructed in 1956 of concrete blocks. It lacks insulation, compliance with the Americans with Disabilities Act, adequate locker rooms/crew facilities, and basic environmental systems such as ventilation and separation of personnel and vehicle exhaust; and

**WHEREAS**, a project to construct a new public works facility (the “Public Works Facility”) has been in the Town’s Capital Improvement Program (“CIP”) since 2020, and in the CIP for the fiscal years ending June 30, 2023-2027, adopted on May 12, 2022, the Town Council approved \$120,000 for a space needs and planning study for the Public Works Facility; and

**WHEREAS**, the space needs study was completed in June 2024 and, through subsequent discussions and refinements, determined that current and future needs of the Public Works Department would require a facility totaling approximately 110,000 square feet; and

**WHEREAS**, on July 21, 2025, the Town Council determined that the best location for the new Public Works Facility is the current location on Industry Road, and directed staff to continue work on planning the facility in that location; and

**WHEREAS**, during work on the location and design of the Public Works Facility, several Councilors expressed support for centralizing municipal vehicle and equipment maintenance in a Fleet Management Program; and

**WHEREAS**, the Town’s Economic Development Director and Brunswick Development Corporation (“BDC”) have been working with the owner of the property at 2 Industry Road for a number of years, and in early summer 2025 became aware of his intention to sell the property, which is adjacent to the Public Works Facility; and

**WHEREAS**, working with the design consultants and Councilors, staff determined that the 1.1 acre property located at 2 Industry Road, Brunswick, Maine, would increase the usable space for the Public Works Facility by 16%, allowing for an improved layout and better options for phasing the project while maintaining operations during construction; and

**WHEREAS**, the proposed Phase 1 of the project, totaling an estimated \$12,500,000, included the new fuel station and salt shed at the front of the facility to be more accessible to all users, extensive underground utility work and the approximately 26,000-square-foot main administrative and garage building large enough to accommodate the Public Works Department, a new Fleet Management Department, six to eight vehicle maintenance bays and a wash bay; and

**WHEREAS**, staff further divided Phase 1 into two parts: Phase 1a for \$6,500,000 to construct the new fuel station and new salt shed, acquire real property located at 2 Industry Road, Brunswick, Maine, and further refine the site design for the Public Works Facility, and Phase 1b for \$6,000,000 to construct the main administrative and maintenance garage building; and

**WHEREAS**, on November 17, 2025, the Town Council authorized the Town Manager to execute a Purchase and Sales Agreement for 2 Industry Road, conditional on final ratification by the Council; and

**WHEREAS**, the Town negotiated with the property owner and completed a term sheet to purchase the property for \$1,750,000, honoring existing tenant leases but reducing the lease terms to four years, and requiring the seller to retain full responsibility and liability for the property for the balance of the lease terms; and

**WHEREAS**, on December 1, 2025, the Town Council adopted an ordinance approving \$4,700,000 of Phase 1a of the Public Works Facility Project, consisting of construction of the new fuel station and new salt shed, and refining the design of the site and the main administrative and garage building, but not including the acquisition of the property at 2 Industry Road; and

**WHEREAS**, the Town Council directed staff to continue work on the plan for the Public Works Facility and the Fleet Management Program; and

**WHEREAS**, staff has continued discussions with the owner and mortgage holder of the property at 2 Industry Road, who have communicated the urgency of the need to sell the property and offering the Town the current opportunity to purchase the property; and

**WHEREAS**, based on the continued analysis of the site, the long-term future of the Public Works function, the prospect to realize efficiencies with a Fleet Management Program, and the time-sensitive opportunity to acquire the adjacent 2 Industry Road parcel, the Town Manager is recommending that the Town Council approve funding for acquisition of the property for no more than \$2,000,000; and

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

**NOW THEREFORE, THE FOLLOWING ORDINANCE IS ADOPTED.**

**Section 1. Funding Sources and Appropriations.**

- a. A total of up to Two Million Dollars (\$2,000,000), plus any additional amounts authorized under this ordinance, are appropriated to finance the acquisition of real property located at 2 Industry Road, Brunswick, Maine. (the “Project”).
- b. The issue and sale, from time to time, of the Town’s general obligation bonds and notes in anticipation thereof is authorized in an aggregate principal amount not to exceed Two Million Dollars (\$2,000,000), plus the cost of issuance (the “Bonds”). The proceeds of the Bonds are appropriated to finance all or a portion of the costs of the Project and costs of issuance of the Bonds.

**Section 2. Authorization for Project.**

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

certificates as the Town Manager may determine to be necessary or appropriate in connection with the acquisition of the 2 Industry Road property.

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

- a. the cost of land, structures, real property interests, rights, easements, and franchises acquired in connection with the Project;
- b. the costs of financing the Project including but not limited to financing charges and issuance costs, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to financing the Project;
- c. interest costs, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses related to the financing transaction;
- d. any other costs identified in the Project budget, and the cost of any other items or services deemed to be cost under generally accepted accounting principles (“GAAP”) as determined by the Town’s Finance Director.

**Section 4. Details of the Bonds or Notes.**

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



cause such Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”).

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

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

- a. Manner of Sale. The Bonds may be sold through public offering, private placement, negotiated sale or by any other legal means to an investment bank, financial institution, the Maine Municipal Bond Bank, the United States of America or any other person or persons (each a “Purchaser”).
- b. Official Statement. The Treasurer is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of the Bonds. The Preliminary Official Statement and Official Statement shall be in such form and contain such information as may be approved by the Treasurer, with the advice of the underwriter for the Bonds and bond counsel for the Town. The distribution of the Preliminary Official Statement and

the Official Statement in the name of and on behalf of the Town in connection with offering the Bonds is approved.

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

**Section 6. Refunding.** The Treasurer and Chair of the Town Council be and hereby are authorized to issue bonds or notes from time to time to refund the Bonds hereinbefore authorized when the Treasurer and the Chair of the Town Council determine that such refunding is in the best interest of the Town. All delegated authority provided pursuant to this ordinance shall also apply to any bonds or notes issued to refund the Bonds hereinbefore authorized.

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

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

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

**Section 9. Authority to Levy Tax for Debt Service.** In each of the years during which any of the Bonds are outstanding, there shall be levied a tax in an amount which, with other revenues, if any, available for that purpose, shall be sufficient to pay the interest on said Bonds, payable in such year, and the principal of such Bonds maturing in such year.



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

**Section 11. Advances to Fund Project.** The Town is authorized to make advances, from the Town's general fund to a capital projects fund, in an aggregate amount not to exceed \$2,000,000 in anticipation of the issuance of the Bonds, or for the purpose of financing any part of the Project. Advances used in lieu of the proceeds of the Bonds authorized herein, are appropriated to finance the cost, or any part thereof, of the Project. The Treasurer is authorized to make such advances and to establish and amend all details of any advances including, but not limited to the term, interest rates, and payment schedule. The authority to issue the Bonds authorized herein shall remain and continue in full force and effect during the entire term of the advance(s). The proceeds of the Bonds issued hereunder may be used to repay the advance(s) of any portion thereof.

**Section 12. Declaration of Official Intent.** For purposes of U.S. Treasury Regulation §1.150-2, the Town reasonably expects to incur debt to reimburse expenditures (including expenditures made within the last sixty (60) days) temporarily advanced from the Town's general fund to pay all or a portion of the cost of the Project. The maximum principal amount of debt to be issued for the Project, including for reimbursement of advanced expenditures, is \$2,000,000.

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

**Section 14. Ratification of Prior Actions.** All actions heretofore taken by any officer, official, employee or agent of the Town in connection with the issuance of the Securities, including distribution of any requests for proposals, are in all respects hereby ratified, approved and confirmed.

Proposed to Town Council: February 2, 2026

Public Hearing:

Adopted by Town Council:

# Estimated Debt Service on Public Works Facility - 2 Industry Rd Acquisition

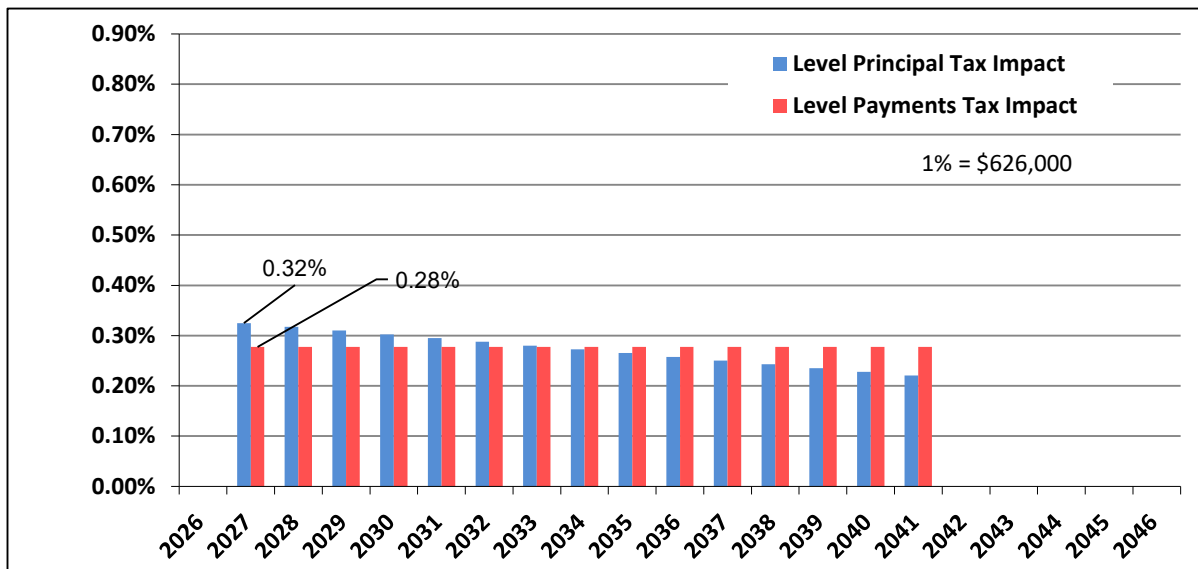
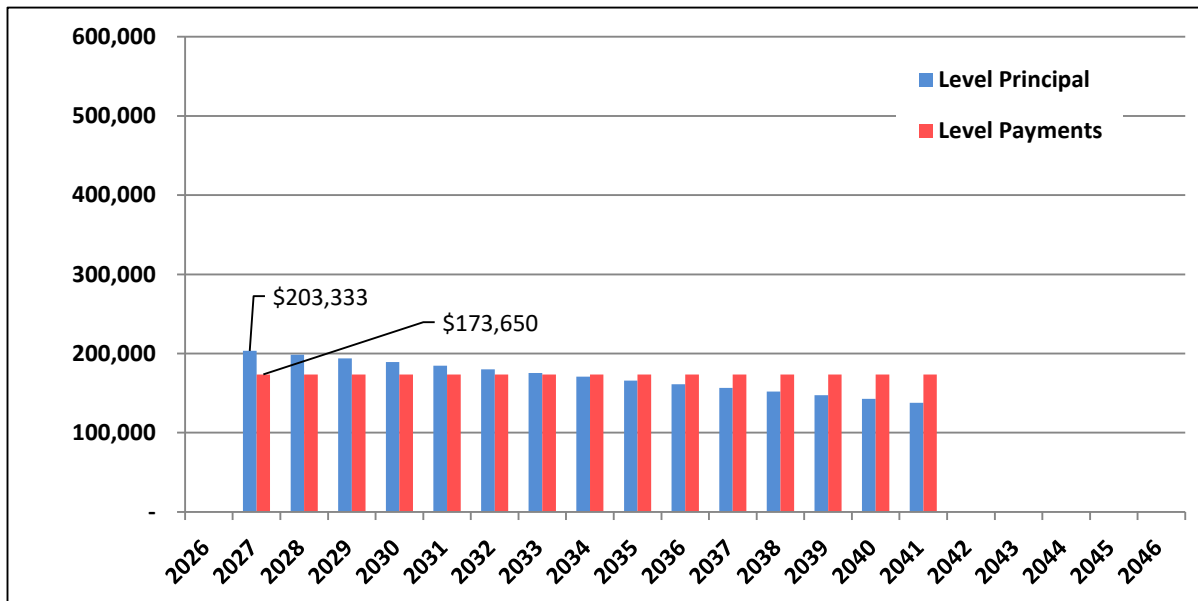
## ASSUMPTIONS:

Amount Financed:	\$ 2,000,000	\$ 2,000,000
Number of Years:	15	15
Interest Rate:	3.50%	3.50%
Start Bond Year:	2	2
Start Fiscal Year:	2026	2026

2025			
Interest rates to use for estimates:			
5 years	3.00%	-	3.50%
10 years	3.50%	-	4.25%
20 years	4.25%	-	5.00%
30 years	5.00%	-	5.50%

## Cost Difference

Total Interest:	\$ 560,000	\$ 604,752	\$ (44,752)
Total Cost:	\$ 2,560,000	\$ 2,604,752	\$ (44,752)
First year cost	\$ 203,333	\$ 173,650	
First year tax rate impact where 1% =	0.32%	0.28%	
	\$ 626,000	\$ 626,000	



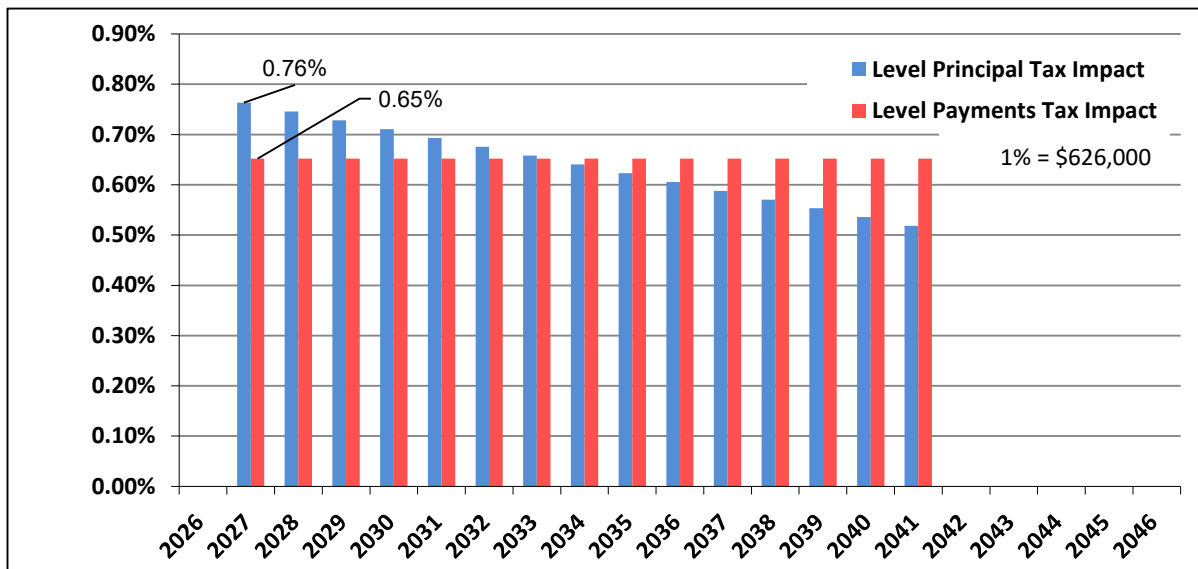
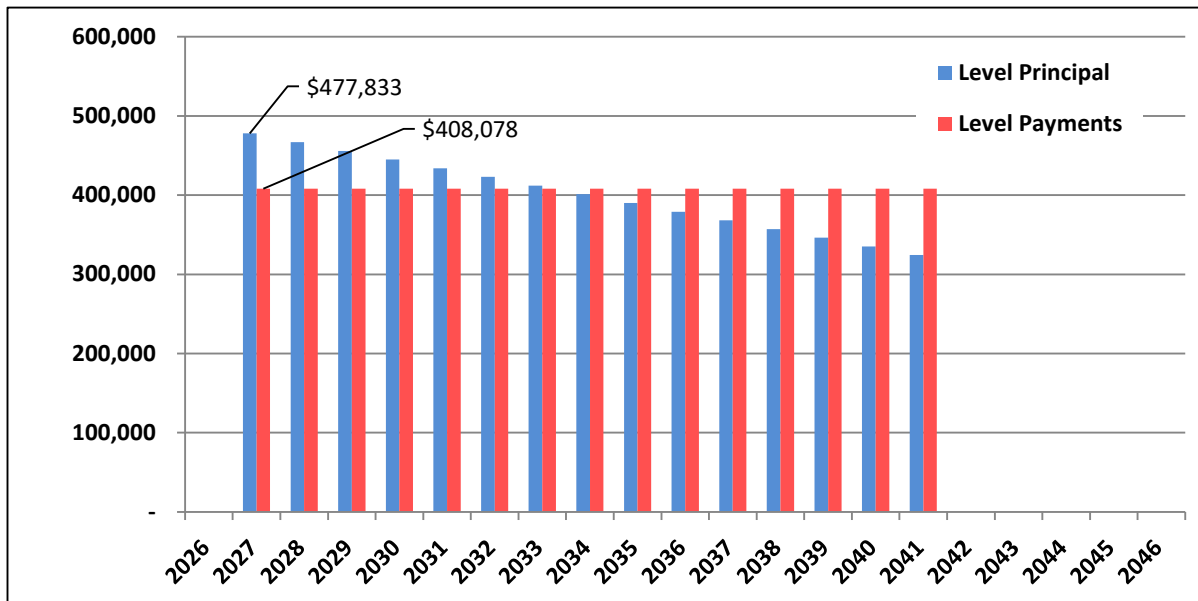
# Estimated Debt Service on Public Works Facility Phase 1a (without 2 Industry Rd)

## ASSUMPTIONS:

	Level Principal	Level Payments
Amount Financed:	\$ 4,700,000	\$ 4,700,000
Number of Years:	15	15
Interest Rate:	3.50%	3.50%
Start Bond Year:	2	2
Start Fiscal Year:	2026	2026

2025			
Interest rates to use for estimates:			
5 years	3.00%	-	3.50%
10 years	3.50%	-	4.25%
20 years	4.25%	-	5.00%
30 years	5.00%	-	5.50%

	Cost Difference		
Total Interest:	\$ 1,316,000	\$ 1,421,167	\$ (105,167)
Total Cost:	\$ 6,016,000	\$ 6,121,167	\$ (105,167)
First year cost	\$ 477,833	\$ 408,078	
First year tax rate impact where 1% =	0.76%	0.65%	
	\$ 626,000	\$ 626,000	



# Town of Brunswick, Maine

## Item 11

Back up  
materials

# Appointments Committee Memorandum

**To:** Brunswick Town Clerk Fran Smith, Assistant Town Clerk Ali Burnette, Town Council Members, Town Manager Henze

**From:** Brunswick Appointments Committee

**Subject:** Committee Recommendations for Appointment Approval

**Date:** January 20, 2026

## Meeting Summary:

The appointments committee met on Monday, January 12, 2026, and interviewed one (1) individual for one (1) committee. All councilors were present. Councilor Anderson was elected chair.

## Recommended Appointments:

### Personnel Board

- Applicants:
  - Maurice Doinne, Jr
- Vacancies:
  - 1 alternate member - 3-year term to begin on January 12, 2026, and to expire on January 12, 2029
- Recommendations:
  - Maurice Doinne, Jr-reappointment- 1 alternate member - 3-year term to begin on January 12, 2026, and to expire on January 12, 2029

## Additional Comments:

Note: Additional committee vacancies are listed on the Town's website:  
[www.BrunswickME.gov/277/Boards-Committees](http://www.BrunswickME.gov/277/Boards-Committees)

## Prepared by:

Kim Anderson

*Chair, Brunswick Appointments Committee*

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Fran Smith](#); [Ali Burnette](#)  
**Subject:** Online Form Submittal: Board Application Form  
**Date:** Wednesday, February 26, 2025 8:14:09 PM

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## Board Application Form

We encourage residents from all backgrounds and experience levels to apply to a Board, Commission or Committee.

You do not need to sign in or create an account; you may submit an application without one.

The completion of this application allows a person to be considered for a Town of Brunswick Board, Commission or Committee, but it does not guarantee placement.

The information submitted will be sent to the Brunswick Town Clerk's Office. Information is not shared with data collectors but applications are public information.

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Select the Board, Commission, or Committee applying for	Personnel Board
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If Other, what committee OR specific membership type  
Fill this in if the Committee you are applying for is not listed OR if the Committee you applied for has different membership types such as, alternative, full, citizen, commercial, etc.

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If committee not on list, please type here	Committee or Membership Type
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First Name	Maurice
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Last Name	Dionne
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Address1	2 Townsend Lane apt 104
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Address2	Field not completed.
City	Brunswick
State	ME
Zip	04011
Phone Number	2077131499
Alternate Phone Number (optional)	Field not completed.
Email Address	mdionne04280@gmail.com
Occupation	Occupation
Are you currently serving on other Boards, Commissions, or Committees?	No
If yes, which	Field not completed.
Have you served on a Board, Commission, or Committee before?	No
If yes, which	Field not completed.
1. Have you had any volunteer experience? If yes, please explain:	I am currently a docent with the Brunswick Naval Aviation Museum. I was on the Town of Wales Board of Appeals in the early 90's. I was on a transportation advisory board organized by the Maine DOT also in the 90's. I was on the Board of Directors of the Western Maine Transportation Services until 2002.
2. Tell us about any experience, education, knowledge, interest, or abilities you have that would contribute to the activities on the Board, Commission or Committee?	<p>I am a graduate of Northeastern University with a degree in Transportation Management.</p> <p>I have experience with public employment having worked at the Public Utilities Commission, Public Safety, and the Secretary of State Bureau of Motor Vehicles. In two of these agencies I was involved with conducting interviews.</p> <p>My last position before retiring was with the USDOT involved with commercial motor vehicle safety. In that position I worked closely with Law Enforcement and I did also have knowledge of hazardous materials which is pertinent to the fire service.</p> <p>I am a Navy veteran having served from 1969 through 1973.</p>
3. Do you have any questions about what	None at this time. I have been briefed by Chairman William Locke on the responsibilities of the Board.

the Board, Commission  
or Committee does or  
its charge?

---

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

I am aware of the basic responsibilities and am prepared to  
serve. Being retired I would hope that I would have few  
scheduling conflicts.

---

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

I can think of no conflicts of interest to serving on this Board.

---

6. Do you have  
anything you would like  
to add

Not at this time.

---

Upload Resume  
(Optional)

*Field not completed.*

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

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as spam.



*Town of Brunswick, Maine*

# Consent Agenda

a)

Back up  
materials

Draft  
**TOWN COUNCIL**  
**Minutes**  
**January 20, 2026**  
**Regular Meeting**

**Present:** Richard Ellis, James Ecker, Corinne Perreault, Kim Anderson, Jennifer Hicks, Ramona 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; Scott Stewart, Police Chief; Sally Costello, Director of Economic Development; Trey Crews, Town Engineer; Chrissy Adamowicz, Project Manager; and video crew.

**Chair MacDonald** called the meeting to order, and asked if the meeting was properly noticed, and asked for the Pledge of Allegiance.

**Adjustments to Agenda:** None

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

Councilor Weems spoke about an art show at the library commemorating the Frank J. Wood Bridge, which runs until the end of January.

Chair MacDonald announced that the Council held a retreat last Saturday and set the year's priorities, including work on housing, growth management, and Comprehensive Plan implementation.

Jim Trusiani spoke regarding the Council putting fiscal responsibility at the bottom and spending money at the top. He had concerns with the cost overruns on the Maine Street sidewalk project. He asked whether the Council had directed the Police Department not to work with Federal agencies, and about the status of the armored vehicle that had been approved but not yet received.

Judy Melcher-King, of Brunswick Invisible, spoke about her concern for her neighbors in Brunswick.

Ella Tabasky and Remy (last name unknown) expressed concerns about the new Mainers and how they add to this community and make it stronger.

Jennifer Navarro spoke about concerns about the Tedford paths to Walmart, which have empty alcohol bottles on them. The low barrier operation affects neighborhoods and safety. She wanted

to know whom at the state she should speak to regarding her concerns with the Comprehensive Plan.

**MANAGER'S REPORT** *(This item was discussed at 6:46 p.m.)*

**a) Financial Reports – December 2025**

Manager Henze provided this report.

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

Manager Henze provided this report.

**c) FY 2026-2027 Budget and 2027-31 Capital Improvement Program**

Manager Henze provided this report.

**d) Dog Licensing Reminder**

Clerk Smith provided this report.

**e) Brunswick Comprehensive Plan**

Manager Henze provided this report.

**f) Restoration Advisory Board Update**

David Page provided this report and responded to questions from Councilor Ecker, Councilor Hicks, and Councilor Weems.

Councilor Ecker and Councilor Thieme asked questions to which Manager Henze responded.

Councilor Ellis spoke regarding this item.

**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)** *(This item was discussed at 7:23 p.m.)*

- **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**

Chief Stewart introduced this item and responded to questions from Councilor Hicks and Councilor Thieme.

**Councilor Wilson moved, Councilor Ellis seconded, to approve the transfer of monies forfeited to the Brunswick Police Department in the total of \$4,700.99. The motion carried with nine (9) yeas.**

*(A copy of the court notice for each is attached to the permanent record.)*

4. **The Town Council will consider adopting the updated Town Towing Policy and Guidelines and will take any appropriate action. (Police Chief)** *(This item was discussed at 7:26 p.m.)*

Chief Stewart and Clerk Smith introduced this item.

Jennifer Navarro spoke regarding this item.

**Councilor Hicks moved, Councilor Wilson seconded, to adopt the updated Town Towing Policy and Guidelines. The motion carried with nine (9) yeas.**

*(A copy of the adopted policy will be attached to the official minutes)*

5. **The Town Council will receive a report and discuss the Lemont Block sidewalk redesign. (Town Manager and Town Engineer)** *(This item was discussed at 7:31 p.m.)*

Manager Henze and Engineer Crews introduced this item.

Councilor Ellis, Councilor Wilson, Councilor Ecker, Councilor Hicks, Councilor Thieme, Chair MacDonald, and Councilor Weems asked questions to which Manager Henze and Engineer Crews responded.

Councilor Ellis and Councilor Ecker spoke regarding this item.

Director Costello spoke regarding this item.

#### Public Comments

Jim Trusiani

Jennifer Navarro

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) *(This item was discussed at 8:07 p.m.)***

Engineer Crews introduced this item and responded to questions from Councilor Wilson.

**Councilor Ellis moved, Councilor Ecker seconded, 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. The motion carried with nine (9) yeas.**

**CONSENT AGENDA** *(This item was discussed at 8:11 p.m.)*

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

The minutes of December 1, 2025, and December 15, 2025, will be voted on separate since new councilors were not on the Council at the time of these meetings.

**Chair MacDonald moved, Councilor Wilson seconded, to approve the minutes of December 1, 2025, and December 15, 2025. The motion carried with six (6) yeas. Councilor Ellis, Councilor Thieme, and Councilor Perreault abstained.**

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

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

The meeting adjourned at 8:15 p.m.

**PLEASE NOTE: THESE MINUTES ARE ACTION MINUTES. THE ENTIRE MEETING CAN BE VIEWED AT [WWW.BRUNSWICKME.GOV](http://WWW.BRUNSWICKME.GOV).**



Frances M. Smith  
Town Clerk

February 2, 2026  
*Date of Approval*

Council Chair

*Town of Brunswick, Maine*

# Consent Agenda

b)

Back up  
materials



STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
16 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0016

Janet T. Mills  
GOVERNOR

Dale F. Doughty  
ACTING COMMISSIONER

Fran Smith, Town Clerk  
Re: Town of Brunswick  
85 Union Street  
Brunswick, ME 04011

12/31/2025

**Subject:** Pavement Milling and HMA Overlay  
**Project No.:** 27014.00  
**Location:** Brunswick  
**Roadway:** US Route 1

Dear Ms. Smith:

The Maine Department of Transportation will soon solicit quotes for the subject project for construction, and pursuant to 29-A MRSA § 2382 (7) we have established a "Construction Area." A copy of 29-A § 2382 is enclosed for your information. Also included is an agreement, **which requires signature by the municipal officers**, and additional background documents.

The agreement stipulates that the municipality will issue a permit for a stated period of time to the MDOT contractor for transporting construction equipment (backhoes, bulldozers, etc.) that exceed legal weight limits, over municipal roads. The agreement acknowledges the municipality's right to require a bond from the contractor to "guarantee suitable repair or payment of damages" per 29-A MRSA.

29-A MRSA § 2382 (7) states that *"the suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers."* In other words, municipal officers determine the suitability of repairs on municipal ways and bridges.

The State cannot force municipalities to allow overweight vehicles to travel on posted municipal roads. Municipal postings supersede overweight permits. However, the agreement requires municipalities to make reasonable accommodations for overweight vehicles that are operated by contractors and the MDOT in connection with the construction project.

The specific municipal roads involved are not necessarily known at present, as the contractor's plan of operation won't be known until just prior to the start of work. If the municipality plans to require a bond; the amount of the bond should be determined prior to the start of work. If the project number administratively changes, you will be notified, and the agreement modified accordingly. Please return the completed agreement to my attention. Should you have any questions, please contact me at 207 624-3410.

Sincerely,

George M.A. Macdougall, P.E.  
Contracts & Specifications Engineer  
Bureau of Project Development



***Please return this AGREEMENT, when completed, to:***

Maine Department of Transportation  
ATTN.: George Macdougall, Contracts & Specifications Engineer  
#16 State House Station, Child Street  
Augusta, Maine 04333-0016

**Project No.:** 27014.00

**Location:** Brunswick

Pursuant to 29-A MRSA § 2382, the undersigned municipal officers of the Town of Brunswick agree that a construction overlimit permit will be issued to the Contractor for the above-referenced project allowing the contractor to use overweight equipment and loads on municipal ways.

The municipality may require the contractor to obtain a satisfactory bond pursuant to 29-A MRSA § 2388 to cover the cost of any damage that might occur as a result of the overlimit loads. If a bond is required, the exact amount of said bond should be determined prior to the use of any municipal way. The MaineDOT will assist in determining the amount of the bond if requested. A suggested format for a general construction *overlimit bond* is attached. A suggested format for a construction *overlimit permit* is also attached. This construction overlimit permit does not supersede rules that restrict the use of public ways, such as posting of public ways, pursuant to 29-A MRSA § 2395.

The maximum speed limit for trucks on any municipal way will be 25 mph (40 km per hour) unless a higher speed limit is specifically agreed upon, in writing, by the Municipal Officers.

**TOWN OF BRUNSWICK**

By the Municipal Officials

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**SPECIAL PROVISION 105**  
**CONSTRUCTION AREA**

**Construction Areas** located in the Town of Brunswick have been established by the Maine Department of Transportation (MDOT) in accordance with provisions of 29-A § 2382 Maine Revised Statutes Annotated (MRSA).

*The section of highway under construction in Cumberland County:*

**Project 2701400** is located on US Route 1 in Brunswick beginning at the Interstate 295 on ramp and extending east 1.04 mile to Stanwood Street.

*Per 29-A § 2382 (7) MRSA, the MDOT may “issue permits for stated periods of time for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:*

- A. Must be procured from the municipal officers for a construction area within that municipality;*
- B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:*

- (1) Withholding by the agency contracting the work of final payment under contract; or*
- (2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.*

*The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;*

- C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and*

- D. For construction areas, carries no fee and does not come within the scope of this section.”*

The Municipal Officers for the Town of Brunswick agreed that an Overlimit Permit will be issued to the Contractor for the purpose of using loads and equipment on municipal ways in excess of the limits as specified in 29-A MRSA, on the municipal ways as described in the “Construction Area.”

As noted above, a bond may be required by the municipality, the exact amount of said bond to be determined prior to use of any municipal way. The MDOT will assist in determining the bond amount if requested by the municipality.

The maximum speed limits for trucks on any town way will be 25 mph (40 km per hour) unless a higher legal limit is specifically agreed upon in writing by the Municipal Officers concerned.

## GENERAL GUIDANCE

### CONSTRUCTION OVERLIMIT PERMIT AND BONDING

The Maine Bureau of Motor Vehicles (BMV) establishes requirements and standards for the permitting of non-divisible over dimensional and overweight vehicles and loads (collectively overlimit loads) on state roads. These state motor vehicle permits are available on-line. 29-A MRSA and Secretary of State Administrative Rules Chapters 155-157 apply. Additionally, municipalities and county commissioners may issue overweight permits for travel on municipal and county ways maintained by that municipality or county. These permits are typically single trip permits requiring vehicle registration data, intended route etc.

However, in this case we're dealing with *Construction Permits* involving overlimit loads in support of construction projects. According to 29-A MRSA § 2382 (7), a Construction Permit is a permit "*for a stated period of time that may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation*". According to 29-A § 2382 MRSA, the construction overlimit permit must be procured from the municipal officers for overweight loads on a municipal way in support of a construction project within that municipality.

**By signing the attached agreement, the municipality agrees to issue construction overlimit permits to the MDOT construction contractor.**

#### **Frequently Asked Questions:**

**A. Why sign the document in advance of the actual construction contract?**

**Response:** There are three primary reasons: First, to comply with 29-A § 2382. Second, to ensure that there are no surprises regarding the use of municipal roads by the Maine DOT contractor (to reasonably reduce risk and thus keep the cost of construction down) and third, to ensure the town is aware of its rights to control its own roads, and its rights to require a separate contractor's bond. (This is in addition to the Payment Bond and the Performance Bond the Maine DOT requires of the contractor).

**B. Different roads may require different levels of scrutiny. How is a posted road handled?**

**Response:** Despite the general construction overweight permit, the contractor cannot exceed the load limit on a posted municipal road without specific municipal permission. 29-A § 2395 MRSA notes that any ways requiring special protection (such as posted roads) will continue to be protected and overweight permits are superseded by such postings. In such a case the contractor would have to use an alternate route.

C. Is there any reason why the contractor cannot be held to indemnify and hold harmless the Municipality beyond the simple posting of a bond?

Response: The objective of our standard letter is to deal with overweight equipment and trucks on municipal ways during construction of a Maine DOT construction project. The bond merely provides a measure of protection against damage to municipal ways as a direct result of construction activity. Other areas of risk and indemnification are beyond the scope of our letter.

D. Are we required to obtain a bond?

Response: No. In fact, few municipalities have required a construction bond. It is a matter of risk management.

E. If used, what amount should be required on the bond?

Response: Previous MDOT letters used to speak about a maximum bond amount of \$14,000 / mile (\$9,000 / kilometer ) of traveled length, however 29-A § 2382 sets no maximum. The amount of the bond (if any bond is required at all) is based on the individual situation. The MDOT will assist in providing a bond amount estimate if so requested.

F. Why the blanket approval?

Response: The blanket approval we seek is the reasonable accommodation by the municipality to allow the Maine DOT contractor to use town ways (if required ) to haul overweight construction equipment and trucks. This theoretically gives the municipality and the MDOT time to discuss exceptions to a blanket approval. In general, this avoids unnecessary risks and saves money for all concerned in the long run.

G. Who determines the suitability of repairs?

Response: For municipal ways, the suitability of repairs may be determined by municipal officers. The MDOT will assist.

H. What is a non-divisible load?

Response: Per Chapter 157 (The Administration of Over-Dimension and Overweight Permits) under the Secretary of State administrative rules (See Rule Chapters for the Department of the Secretary of State on line), a non-divisible load is defined as: A load which, if separated into smaller loads or vehicles, would:

- 1) make it unable to perform the function for which it was intended;
- 2) destroy its value or;
- 3) require more than eight work hours to dismantle using appropriate equipment. Sealed oceangoing containers, spent nuclear materials in casks, and government-controlled military vehicles and their loads will be considered non-divisible

I. What is the standard for Overweight trucks and equipment?

Response: Overweight means a weight that exceeds the legal limits established in 29-A MRSA Chapter 21.

J. This is an unorganized township with no county or municipal roads. Why should I respond?

Response: Because of limited staff, we send out a standard letter to cover contingencies and minimize risk to the construction process. From time to time the letter may not have a practical application. In most cases of unorganized territories, the agreement is signed and returned as a matter of routine. This ensures that surprises will not be encountered after the start of construction regarding travel over municipal and county ways.

Additional tips:

False Information - Permit are invalidated by false information. A permit is invalidated by the violation of any condition specified by the terms of the permit or by false information given on the application. On evidence of such violation of falsification, the permittee may be denied additional permits.

Proper Registration - Overload permits do not relieve the registrants of vehicles from their obligations to properly register their vehicles in accordance with Motor Vehicle Laws.

Agent's Power of Attorney - If you do require a contractor's bond, make sure you have a copy of the Surety Agent's power of attorney authorizing the surety agent to sign for the surety. Keep the power of attorney with your duplicate original bond at the municipality. The contractor will also have a duplicate original.

Other bonds - The Maine DOT requires a payment bond and a performance bond of the contractor which is held against unsatisfactory performance on the part of the contractor for all construction projects over \$100,000. (The Miller Act (40 U.S.C. 270a-270f) normally requires performance and payment bonds for any federal aid construction contract exceeding \$100,000. 14 MRSA § 871 provides a similar requirement for state funded construction projects.) These bonds cover the proper performance of the contract and the payment of all employees, suppliers and subcontractors.

**SPECIAL PROVISION 105**  
**OVERLIMIT PERMITS**

**Title 29-A § 2382 MRSA Overlimit Movement Permits.**

- 1. Overlimit movement permits issued by State.** The Secretary of State, acting under guidelines and advice of the Commissioner of Transportation, may grant permits to move nondivisible objects having a length, width, height or weight greater than specified in this Title over a way or bridge maintained by the Department of Transportation
- 2. Permit fee.** The Secretary of State, with the advice of the Commissioner of Transportation, may set the fee for single trip permits, at not less than \$6, nor more than \$30, based on weight, height, length and width. The Secretary of State may, by rule, implement fees that have been set by the Commissioner of Transportation for multiple trip, long-term overweight movement permits. Rules established pursuant to this section are routine technical rules pursuant to Title 5, chapter 375, subchapter II-A.
- 3. County and municipal permits.** A county commissioner or municipal officer may grant a permit, for a reasonable fee, for travel over a way or bridge maintained by that county or municipality
- 4. Permits for weight.** A vehicle granted a permit for excess weight must first be registered for the maximum gross vehicle weight allowed for that vehicle.
- 5. Special mobile equipment.** The Secretary of State may grant a permit, for no more than one year, to move pneumatic-tire equipment under its own power, including Class A and Class B special mobile equipment, over ways and bridges maintained by the Department of Transportation. The fee for that permit is \$15 for each 30-day period.
- 6. Scope of permit.** A permit is limited to the particular vehicle or object to be moved, the trailer or semitrailer hauling the overlimit object and particular ways and bridges.
- 7. Construction permits.** A permit for a stated period of time may be issued for loads and equipment employed on public way construction projects, United States Government projects or construction of private ways, when within construction areas established by the Department of Transportation. The permit:
  - A. Must be procured from the municipal officers for a construction area within that municipality;
  - B. May require the contractor to be responsible for damage to ways used in the construction areas and may provide for:
    - (1) Withholding by the agency contracting the work of final payment under contract; or

(2) The furnishing of a bond by the contractor to guarantee suitable repair or payment of damages.

The suitability of repairs or the amount of damage is to be determined by the Department of Transportation on state-maintained ways and bridges, otherwise by the municipal officers;

C. May be granted by the Department of Transportation or by the state engineer in charge of the construction contract; and

D. For construction areas, carries no fee and does not come within the scope of this section.

**8. Gross vehicle weight permits.** The following may grant permits to operate a vehicle having a gross vehicle weight exceeding the prescribed limit:

A. The Secretary of State, with the consent of the Department of Transportation, for state and state aid highways and bridges within city or compact village limits;

B. Municipal officers, for all other ways and bridges within that city and compact village limits; and

C. The county commissioners, for county roads and bridges located in unorganized territory.

**9. Pilot vehicles.** The following restrictions apply to pilot vehicles.

A. Pilot vehicles required by a permit must be equipped with warning lights and signs as required by the Secretary of State with the advice of the Department of Transportation.

B. Warning lights may be operated and lettering on the signs may be visible on a pilot vehicle only while it is escorting a vehicle with a permit on a public way.

With the advice of the Commissioner of Transportation and the Chief of the State Police, the Secretary of State shall establish rules for the operation of pilot vehicles.

**9-A. Police escort.** A person may not operate a single vehicle or a combination of vehicles of 125 feet or more in length or 16 feet or more in width on a public way unless the vehicle or combination of vehicles is accompanied by a police escort. The Secretary of State, with the advice of the Commissioner of Transportation, may require a police escort for vehicles of lesser dimensions.

A. The Bureau of State Police shall establish a fee for state police escorts to defray the costs of providing a police escort. A county sheriff or municipal police department may establish a fee to defray the costs of providing police escorts.

B. The Bureau of State Police shall provide a police escort if a request is made by a permittee. A county sheriff or municipal police department may refuse a permittee's request for a police escort.

C. A vehicle or combination of vehicles for which a police escort is required must be accompanied by a state police escort when operating on the interstate highway system.

**10. Taxes paid.** A permit for a mobile home may not be granted unless the applicant provides reasonable assurance that all property taxes, sewage disposal charges and drain and sewer assessments applicable to the mobile home, including those for the current tax year, have been paid or that the mobile home is exempt from those taxes. A municipality may waive the requirement that those taxes be paid before the issuance of a permit if the mobile home is to be moved from one location in the municipality to another location in the same municipality for purposes not related to the sale of the mobile home.

**11. Violation.** A person who moves an object over the public way in violation of this section commits a traffic infraction.

Section History:

- PL 1993, Ch. 683, §A2 (NEW).
- PL 1993, Ch. 683, §B5 (AFF).
- PL 1997, Ch. 144, §1,2 (AMD).
- PL 1999, Ch. 117, §2 (AMD).
- PL 1999, Ch. 125, §1 (AMD).
- PL 1999, Ch. 580, §13 (AMD).
- PL 2001, Ch. 671, §30 (AMD).
- PL 2003, Ch. 166, §13 (AMD).
- PL 2003, Ch. 452, §Q73,74 (AMD).
- PL 2003, Ch. 452, §X2 (AFF).



## MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: \_\_\_\_\_

Phone: 207-\_\_\_\_\_; fax: 207-\_\_\_\_\_

### APPLICATION FOR OVERLIMIT PERMIT TO MOVE CONSTRUCTION EQUIPMENT AND LOADS IN EXCESS OF LEGAL LIMITS ON MUNICIPAL WAYS

Construction Time Period:

Per 29-A § 2382 (7) MRSA, application is hereby made to the MUNICIPALITY OF \_\_\_\_\_  
for An Overlimit Permit to move construction equipment, material, objects or loads in excess of legal limits over  
ways maintained by the MUNICIPALITY in support of construction operations for the following Maine DOT  
project

Project Description:

Project Identification Number (PIN):

NAME OF PERMITTEE (Construction Company):

STREET/P.O. BOX:

CITY:

STATE/PROV:

ZIP / POSTAL CODE:

PHONE:

FAX:

This object or load cannot be readily reduced to the legal limits.

Signed by:

(name & title)

-----

Permit is granted. A copy of this signed permit will be provided to the permittee as prove of permit. This permit  
will automatically expire at the physical completion of the above construction project. The original permit will be  
held on file at the municipality.

Signed:

Municipal Official

# MUNICIPAL OVERLIMIT PERMIT FOR CONSTRUCTION

MUNICIPALITY: \_\_\_\_\_

Phone: 207-\_\_\_\_\_; fax: 207-\_\_\_\_\_

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FAX:

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Signed by:

(name & title)

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Signed:

Municipal Official

BOND # \_\_\_\_\_

Date: \_\_\_\_\_

**MUNICIPAL CONSTRUCTION BOND**

KNOW ALL MEN BY THESE PRESENTS: That (name of construction firm) \_\_\_\_\_  
\_\_\_\_\_ and the Municipality of \_\_\_\_\_, as  
principal, and \_\_\_\_\_,  
a corporation duly organized under the laws of the State of \_\_\_\_\_ and having a  
usual place of business \_\_\_\_\_,  
as Surety, are held and firmly bound unto the Treasurer of the Municipality of \_\_\_\_\_  
\_\_\_\_\_ in the sum of \_\_\_\_\_  
\_\_\_\_\_ and 00/100 Dollars (\$ \_\_\_\_\_ )  
to be paid said Treasurer of the Municipality of \_\_\_\_\_ or  
her/his successors in office, for which payment well and truly to be made, Principal and  
Surety bind themselves, their heirs, executors and administrators, successors and assigns,  
jointly and severally by these presents.

The condition of this obligation is such that if the Principal designated as Contractor in  
the Contract to construct Project Number \_\_\_\_\_ in the Municipality of \_\_\_\_\_  
\_\_\_\_\_ promptly and faithfully performs the Contract,  
without damage to the municipal ways, other than normal wear and tear; then this  
obligation shall be null and void; otherwise it shall remain in full force and effect.

However, if the Principal designated as Contractor causes damage to any municipal way  
beyond normal wear and tear, in the construction of the above project through the use of  
legal weight, legal dimension trucks or equipment; or overweight or over-dimension  
equipment or trucks (as defined in 29-A MRSA) on the municipal ways, then this bond  
may be used to guarantee that the contractor either repairs or pays for the damage caused  
by the use of its equipment or trucks. The degree of damage beyond normal wear and  
tear will be determined by municipal officials with the assistance of the Maine  
Department of Transportation.

The Surety hereby waives notice of any alteration or extension of time made by the Municipality.

Signed and sealed this ..... day of ....., 20.....

WITNESS:

Signature.....  
Print Name Legibly .....  
.....

SIGNATURES:

CONTRACTOR:

.....  
Print Name Legibly .....  
.....

WITNESS:

Signature.....  
Print Name Legibly .....

SIGNATURES SURETY:

Signature.....  
Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_

BOND # \_\_\_\_\_

Date: \_\_\_\_\_

**MUNICIPAL CONSTRUCTION BOND**

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usual place of business \_\_\_\_\_,  
as Surety, are held and firmly bound unto the Treasurer of the Municipality of  
\_\_\_\_\_ in the sum of  
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WITNESS:

SIGNATURES:

CONTRACTOR:

Signature.....

.....

Print Name Legibly .....

Print Name Legibly .....

.....

.....

WITNESS:

SIGNATURES SURETY:

Signature.....

Signature.....

Print Name Legibly .....

Print Name Legibly .....

NAME OF LOCAL AGENCY: .....

ADDRESS .....

TELEPHONE .....

NAME OF SURETY

SURETY ADDRESS:.....

BOND # \_\_\_\_\_

*Town of Brunswick, Maine*

# Consent Agenda c)

Back up  
materials



**Town of Brunswick, Maine**  
INCORPORATED 1739  
**ASSESSING DEPARTMENT**

Phone: (207) 725-6650  
Web: [www.brunswickme.gov](http://www.brunswickme.gov)  
Add: 85 Union St. Brunswick, ME 04011

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**MEMORANDUM**

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TO: Julia Henze, Town Manager  
Brunswick Town Council

FROM: Taylor Burns, Assessor, CMA-3

DATE: January 22, 2026

SUBJECT: Council Abatement

It has come to my attention that the property located at 41 Larry Lane, tax map 51 lot 1-406, was assessed to the wrong owner, resulting in an error. This error resulted in the removal of the homestead exemption, which should have remained in place. Therefore, I am requesting the Town Council to grant an abatement under Title 36 M.R.S.A. §841(1) for the following tax year:

<u>Year</u>	<u>Abated Value</u>	<u>Abated Tax</u>
2023	\$12,100	\$281.81

If approved, please complete and forward to the Tax Collector to process the abatement.

Presented to Town Council (date): \_\_\_\_\_

Approved by Town Council (date): \_\_\_\_\_

Town Clerk Attestation: \_\_\_\_\_



*Town of Brunswick, Maine*

# Consent Agenda d)

Back up  
materials

# Town of Brunswick, Maine

## OFFICE OF THE TOWN MANAGER

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### MEMORANDUM

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**TO:** Town Council

**FROM:** Julia Henze, Town Manager

**DATE:** January 27, 2026

**SUBJECT:** Annual Resolution authorizing Waiver of Foreclosure

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Annually, prior to the automatic Foreclosure of Real Estate Tax Liens in February, the Town Manager requests authorization from the Council for the Town Treasurer to waive foreclosure on certain properties. This authorization is only used in situations where the Town Manager determines that the Town is best served by not assuming ownership of a property.

In accordance with Brunswick's Tax Acquired Real Estate Policy, the process is as follows:

#### Article 2. Impending Foreclosure and Review of Properties

- 2.1 At the time of the mailing of the notice of impending foreclosure required under Title 36 MRSA section 943, the treasurer shall forward a copy of the list of properties subject to foreclosure to the town manager. The town manager, tax assessor, and codes enforcement officer are encouraged to review the list of properties subject to foreclosure to determine if it would be in the Town's best interest, as determined by the town manager, to waive foreclosure. Instances where the Town may not want to foreclose include but are not limited to:
- a. The property is known to have or is suspected of having environmental problems.
  - b. The property may be a hazard to the public health or welfare.
  - c. There is an easement on the property that makes the property an undesirable one to own.
  - d. The property has value only to the owner(s) and would have little or no market value.

The Finance Dept. is currently compiling the list of outstanding 2024 tax liens (for unpaid 2023-24 taxes), has sent notices to property owners and interested parties, and is requesting review and recommendations from the Assessing and Codes Enforcement staff. Every effort is made to collect outstanding taxes and fees, and any waivers of foreclosure will be filed just prior to the foreclosure date.

I recommend that the Council approve this annual resolution authorizing waiver of foreclosure.

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**Resolution Authorizing the Town Treasurer to Waive Foreclosure on  
Certain Real Estate Tax Lien Mortgages**

**WHEREAS**, On August 27, 2024 the Tax Collector for the Town of Brunswick, pursuant to 36 MRSA §942 and §943, filed tax lien mortgage certificates in the Cumberland County Registry of Deeds to secure payment of real estate taxes that were assessed on April 1, 2023 and unpaid as of August 27, 2024; and

**WHEREAS**, on February 27, 2026 those tax lien mortgages will foreclose if the outstanding real estate taxes, including interest and costs, are not paid in full; and

**WHEREAS**, upon foreclosure the Town of Brunswick will acquire title to the properties secured by the tax lien mortgage certificates; and

**WHEREAS**, the Town Manager, in consultation with the Tax Assessor, Codes Enforcement Officer and Finance Director, has determined that there are certain properties in such condition that the Town's interest is better served in not acquiring them; and

**WHEREAS**, the Town Manager is recommending that the Town not acquire such properties;

**NOW THEREFORE BE IT RESOLVED**, that pursuant to 36 MRSA §944, the Town Treasurer be authorized to waive foreclosure on any properties that the Town Manager has determined are not in the Town's interest to acquire; and

**BE IT FURTHER RESOLVED**, that the Town Treasurer be authorized to file, in the Cumberland County Registry of Deeds, certificates waiving foreclosure on the identified properties.

Proposed to Town Council: February 2, 2026  
Adopted by Town Council:

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**Resolution Authorizing the Town Treasurer to Waive Foreclosure on  
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Proposed to Town Council: February 2, 2026  
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