6. Municipal Government

The City of Brewer is governed by the City Council/Mayor/City Manager form of government that includes both elected and appointed officials. The City Council is composed of five residents who are elected to the Council with staggered terms of office. The Mayor and Deputy Mayor are elected by the City Council. Under this system the elected City Council is the governing body. It establishes policy and instructs the City Manager to implement those policies.

Municipal departments

There are 15 departments that are responsible for running the City of a day-to-day basis. These include:

Assessing Department. The Assessor's Office is has the following duties and responsibilities:

- To determine the valuation of all taxable property in the municipality whether it is real estate or personal property and to determine exemption eligibility.
- To determine exemption eligibility.
- To establish an acceptable level of assessment performance and quality as prescribed by State Statute.
- To conduct annual sales ratio studies. To provide Maine Revenue Services with completed Sales Analysis Return annually as well as the Municipal Valuation Return.
- To review abatement requests and defend decisions before the Board of Assessment Review, State Board of Property Tax Review and Superior Court.
- To physically inspect and inventory each real estate parcel and personal property account every four years.
- To maintain current records regarding ownership and extent of taxation and maintenance of property tax maps.
- To maintain the street number book and assigning of new numbers. To administer the Homestead Exemption.
- To process Business Equipment Reimbursement Forms (BETR).
- To administer the Business Equipment Tax Exemption (BETE).

City Clerk. The City Clerk maintains all city records, conducts elections in accordance with State Law, prepares City Council meeting agendas and minutes, issues City Licenses, and provides information to both City officials and the general public.

City Manager's Office. The City Manager is appointed by the City Council as the City's chief administrative officer and is responsible to the Council for the administration of all City affairs in the charge by or under the Charter. The City Manager is given the following powers and duties under the Brewer City Charter:

- To see that the laws and ordinances are enforced, and delegate to the Chief of Police the active duties connected therewith regarding criminal misdemeanors.
- To exercise control over all departments and divisions created herein or that may hereafter be created.
- To make appointments as provided by the charter.

Municipal Government

- To attend meetings of the City Council and recommend for adoption, such measures as may deem expedient.
- To keep the City Council fully advised as to the business and financial condition and future needs of the City, and to furnish the City Council with all available facts, figures, and data connected therewith, when so required.

Code Enforcement Office. The Code Enforcement Department is responsible for issuance of all building, electrical, plumbing, oil burner, street opening, and sign permits for new construction as well as alterations and remodels. Many of these permits require multiple inspections helping assure compliance with applicable codes. Code Enforcement is also responsible to for all heath inspection and health related complaints throughout the city. This office is also responsible for responding to complaints regarding landlord/tenant disputes, junk cars, and property maintenance. The Code Officer is a staff resource person for the Planning Board and Board of Appeals. The office also works closely with the Planning Office on site plan review applications.

Economic Development Department. Brewer's Department of Economic Development was established to increase wages and create jobs for City residents and those who live in the Brewer region; to expand the City's tax base, thereby reducing the tax burden on Brewer residents; to promote development consistent with the City's values and needs; and to help Brewer to become an economic leader in the State of Maine.

The primary objective of this Department is the creation of an environment in Brewer that is conducive to business attraction and growth, with special emphasis on encouraging projects consistent with the City's Comprehensive Plan. Objectives are to be achieved through business attraction efforts and quick turn-around customer service, community outreach, planning and implementation designed to capitalize on broader economic trends, the creative use of incentives and facilitation services designed to support business growth, and the development of partnerships with neighboring communities to advance regional development goals. The Department of Economic Development also takes on leadership roles in regional and State development organizations in order to impact regional and State policy and advance the development-related interests of the City of Brewer.

Engineering Department. The Engineering Department provides a number of services for the City of Brewer:

- Administer capital infrastructure projects including all major reconstructions of streets sanitary sewers or storm drainage facilities.
- Provide construction management and contract administration services for special projects such as the new Business and Commerce Park currently being designed on City-owned property behind the landfill on Elm Street.
- Provide operational and maintenance control of the City's traffic signals.
- Provide technical review and advisory services for the City Planner and the Planning Board for all new site plans and subdivisions proposed within the City of Brewer.
- Provide design services and technical support for smaller in-house projects constructed by the City's other departments such as Water, Public Works, Fire and Parks and Recreation. These may include projects such as a Library heating system replacement, a new outdoor skating rink,

abatement and demolition of the abandoned Washington Street School Building and the old Public Safety Building and construction of new public parking facilities.

Environmental Services. The Environmental Services Department was created in 1998 to take on the management responsibility for all the City's environmental related programs. The most commonly used services are the Solid Waste Management Programs that include the landfill, recycle drop-off area, Zero-sort recycling, Pay-as-You-Throw and Universal Waste Collection (collection schedule) program.

The Department is also responsible for the management of the Water Pollution Control Facility (located on Oak Street), Sewer and Stormwater collection and conveyance systems, Stormwater Management Program and CSO Abatement Program.

These programs are dedicated to providing a safe, clean and healthy environment for all Brewer residents and businesses, while complying with all Maine Department of Environmental Protection (MDEP) environmental laws and regulations.

Finance Department. The goal of this department is to continually serve the public while collecting taxes and fees and administering the City's finances. The department is responsible for managing debt service and investments, tracking fixed assets and reporting in a timely manner on the many critical City functions through its financial reports.

Library. The Brewer Public Library is now in its 105th year of service to the residents of Brewer and surrounding communities. The library strives to provide equal access to information for people of all ages and backgrounds, promote lifelong learning and literacy and preserve our culture and history for future generations.

Parks and Recreation Department. The Brewer Parks & Recreation Department organizes, promotes, and supervises a comprehensive recreational, cultural, and social program that employs the leisure time of the citizens in a wholesome and constructive manner. The Brewer Auditorium serves as the community center for the city and is used extensively year-round for a wide range of recreational programs for individuals of all ages, as well as numerous rentals and special events. The Parks & Recreation Department serves the community with eight full time staff and sixty part-time, seasonal employees. The parks & cemeteries staff provides maintenance and supervision of all 19 parks and athletic facilities, 3 cemeteries, along with mowing and trimming of school, city hall, and municipal properties. The recreation division staff supervises programs that include the municipal swimming pool, adult and youth sport leagues, open gym activities, and the afterschool program. A seven member Parks & Recreation Programs, projects, and issues.

Planning Department. The Planning Department works the creation and updates to plans and ordinances such as the Comprehensive Plan and the Land Use Code, which are the basis for how the City develops. This department reviews development projects and works with applicants through the site plan and subdivision process. The Planning Board and Conservation Commission also fall under the Planning Department and therefore prepares agendas, minutes, advertising, project packets, memos, draft orders, and general staff support. The Planning Department oversees the City Technical

Review Committee and provides technical expertise to other City departments and the Brewer school system.

The Planning Department also assists on community planning and projects. Such items include parks and trails, open space plans, annual streamside cleanup, the Brewer Land Trust, and community service projects.

The City Planner also serves on many City committees and ad-hoc committees as designated by the City Council. Such committees include the Technical Review Committee, Stormwater Post-Construction Review Committee, Stream Cleanup Committee, E-911 Committee, and the School Re-Use Committee. Many regional organizations such as the Bangor Area Comprehensive Transportation System, Maine Association of Planners, the Penobscot Valley Community Greenprint, the Lower Penobscot Watershed Coalition, and Maine Department of Transportation Public Advisory Committees also have participation by the City Planner.

Public Safety (Police & Fire). The Brewer Police Department is a professional police agency staffed by three administrative officers which are the Director Public Safety (Chief of Police), a Deputy Police Chief, and a Patrol Lieutenant. The patrol division is staffed by 13 uniformed patrol officers, which includes three Sergeants, three Corporals, and six Patrol Officers. The Criminal Investigations Division is staffed by two positions, a Detective Sergeant and one Detective. The department also has two full-time School Resource Officers (SRO's) whose primary duties are performed in the Brewer High School and Brewer Community School.

The Brewer Fire Department has a total of twenty-one fire department members. Currently there is one Director of Public Safety (Fire Chief), One Deputy Fire Chief, three Captains, one Lieutenant, 13 firefighters and two call firefighters. The Brewer Fire Department provides fire suppression, public fire education, fire code inspections, hazardous materials mitigation, environmental accident mitigation, water and other rescue services as well as emergency medical services. Utilizing two ambulances, the Department also provide emergency medical services in Holden, Clifton, Dedham, Eddington, Orrington, Amherst, Aurora and Osborne, producing income to the City. The Brewer Fire Department provides emergency medical services at the Paramedic license level with Brewer Fire Department staff and utilizing paramedics from Capital Ambulance.

Public Works Department. The Public Works Department is responsible for the maintenance of City streets, sidewalks, City-owned parking lots, storm water system, street signs and snow removal. The department is also depended upon to provide manpower support to all City departments as well as construction support to some City departments including Sewer, Water, Parks & Recreation, Engineering, Economic Development, Schools and Solid Waste.

Technology Department. The Brewer Technology Department provides access to information systems and computer technology to support the operations of all the City Departments. The Technology Department promotes the efficient use of technology through coordinated planning and acquisition of services, while staying current with technology applications and solutions. The Technology Department supports the computer and network needs of 100 plus users/workstations with multiple servers within the city departments.

Water Department. The Brewer Water Department is responsible for supplying the City of Brewer, and parts of Eddington, Holden and Orrington, with water obtained from Hatcase Pond, located in Dedham and Eddington. The Department serves about 9,000 people through 3,700 individual service connections, utilizing 20 miles of transmission mains and more than 40 miles of distribution lines. The Department's current staffing level is 10 full time positions and ½ part-time position to treat, maintain, repair, bill, and provide customer support, and meet state and federal requirements.

Boards and committees

The Brewer City Council has established several standing committees with concentration in specific areas of local government policy.

The following is a list of current appointed boards and committees:

• Board of Appeals

The Board of Appeals consists of 7 regular members and up to 3 alternate members appointed by the City Council for 3-year terms each. The Board is empowered to:

(1) Hear appeals of decisions, orders, rules or failure to act of the Code Enforcement Officer or any other official, person or board having jurisdiction to issue an order in connection with the use and occupancy of land normally denominated zoning;

(2) Hear appeals from decisions of the Municipal Officers relative to the denial, suspension or revocation of an amusement license;

(3) Hear appeals from rulings or decisions of the Code Enforcement Officer relative to the Housing Code;

(4) To exempt an owner of property from connecting to a public sewer as required by Chapter 31 of the City Ordinances;

(5) Hear complaints or disputes of any City employee regarding the application, meaning or interpretation of the City's personnel policies or agreements governing work activity and conditions of employment for City employees;

- (6) Decide appeals under the zoning ordinance;
- (7) Hear appeals of decisions of the Human Services Director.
- Board of Assessment Review

The Board of Assessment Review consists of 5 members appoint by the City Council for 3-year terms each.

The Board is empowered to hear appeals from the City Assessor's decisions on tax abatement requests.

• Cemetery Board

The Cemetery Board consists of 3 members appointed by the City Council for 3-year terms each. The Board is empowered to:

- (1) Set rules and regulations for the operation of all City owned cemeteries.
- (2) Present recommendations to the City manager on the appointment of a Superintendent.

Municipal Government

(3) Appoint a clerk.

(4) Establish prices for cemetery lots. (All of the above are subject to approval by the City Council.

Conservation Commission

The Conservation Commission consists of seven (7) members who are appointed for 3-year terms each.

The commission conducts research in conjunction with the Planning Board, into the local land areas and seeks to coordinate the activities of conservation bodies organized for similar purposes and may advertise, prepare, print and distribute books, maps, charts plans and pamphlets which in its judgment it deems necessary. It keeps an index of all open areas, publicly or privately owned, within the City, including open marsh lands, swamps and other wet lands for the purpose of obtaining information pertinent to property utilization, protection, development or use of such open areas and may recommend to the City Council or any City body or board, or any body politic or public agency of the State of Maine, a program for the better utilization, protection, development or use of such may include the acquisition of conservation easement.

The Commission assists the City Planner on the supervision of the public shade trees (all trees within or upon the limits of any highway; street trees), updates to the Brewer Community Forest Management Plan, and other reports and/or documents pertaining to public shade trees as necessary.

The Commission may acquire land in the name of the City for any of the purposes set forth in this Article with the approval of the City Council. The Commission may receive gifts in the name of the City for any of its purposes and administers the same for such purposes subject to the terms of the gift.

• Brewer Housing Authority

The Brewer Housing Authority has five regular members and two subsidized housing resident members. Members are appointed for 5 year terms. The members (called commissioners) meet on a regular basis on the fourth Tuesday of each month.

The Authority functions as an administratively independent Authority. It functions to assists residents of the City and state in securing decent, safe housing at prices they can afford. The Authority works with a variety of State and Federal programs to accomplish its objectives.(ref. M.R.S.A. Title 30-A § 4723)

• Library Board of Trustees

This board consists of 5 members elected to 3 year terms each.

The Trustees manage and invest the trust properties of the Department in accordance with the laws of Maine and the instrument which created the trust.

• Parks and Recreational Advisory Commission

This Commission's complement is seven (7) members appointed by the City Council and who serve for three (3) year terms each. They meet quarterly on the second Wednesday of that month with the Director of Parks, Conservation, and Recreation.

The Commission advises the Director, City Manager and the City Council on the care and superintendent of Public parks, playgrounds, athletic fields, skating areas and other lands and building and advises on the expenditure of all moneys appropriated for the improvement of the same. The Commission also advises the Director on recreational and cultural programs for the benefit of the citizens of Brewer.

• Planning Board

The Brewer Planning Board complement is seven (7) regular members and TWO (2) associate members. Each serves for a term of three (3) years. The Board meets regularly on the first Monday of each month and more often as demands dictate.

This body serves as a study and planning agency for the City. It is responsible for the preparation and amendment of the Comprehensive Plan for the City. The Board acts as the Site Plan Review and Subdivision Approval Authority under the City's Land Use Code, the Reviewing Authority for Planned Unit Development under said code, and the reviewing authority under the Mobile Home Park Ordinance. Public Hearings are held by the Board on proposed amendments to the Land Use Code and Zoning Map, site plan review applications and on land subdivision proposals.

• E911 Committee

The E-911 (Enhanced 9-1-1) was established with the authority to assign road names and numbers to all properties. The committee is responsible for maintaining a city street map, an alphabetical list of property owners showing assigned property numbers, and an alphabetical list of all streets, roads and ways with property owners listed in order of their assigned numbers. The committee members are appointed by the Chairman of the City Council (Mayor).

- Historic Resources Advisory Committee
- Comprehensive Plan Committee
- Registration Appeals Board
- Registrars, Wardens and Ward Clerks
- Solid Waste Advisory Committee
- Technical Review Committee (City Staff)
- Stormwater Management Plan Committee (City Staff)
- Streamside Cleanup Committee (City Staff)
- Safety Committee (City Staff)
- Wellness Committee (City Staff)
- BACTS Policy and Technical Committee representatives (City Staff)

The City Council also appoints members to Ad Hoc Committees as required. Examples of current and previous Ad Hoc committees are:

- Housing Development Advisory Committee •
- Doyle Field Committee
- School Relocation Committee
- Vacant School Site Reuse Committee •

The following is a list of elected boards and committees:

- Superintending School Committee
- High School District Trustees

Other

Other positions outside of City Staff include:

- Harbor Master This position is currently shared with the City of Bangor as the two municipalities share the Penobscot River and harbor.
- Animal Control Officer •

Major City-owned properties

The table below contains a listing of major publicly owned properties, parks and facilities in the City of Brewer.

Key: MO - Municipally Owned ME - Municipal Easement SCH - Municipal School Department SCR - State, County, or Regional

NAME/PARCEL	TYPE	LOCATION	MAP LOT	ACRES	NOTES
MAJOR PARKS					
Brewer Auditorium Complex	MO	Wilson St & State St	M31 L21	8.90 Ac	Auditorium, Pool, Doyle Field
Children's Garden	ME	South Main St	p/o M28 L189		Gardens
Eastern Park	MO	South Main St	M26 L27	2.98 Ac	Playground
Fling Street Park	MO	Fling Street	M29 L31	0.42 Ac	Playground
Indian Trail Park	MO	North Main Street	M37 L1	7.5 Ac	Walking trails
Maple Street Park	MO	Maple Street	M28 L1	7.60 Ac	Ballfield
Mullen Park	MO	Mullen Way, Wilson, State	M50 L12	4.4 Ac	Playground
Sherwood Forest	MO	Friar Tuck & Rotherdale	M48 L74	10.86 Ac	Walking trails
Sunset Memorial Park	MO	Parkway South	M42 L155	6.27 Ac	Courts
Washington Street Park	MO	100 Washington Street	M34 L56	8.3 Ac	Ballfields

Municipal Government 6 - 8

McCarthy Park/Scenic turnouts McCarthy Park/Scenic turnouts McCarthy Park/Scenic turnouts	MO SCR SCR MO MO MO MO MO MO MO MO ME	North Main Street South Main St & River North Main St & River South Main St & River State St & North Main St Penobscot Square & River Along Penobscot River	M18 L12 M27 L17 M33 L158 M27 L1 M27 L3 M27 L4 M27 L4 M27 L6 M27 L7 M27 L14 M30 M30	1.13 Ac 0.44 Ac 0.50 Ac 0.23 ac 0.20 Ac 0.34 Ac 0.09 Ac 0.14 Ac 0.21 Ac	Penobscot River boat landing Monument (State of Maine) Monuments (State leased to Brewer Historical Society) Penobscot River Penobscot River Penobscot River Penobscot River Penobscot River Penobscot River Clock
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Veteran's Park	MO	Penobscot Square & River			
		-	M30		
Riverwalk	ME	Along Penobscot River		1	Picnic table structure
					Trail
FACILITIES/OTHER	1				
Brewer City Hall	MO	80 North Main Street	M29 L130	0.50 Ac	City Hall
City Hall Parking Lot	MO	Church Street	M30 L4	0.50 Ac	
Brewer Public Library	MO	100 School St	M28 L14	1.88 Ac	Library and Park
Public Safety Building	MO	151 Parkway South	M13 L37	2.5 Ac	Police & Fire Station
Brewer Community School	SCH	92 Pendleton St	M42 L1	3.73 Ac	PreK-8 grade school, track
Performing Arts Center	SCH	Brewer Community School	M42 L1	5.75 AC	Tiek-6 grade senoor, track
-	SCH	79 Parkway South	M13 L36	28.15 Ac	High School, tennis courts
School Admin Offices	SCH	Parker St & Center St	M31 L49A	20.13 AC	And gymnasium
vacant land	SCH	Highland Street	M31 L14	0.19 Ac	
	MO	Center St & Highland St	M31 L 38-1	1.85 Ac	
	MO	49 Capri Street	M44 L13	6.75 Ac	Multi-purpose field,
1		Ĩ			playground
5	MO	221 Green Point Road	M12 L9	5.8 Ac	And other City departments
Hatcase Pond water supply facility, tanks, and lines	МО	Dedham, Eddington,and Holden, Maine			
Water Tank	MO	Dirigo Drive	M2 L10C	0.21 Ac	Water Tank
Wastewater Treatment Plant	MO	37 Oak Street	M51 L4	11.3 Ac	Waste Water Treatment Plant
Landfill	MO	Elm Street	M6 L13	71.79 Ac	Landfill
Landfill	MO	Wiswell Road	M6 L18	114.98 Ac	Landfill
Landfill	MO	Elm Street	M11 L1	35.0 Ac	Landfill
North Brewer Cemetery	MO	Day Road	M18 L63	1.75 Ac	Cemetery
Oak Hill Cemetery	MO	South Main Street	M28 L156	10 Ac	Cemetery
Woodlawn Cemetery	MO	North Main Street	M16 L22	65 Ac	Cemetery
Parking Lot	MO	Acme Road	M13 L39	6.12 Ac	
Parking Lot	MO	Acme Road	M13 L44	2.27 Ac	1
Parking Lot	MO	122 South Main Street	M28 L47	0.36 Ac	
Brewer Armory	SCR	133 Elm Street	M21 L31	5.5 Ac	State of Maine

Source: City of Brewer

Library

The Brewer City Library is located at 100 South Main Street in a former school building. Its services include books, periodicals, full-text newspapers, public access computers, story time, a knitting club, a book club, fax service, photocopy service, Passport Agent Services, downloadable ebooks and audios, 24/7 WiFi access (both inside and outside), and the only toddler sized play equipment in the area. The library also houses a small papermaking museum.

Regional Coordination

Brewer coordinates with a number of communities in the greater Bangor/Brewer area, and has been a leader in the area of regional coordination. The City's efforts are highlighted in the paragraphs below.

Economic Development. The City is a Founding Partner of the Cross Insurance Center, a regional conference center and arena located in Bangor. Being a partner allows the City of Brewer and Brewer businesses to market themselves within the arena itself and in all their electronic media. Brewer is also heavily involved and has taken a leadership role in a number of regional economic development organizations and initiatives. These include:

- Bangor Region Development Alliance
- Bangor Region Chamber of Commerce Board
- Greater Bangor Convention and Visitors Bureau
- Bangor Area Target Development Corporation
- Action Committee of 50
- Mobilize Eastern Maine (informal working group)

Harbor Master. Bangor and Brewer share a harbor master.

Housing. The Brewer Housing Authority accepts applications from Brewer residents as well as residents of other communities. The growing number of housing units serves to draw people from other areas into the community, and may account for some of the population increase reflected by the Census during the 2000-2010 period. The waiting list as of mid-December, 2012, included a total of 331 applicants.

Library. The Library and its programs are open to people outside of Brewer.

Parks and Recreation. The Brewer Parks and Recreation programs are offered to non-Brewer residents. The Brewer Land Trust and the Bangor Land Trust work together on land holdings and events.

Performing Arts Center. The Performing Arts Center at the Brewer Community School is used for regional events.

Planning. Brewer participates in a number of regional initiatives that impact Brewer including the Bangor Area Comprehensive Transportation System, the Penobscot Valley Community Greenprint, the Lower Penobscot Watershed Coalition, Maine Department of Transportation Public Advisory Committees and the HOP (Heart of Penobscot) Trails.

Public Safety. The Public Safety Department has mutual aid agreements for firefighting with seven communities: Orrington, Bucksport, Holden, Dedham, Clifton, Eddington and Bangor. The Department can respond to calls for assistance from other communities, and provides ambulance service within a range of about 60 miles from Bangor. The Department also provides classroom space for regional training sessions and also the firing range for regional entities to use for practice.

Public Works. When feasible, the Public Works Department makes purchases with Bangor and/or other communities.

Regional events. The City organizes the Joshua Chamberlain Golf Classic Tournament each year with proceeds going to regional charities. City employees volunteer on charity walks and campaigns such as United Way and Walk for the Homeless. City staff also work on projects, studies, and workshops with organizations such as the University of Maine, EMDC, and NEMO stormwater.

Schools. The School Department accepts tuition students from surrounding communities. For the current school year, the student body includes tuition students from nearby communities including students from Holden, Clifton, Dedham, Aurora, Eddington, Orrington and private schools.

Solid waste. Each year, the City of Brewer participates in the Regional Household Hazardous Waste Program which is scheduled for the first Saturday in October. Waste that is accepted by the program includes paint, thinner, gasoline, used motor oil, pesticides and fertilizer.

Transportation. Brewer works closely with BACTS, the Metropolitan Planning Organization for the Bangor/Brewer area. BACTS is the Bangor Area Comprehensive Transportation System. It is the organization designated by the federal government and Maine state government to carry out transportation planning on the Greater Bangor urbanized area. The BACTS area includes Bangor, Brewer, and major portions of Hampden, Orono, Old Town, Milford, Bradley, Orrington, and the Penobscot Indian Nation.

Wastewater treatment. The City accepts septic tank wastes from area haulers at the City's wastewater treatment facility.

Water resources. The City of Brewer has partnered with local citizen volunteers in its annual cleanup of stream corridors, which has now expanded to City-wide locations. In addition, the Water Department has worked closely with landowners to help protect the quality of Hatcase Pond. The City also participates with the Brewer Land Trust, the Bangor Area Stormwater Group, and the Lower Penobscot Watershed Coalition for education resources.

Water supply. The Brewer Water Department is responsible for supplying the City of Brewer, and parts of Eddington, Holden and Orrington, with water obtained from Hatcase Pond, located in Dedham and Eddington. The Department serves about 9,000 people through 3,700 individual service connections, utilizing 20 miles of transmission mains and more than 40 miles of distribution lines.

The water systems of Bangor and Brewer interconnect in Eddington which allows full coverage of water supply to the other community if needed.