

**BRUNSWICK TOWN COUNCIL**  
**Special Meeting**  
**June 30, 2011**  
**5:00 P.M.**  
**Municipal Meeting Room**  
**Maine Street Station**  
**16 Station Avenue**

Pledge of Allegiance

Roll Call

**ACTION ITEMS:**

74. The Town Council will consider adopting “A Resolution Authorizing the Expenditure of up to \$6,000 from Unexpended Funds to Change Reverse Diagonal Parking to Head-In Diagonal Parking on Station Avenue” and will take any appropriate action. (Manager)

**ACTION**

75. The Town Council will consider adopting “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$20,000 from Available Unassigned General Fund Revenues to Fund Additional Costs Related to the Replacement of the Heating Plant at 9 Industry Road” and will take any appropriate action. (Manager)

**ACTION**

76. The Town Council will consider adopting “A Resolution Authorizing an Emergency Appropriation of up to \$37,000 from Available Unassigned General Fund Revenues to Supplement a Previous Appropriation Made to Fund Improvements to the Town of Brunswick’s Emergency Services Dispatch to Accommodate Expansion of Services to the Town of Freeport” and will take any appropriate action. (Manager)

**ACTION**

77. The Town Council will consider adopting “A Resolution Authorizing the Transfer of Funds Between Municipal Departments, Offices, and Agencies” and will take any appropriate action. (Manager)

**ACTION**

78. The Town Council will consider adopting “A Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2011” and will take any appropriate action. (Manager)

**ACTION**

79. The Town Council will consider any other action necessary to close the 2010-2011 fiscal year, and will take any appropriate action. (Manager)

**ACTION**

**CONSENT AGENDA**

- (a) Abatement of certain uncollectable outstanding real and personal property taxes
- (b) Abatement of personal property taxes that were assessed in error

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

**Brunswick Town Council  
Special Meeting Agenda  
June 30, 2011  
Council Notes and Suggested Motions**

**ACTION ITEMS:**

74. This item is to adopt a resolution authorizing the expenditure of an additional \$6,000 to change reverse-angle, to head-in, diagonal parking on Station Avenue. A copy of the resolution is included in your packet.

*Suggested Motion:*

Motion to adopt “A Resolution Authorizing the Additional Expenditure of up to \$6,000 from Unexpended Funds to Change Reverse Diagonal Parking to Head-In Diagonal Parking on Station Avenue.”

75. This item is to adopt an emergency resolution to appropriate an additional \$20,000 for the boiler and heating plant upgrade at the Public Works Garage at 9 Industry Road. A copy of the resolution is included in your packet.

*Suggested Motion:*

Motion to adopt “A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$20,000 from Available Unassigned General Fund Revenues to Fund Additional Costs Related to the Replacement of the Heating Plant at 9 Industry Road.”

76. This item is to adopt an emergency resolution to appropriate an additional \$37,000 to upgrade the dispatch center and purchase and install the equipment necessary in order to provide emergency dispatch service to the Town of Freeport. A copy of the resolution is included in your packet.

*Suggested Motion:*

Motion to adopt A Resolution Authorizing an Emergency Appropriation of up to \$37,000 from Available Unassigned General Fund Revenues to Supplement a Previous Appropriation Made to Fund Improvements to the Town of Brunswick’s Emergency Services Dispatch to Accommodate Expansion of Services to the Town of Freeport.”

77. This item is to adopt a resolution authorizing the transfer of funds between municipal offices, departments, and agencies. A copy of the resolution is included in your packet.

*Suggested Motion:*

Motion to adopt the Resolution Authorizing The Transfer Of Funds Between Municipal Offices, Departments, and Agencies.

78. This item is to adopt a resolution authorizing the over-expenditure of certain accounts for the fiscal year ending June 30, 2011. A copy of the resolution is included in your packet.

*Suggested Motion:*

Motion to adopt a Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2011.

79. This item is a place holder for any additional items that may come up between the time the agenda is sent and the meeting is held.

*Suggested Motion:* None at this time.

**CONSENT AGENDA**

- (a) Abatement of certain uncollectable outstanding real and personal property taxes: These taxes need to be abated since they are uncollectible due to absence or insolvency of the taxpayer. A copy of a memo from Mr. Eldridge is included in your packet.
- (b) Abatement of personal property taxes that were assessed in error: The Assessor has identified accounts that were assessed in error is requesting abatement. Copies of her memos are included in your packet.

*Suggested Motion:* Motion to approve the Consent Agenda.

*Suggested Motion:* Motion to adjourn the meeting.

ITEM 74

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing the Additional Expenditure of up to \$6,000 from Unexpended Funds to Change Reverse Diagonal Parking to Head-In Diagonal Parking on Station Avenue**

**WHEREAS**, the Town of Brunswick (the "Town") constructed Station Avenue as part of the Maine Street Station Development Project approved by the Town's Planning Board; and

**WHEREAS**, the Town Council adopted a resolution on April 25, 2011 "A Resolution Authorizing the Expenditure of up to \$20,000 from Unexpended Funds to Change Reverse Diagonal Parking to Head-In Diagonal Parking on Station Avenue," to fund a construction project to eliminate reverse angle parking on Station Avenue; and

**WHEREAS**, the Town encountered more work to complete the project than originally anticipated; and

**WHEREAS**, the additional work is projected to cost up to \$6,000; and

**WHEREAS**, the Town Manager has recommended that up to \$6,000 be added to the \$20,000 in 2000 Projects Funds already identified (a total of \$26,000), in order to complete the changes necessary to eliminate reverse diagonal parking on Station Avenue;

**NOW THEREFORE BE IT RESOLVED**, that the Town Manager be authorized to execute any and all agreements determined, in the Town Manager's judgment, to be in the best interest of the Town of Brunswick in order to facilitate a change on Station Avenue from reverse diagonal parking to head-in diagonal parking (the "Project"); and

**BE IT FURTHER RESOLVED**, that the Town appropriates and authorizes the expenditure of an additional \$6,000, for a total of up to \$26,000, from the 2000 Projects Fund to accomplish the Project;

**BE IT FURTHER RESOLVED**, that any actions taken to date by the Town Manager in connection with the development of the Project are hereby ratified, confirmed, and approved.

Proposed to Town Council – June 30, 2011  
Adopted by Town Council –

ITEM 75

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing an Emergency Appropriation and Expenditure of up to \$20,000 from Available Unassigned General Fund Revenues to Fund Additional Costs Related to the Replacement of the Heating Plant at 9 Industry Road**

**WHEREAS**, in various capital improvement programs (“CIPs”) the Town of Brunswick (the "Town") identified the need for certain energy improvements, including upgrades to heating plants at various municipal facilities; and

**WHEREAS**, the Town applied for and received \$100,900 in grant funding through the Energy Efficiency Block Grant program (the “Energy Efficiency Grant”); and

**WHEREAS**, the Public Works Department (the “Department”) proposed an upgrade to the heating plant for its building located at 9 Industry Road, at an estimated cost of \$75,000 (the “Project”); and

**WHEREAS**, the Department proposed the project budget be funded with \$27,329 from the Energy Efficiency Grant, \$10,420 from the 2009-10 Department operating budget, \$12,251 from the 2010-11 Department operating budget, and \$25,000 from unassigned General Fund Balance; and

**WHEREAS**, the Town solicited bids and awarded contracts to the lowest bidders, and also received energy efficiency rebates, resulting in a final project cost of \$69,920; and

**WHEREAS**, as the result of the reduced Project cost, the amount of funding from unassigned General Fund Balance can be reduced from \$25,000 to \$20,000; and

**WHEREAS**, the Town Manager has determined that the need to fund the additional costs associated with the Project is an emergency within the meaning of section 510 of the Charter; and

**WHEREAS**, the Town Manager has recommended that up to \$20,000 be appropriated from available unassigned General Fund revenues, to be added to the \$50,000 already identified, in order to complete the Project; and

**WHEREAS**, the Town Council concurs that the need to appropriate the additional amount up to \$20,000 towards the Projects is an emergency within the meaning of section 510 of the Charter;

**NOW THEREFORE BE IT RESOLVED**, that the Town Manager be authorized to execute any and all agreements determined, in the Town Manager’s judgment, to be in the best interest of the Town of Brunswick in order to complete the Project at 9 Industry Road; and

**BE IT FURTHER RESOLVED**, that the Town appropriates and authorizes the expenditure of up to \$20,000 from available unassigned General Fund revenues to accomplish the Project;

**BE IT FURTHER RESOLVED**, that any actions taken to date by the Town Manager in connection with the development and completion of the Project are hereby ratified, confirmed, and approved.

Proposed to Town Council – June 30, 2011

Adopted by Town Council –

ITEM 76

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing an Emergency Appropriation of up to \$37,000 from Available Unassigned General Fund Revenues to Supplement a Previous Appropriation Made to Fund Improvements to the Town of Brunswick's Emergency Services Dispatch to Accommodate Expansion of Services to the Town of Freeport**

**WHEREAS**, on June 21, 2010 the Town Council of the Town of Brunswick (the "Town" or "Brunswick") adopted a resolution "Authorizing Improvements to the Town of Brunswick's Emergency Services Dispatch to Accommodate Expansion of Services to the Town of Freeport, the Expenditure of \$285,000, and an Emergency Appropriation of \$162,500 from Unappropriated Available General Fund Revenues to Provide Funding for the Improvements and Related Expenditures" (the Dispatch Resolution"); and

**WHEREAS**, in accordance with the Dispatch Resolution the Town, on June 29, 2010, entered into an agreement to provide emergency services dispatch services ("dispatch" or "dispatch services") to the Town of Freeport ("Freeport") for a period of five years; and

**WHEREAS**, at the time the Dispatch Resolution was adopted the Police Department estimated that up to \$285,000 would be required to fund the acquisition of equipment and all other related costs to develop the capacity necessary for Brunswick to be able to provide emergency services dispatch service to Freeport (the "Project"); and

**WHEREAS**, the initial Project funding was shared by the Town of Freeport (\$122,500) and the Town of Brunswick (\$162,500); and

**WHEREAS**, the Town applied for and received grant funding of \$15,233 through the Ed Byrnes Justice Assistance Grant program for furniture and additional improvements to the dispatch center; and

**WHEREAS**, due to unanticipated costs, including additional equipment and network configuration work, the final cost of the Project is projected to be \$336,946; and

**WHEREAS**, the Town Manager has determined that the need to fund the additional costs associated with the Project is an emergency within the meaning of section 510 of the Charter; and

**WHEREAS**, the Town Manager has recommended that up to \$37,000 be appropriated from available unassigned General Fund revenues, to be added to the \$300,233 already identified, in order to complete the Project; and

**WHEREAS**, the Town Council concurs that the need to appropriate an additional amount up to \$37,000 towards the Projects is an emergency within the meaning of section 510 of the Charter;

**NOW THEREFORE BE IT RESOLVED**, that the Town Manager be authorized to execute any and all agreements determined, in the Town Manager's judgment, to be in the best interest of the Town of Brunswick in order to complete the Dispatch Project; and

**BE IT FURTHER RESOLVED**, that the Town appropriates and authorizes the expenditure of up to \$37,000 from available unassigned General Fund revenues to accomplish the Project;

**BE IT FURTHER RESOLVED**, that any actions taken to date by the Town Manager in connection with the development and completion of the Project, including the acceptance and expenditure of \$15,233 from the Ed Byrnes Justice Assistance Grant, are hereby ratified, confirmed, and approved.

**BE IT FURTHER RESOLVED**, that in all respects the Dispatch Resolution adopted on June 10, 2010, remains in full force and effect.

Proposed to Town Council: June 30, 2011

Adopted by Town Council:

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ITEM 77

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing the Transfer of Funds Between  
Municipal Departments, Offices, and Agencies**

**WHEREAS**, the Town of Brunswick encountered some unanticipated expenditures in the 2010-2011 fiscal year for which sufficient funds were not available within the appropriated budgets of various municipal offices, departments and agencies; and

**WHEREAS**, the Town of Brunswick also has unanticipated savings in other municipal offices, departments and agencies; and

**WHEREAS**, the Town Manager, in accordance with section 508 (b) of the Charter of the Town of Brunswick, has requested a transfer of funds from accounts with unanticipated surpluses to those accounts for which there are unanticipated expenditures;

**NOW THEREFORE BE IT RESOLVED** by the Town Council of the Town of Brunswick, Maine, in accordance with section 508 (b) of the Charter of the Town of Brunswick, that the following budgetary transfers are made:

From Account:

Risk Management	\$ 100,000
Police Department	90,000
Emergency Services Dispatch	30,000
Emergency Management	2,300
Public Works General Maintenance	2,000
Wages & Benefits Adjustment Account	63,200
	<u>\$ 287,500</u>

Appropriated to Account:

Administration	\$ 100,000
Technology Services	36,000
Planning & Development	2,000
Economic Development	1,100
Fire Department	50,000
Traffic Signals	9,500
Fire Suppression, Hydrants	1,000
Public Works Winter Maintenance	2,000
Public Works Central Garage	73,200
General Assistance	5,700
Curtis Memorial Library	7,000
	<u>\$ 287,500</u>

ITEM 78

BACK UP MATERIALS

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing the Overexpenditure of Certain Accounts  
for the Fiscal Year Ending June 30, 2011**

**WHEREAS**, Section 508(a) of the Charter of the Town of Brunswick requires a vote of the Town Council to authorize a department to expend an amount greater than its gross appropriation; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council of the Town of Brunswick, Maine hereby authorizes expenditures to exceed the gross appropriation in any appropriated account so long as the amount is \$10,000 or less.

**BE IT FURTHER RESOLVED**, that any authorization, made prior, or subsequent to, this resolution, in an amount greater than \$10,000 for an individual account, shall not be changed by this resolution.

Proposed to Town Council: June 30, 2011

Adopted by Town Council:

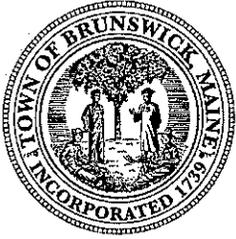
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ITEM 79

NO BACK UP MATERIALS

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# CONSENT AGENDA - A BACK UP MATERIALS



# Town of Brunswick, Maine

INCORPORATED 1739

OFFICE OF THE FINANCE DIRECTOR

28 FEDERAL STREET

BRUNSWICK, MAINE 04011-1583

TELEPHONE 207-725-6652

FAX 207-725-4107

Date: June 23, 2011  
To: Town Council  
From: John S. Eldridge, Finance Director *John S. Eldridge*  
Subject: Uncollectable Personal Property/Real Estate Taxes to be abated

Pursuant to section 841(3) of title 36 M.R.S.A., I request that certain outstanding personal property taxes and real estate taxes be abated. These taxes cannot be collected due to the absence of the taxpayer.

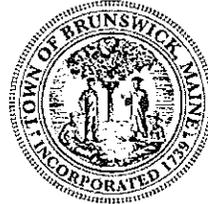
Absence	8 accounts	\$2436.98
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Name	D/B/A	Prop ID	Tax Year	Bankruptcy: Filing Date	Discharge Date	Term. Date	Comments	Request to Abate
<b>Personal Property Taxes</b>								
Absence	Champion Networks LLC	10200	2004-05				owner deceased	616.22
Absence	Chan, Joshua	11212	2004				out of business 3/31/05	70.08
Absence	Hammond, Jim	11220	2004				out of business 4/1/05	81.03
Absence	Hosmer, Glen	10498	2004-07				out of business 2003	401.39
Absence	Jet Stream Vending	11225	2004				out of business 4/1/05	8.76
Absence	Ming Court Buffet	11256	2004				out of business 4/2/04	503.70
Absence	Ulyssys Co., Inc.	11247	2004				out of business 12/2004	567.21
<b>Real Estate Taxes</b>								
Total Personal Property Taxes								
2,248.39								
Absence	Cunningham, Victoria Cressey	25016000053	2008				mobile home moved	188.59
Total Real Estate Taxes								
188.59								
Total Abate request								
2,436.98								

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# CONSENT AGENDA - B BACK UP MATERIALS

28 Federal Street  
Brunswick Maine 04011



Telephone 207 725-6650  
FAX 207 725-6663

## Town of Brunswick, Maine

Incorporated 1739

Assessing Department

[www.brunswickme.org](http://www.brunswickme.org)

### MEMO

TO: Gary Brown, Town Manager  
Town Council Members

FROM: Cathleen M. Donovan, Assessor *cmd*

DATE: June 27, 2011

SUBJECT: Abatement

It has recently come to my attention that Glen Hosmer D/B/A Glen Hosmer Painting & Remodeling was assessed for personal property for the 2008 & 2009 tax year in error. Glen Hosmer closed his business in Brunswick prior to the April 1, 2008 assessment date. Therefore, I am requesting that the Town Council grant abatements under Title 36 M.R.S.A § 841(1) for the 2008 & 2009 tax year:

<u>Year</u>	<u>Assessment</u>	<u>Tax</u>
2008	4,500	\$101.43
2009	4,800	\$108.19

28 Federal Street  
Brunswick Maine 04011



Telephone 207 725-6650  
FAX 207 725-6663

## Town of Brunswick, Maine

Incorporated 1739  
Assessing Department  
[www.brunswickme.org](http://www.brunswickme.org)

### MEMO

TO: Gary Brown, Town Manager  
Town Council Members

FROM: Cathleen M. Donovan, Assessor 

DATE: June 27, 2011

SUBJECT: Abatement

It has recently come to my attention that Lloyd & Edison Professional Surveyors were assessed for personal property for the 2009 tax year in error. Lloyd & Edison Professional Surveyors closed their business in Brunswick prior to the April 1, 2009 assessment date. Therefore, I am requesting that the Town Council grant abatements under Title 36 M.R.S.A § 841(1) for the 2009 tax year:

<u>Year</u>	<u>Assessment</u>	<u>Tax</u>
2009	51,600	\$1,163.06