

BRUNSWICK TOWN COUNCIL

Agenda

July 29, 2013

6:30 P.M. – Regular Meeting

Municipal Meeting Room

Brunswick Station

16 Station Avenue

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Adjustments to the Agenda:

MANAGER’S REPORT:

- (a) Council Committee Updates
- (b) MMA Annual Election of Vice President and Executive Board (*Action Required*)
- (c) Report on the Marketing Brunswick Initiative (*Action Required*)
- (d) Update on the Police Station

PUBLIC HEARINGS

85. The Town Council will hold a public hearing on an application for a special amusement license, and will take any appropriate action. (Manager)

Special Amusement

Jimbo’s Catering

James Gallant

D/B/A: 1898 Bar & Grill

165 River Road

HEARING/ACTION

86. The Town Council will hear public comments on a MRRA TIF for the Executive Airport, and will take any appropriate action. (Councilor Tucker and Councilor Richardson)

HEARING/ACTION

87. The Town Council will hear public comments on a MRRA TIF for Brunswick Landing, and will take any appropriate action. (Councilor Tucker and Councilor Richardson)

HEARING/ACTION

88. The Town Council will hear public comments on budget amendments to the 2013-14 Municipal budget, and will take any appropriate action. (Manager)

HEARING/ACTION

TABLED ITEM

84. The Town Council will consider endorsing the Route 24 Corridor Plan, and will take any appropriate action. (Councilor Knight)

ACTION

NEW BUSINESS

89. The Town Council will consider approving the selection of the Construction Manager and Architectural firm for the new Town Hall renovation project at McLellan Building, and will take any appropriate action. (Councilor Watson, Councilor Favreau, and Councilor Knight)

ACTION

90. The Town Council will consider a request for Sellers of Prepared Food on Public Ways for outdoor seating for Frosty's Donuts, and will take any appropriate action. (Manager)

ACTION

91. 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) Approval of the Minutes of July 15, 2013
- (b) Approval of Gas utility location permit applications for MacMillan Drive, Colonial Drive, and Richards Drive
- (c) Approval of Post Issuance Compliance Policy

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

Brunswick Town Council
Agenda
July 29, 2013
Council Notes and Suggested Motions

MANAGER'S REPORT:

- (a) Council Committee Updates: Councilors with information on the Committees they are involved with will share information with the Council and public.

Suggested Motion: No motion is required.

- (b) Election of MMA Vice President and Executive Committee Members (Action Required): The Council will vote for the MMA Vice-President and Executive Committee Members. There are no contested races. A copy of the information from MMA is included in your packet.

Suggested Motion:

Motion to approve the slate of nominations for the MMA Vice President and Executive Committee Members as presented on the voting ballot.

- (c) Report on the Marketing Brunswick Initiative (Action Required): This initiative was developed by the Brunswick Economic and Community Development Manager and the BDA. The group of 30 stakeholders, consisting of a variety of local interest groups, worked on developing this marketing approach. Debora King and Denise Clavette will be at your meeting to discuss the initiative and to ask the Council to endorse the initiative's outcome and support its use in the community and by the Town. Copies of a memo from Ms. Clavette and other supporting materials are included in your packet.

Suggested Motion:

Motion to endorse the Marketing Brunswick Initiative's outcome and support its use by the community and the Town.

- (d) Update on the Police Station: Manager Brown will provide this update.

PUBLIC HEARINGS

85. This item is the required public hearing on a renewal application for a special amusement license for Jimbo's Catering. They are requesting to have DJ's and bands for wedding receptions. Copies of the public hearing notice and the application are included in your packet.

Suggested Motion:

Motion to approve a renewal application for a special amusement license for Jimbo's Catering, located at 165 River Road.

86. This item, sponsored by Councilor Tucker and Councilor Richardson, is the required public hearing on the MRRA TIF for Brunswick Executive Airport. A copy of the draft Application for a Municipal Development and Tax Increment Financing District is included in your packet.

Suggested Motion:

Motion to adopt “Town Council Resolution - Adopting the Development Program for the Brunswick Executive Airport Municipal Development and Tax Increment Financing District.”

87. This item, sponsored by Councilor Tucker and Councilor Richardson, is the required public hearing on the MRRA TIF for the Brunswick Landing. A copy of the draft Application for a Municipal Development and Tax Increment Financing District is included in your packet.

Suggested Motion:

Motion to adopt “Town Council Resolution - Adopting the Development Program for the Brunswick Landing Municipal Development and Tax Increment Financing District.”

88. This item is the required public hearing to amend the municipal budget due to the change in state funding. The Town Charter requires a public hearing at least 10 days prior to taking Council action to amend the budget. On the municipal side, the Town Manager has developed 5 options to offset the loss of \$316,000 due to a reduction in State Revenue Sharing. In addition, the School Department will receive an additional \$508,604 in revenues from the State, with \$443,000 needed to fund certain retirement cost for the first time due to a change in state requirements. With the change in the school funding, the Council will need to hold a special election to approve the change in the school budget. This will require a special meeting on August 8th to adopt the amendments to the School Budget. Copies of a memo from the Town Manager, along with options for adjustments and a draft budget resolution, are included in your packet.

Suggested Motion:

No action can occur at this item on the budget.

TABLED ITEM

84. Due to the late hour this item was tabled at your last meeting. It is sponsored by Councilor Knight and asks the Council to consider endorsing the Route 24 Corridor Plan. This plan was discussed at your March 18th meeting and it may be the appropriate time to approve it. Copies of a memo from Anna Breinich and the draft plan are included in your packet.

Suggested Motion

Motion to endorse the Route 24 Corridor Management Plan, dated June 27, 2013, in support of the contained findings and recommendations. The Town of Brunswick will work with MaineDOT, the Midcoast Council of Governments and participating towns to support the plan's implementation as funding becomes available.

NEW BUSINESS

89. This item, sponsored by Councilor Watson, Councilor Favreau, and Councilor Knight, is to approve their choice for the Construction Manager and Architectural firm for the new Town Hall renovation project at McLellan Building. The Committee interviewed five architects and four construction managers, and unanimously supported Warren Construction Group and Scott Simons Architects to assist the Town with this project. Copies of memos from Manager Brown are included in your packet.

Suggested Motions

Motion 1

Motion to authorize the Town Manager to enter into an agreement with Warren Construction Group to provide the Construction Manager services for the Town Hall renovation project at the McLellan Building.

Motion 2

Motion to authorize the Town Manager to enter into an agreement with Scott Simons Architects to provide architectural services for the Town Hall renovation project at the McLellan Building.

90. This item is the approval of Sellers of Prepared Food on Public Ways on Sidewalks for a renewal application for Frosty's Donuts. There is no license fee except for a \$25 application fee, but it does require Council approval. The Clerk will be available to answer any questions. Copies of the applications are included in your packet.

Suggested Motion:

Motion to approve licenses for Sellers of Prepared Food on Public Ways on a Sidewalk for Frosty's Donuts, located at 54 Maine Street.

91. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the applications are included in your packet.

Suggested Motion:

Nominations will be made, with no seconds required, and the Council will then vote on the nominations.

CONSENT AGENDA

- (a) Approval of the Minutes of July 15, 2013: A copy of the minutes is included in your packet.

- (b) Approval of Gas utility location permit applications for MacMillan Drive, Colonial Drive, and Richards Drive: Copies of the memo and applications are included in your packet. Description of applications:

In application ULP 2013-03, Colonial Drive Maine Natural Gas seeks authorization to install a 2” gas main from the proposed gas main to be located just east of Colonial Drive on the north side of Richards Drive. The new gas main will run from the proposed gas main northeasterly along the south side of Colonial Drive about 2 feet off edge of pavement to the cul-de-sac at the end of Colonial Drive. Approximately 850 feet of 2” gas main.

In application ULP 2013-04, MacMillan Drive Maine Natural Gas seeks authorization to install a 2” gas main from the existing gas main located just west of Barrows Street on the north side of MacMillan Drive. The new gas main will run from the existing gas main easterly along the north side of MacMillan Drive about 2 feet off edge of pavement to Richards Drive. Approximately 680 feet of 2” gas main.

In application ULP 2013-05, Richards Drive Maine Natural Gas seeks authorization to install a 2” gas main from the proposed gas main to be located just south of Richards Street on the north side of MacMillan Drive. The new gas main will run from the proposed gas main northerly across Richards Drive to a point 2 feet outside the pavement on the north side of Richards Drive. The gas main will run easterly to Maine Street and westerly to Barrows Street, being installed 2 feet outside the paved way. Approximately 1,500 feet of 2” gas main.

- (c) Approval of Post Issuance Compliance Policy: A copy of a proposed post issuance compliance policy is ready to be adopted by the Town Council. With the issuance of tax-exempt bonds, the IRS has encouraged issuers to have formal written post issuance compliance policies. They have even gone so far as to ask on the forms the Town is required to file with the IRS whether the Town has such written policies. The attached policy was developed by BSSN and reflects and formalizes most of what the Town was already doing. The Town will also be using a post issuance compliance checklist developed by the GFOA.

Suggested Motion:

Motion to approve the Consent Agenda.

Suggested Motion:

Motion to adjourn the meeting.