

-AMENDED-

BRUNSWICK TOWN COUNCIL

Agenda

January 21, 2014

7:00 P.M.

Morrell Meeting Room

Curtis Memorial Library

23 Pleasant Street

Pledge of Allegiance

Roll Call

Public Comment:

Correspondence:

Council Committee Updates:

Adjustments to the Agenda:

MANAGER'S REPORT:

- (a) Financial Update
- (b) Permission to allow the Marine Resource Committee the authority to open and close coastal waters (*Action required*)
- (c) Acceptance of a BDC grant for the Marine Resource Committee (*Action required*)
- (d) Reminder of Dog License renewals
- (e) Discussion of workshop schedule
- (f) Discussion of the development of the 2014-15 Municipal Budget
- (g) Discussion of PretiFlaherty's fee structure to provide legal services to the Town

PUBLIC HEARING

- 4. The Town Council will hear public comments on a special amusement license application, and will take any appropriate action. (Manager)

Special Amusement

Brunswick Lodge of Elks #2043

D/B/A: Brunswick Lodge of Elks

179 Park Row

Ms. Angela Brackett

HEARING/ACTION

NEW BUSINESS

5. The Town Council will hear an update from MaineDOT on the re-routing of Route 24 and the creation of a Business Route 24 along Main Street and Elm Street in Topsham and Maine Street and Bath Road in Brunswick, as recommended in the Route 24 Corridor Study completed by the Midcoast Council of Governments, and will determine if any future action is necessary. (Manager)

DISCUSSION

6. The Town Council will consider setting a public hearing for February 3, 2014, on Zoning Ordinance amendments relative to the Village Review Board membership, and will take any appropriate action. (Manager)

ACTION

7. The Town Council will consider the “Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages,” and will take any appropriate action. (Manager)

ACTION

8. The Town Council will discuss the process for hiring a new Town Manager, and will determine if any future action is necessary. (Chair Pols and Councilor Brayman)

DISCUSSION

9. (ADDED) 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 December 16, 2013
- b) Approval of the Minutes of January 6, 2014
- c) Approval of the Minutes of January 13, 2014
- d) Approval of Quitclaim Deed for property located at Map U06 Lot 028 Sub 000 Typ 000

Brunswick Town Council
Agenda
January 21, 2014
Council Notes and Suggested Motions

Council Committee Updates

Council Committee updates will be done after correspondence. Councilors with information on the Committees they are involved with will share information with the Council and public.

MANAGER'S REPORT:

- (a) Financial Update: Manager Brown will update the Council on the Town's financial picture halfway through the fiscal year. Copies of financial reports will be posted online, but are not included in your packet.

Suggested Motion: No motion is required.

- (b) Permission to allow the Marine Resource Committee the authority to open and close coastal waters (Action required): The Marine Resource Committee is requesting their annual permission from the Council to open and close coastal waters to shellfish harvesting. This approval takes the responsibility of opening and closing flats from the Council and gives it to the Committee. A copy of a memo from Officer Devereaux will be included in your packet.

Suggested Motion:

Motion to authorize the Marine Resource Committee to open and close coastal waters per Chapter 11, Marine Activities Structures and Ways, Section 11-161 Opening and Closing of Coastal Waters.

- (c) Acceptance of a BDC grant for the Marine Resource Committee (Action required): The Marine Resource Committee received a \$25,000 grant to conduct survey work on the returning stocks of quahogs that have recently occupied the Town's intertidal areas, where once softshell clams resided. This grant will allow the Town to work with two consultants. One consultant will be assigned to develop a survey model that will ultimately be able to be used by municipal staff to conduct population estimates and size classes of quahogs in the intertidal zones, similar to how the Town currently manages softshell clams. Another consultant will be hired to deploy that strategy soon after it is developed. The Committee is looking at 2014-15 license cuts and could possibly use this additional information on quahog populations to help offset job loss in the Town's local shellfishing program. A copy of the BDC award letter, which includes an outline of the project, is included in your packet.

Suggested Motion:

Motion to accept and expend a grant from the Brunswick Development Corporation in the amount of \$25,000 to be used to fund a marine resource study of quahog populations.

- (d) Reminder of renewal of dog licenses: This item is to remind the public that 2014 dog licenses are available and licenses must be renewed by January 31, 2014, in order to avoid a \$25 late fee.

Suggested Motion: No motion is required.

- (e) Discussion of workshop schedule: At the Council retreat the Council discussed the need to hold some workshops on the Cook's Corner connector road project and a discussion on the pros and cons of a revaluation. Chair Pols is proposing the date of February 10th to discuss the road project and possible TIF for that area. This will also be the night the Council continues the discussion of the Town Manager search as described in item #8. The Council can also discuss a date for the revaluation workshop.

Suggested Motion: No motion is required.

- (f) Discussion of the development of the 2014-15 Municipal Budget: Since the Town Manager is not going to be here at the time of the budget's adoption, he has suggested that the budget should be developed by John Eldridge, the Finance Director. Mr. Eldridge would be the lead, with Manager Brown providing support until his departure at the end of March.

Suggested Motion: No motion is required.

- (g) Discussion of PretiFlaherty's fee structure to provide legal services to the Town: At a special meeting on Monday, January 13th, the Council appointed PretiFlaherty to be the legal firm representing the Town. In their proposal, they provided different billing options for services. On Friday, January 17th, Chair Pols will be meeting with Mr. Langsdorf, who will be the lead attorney, to further discuss the options. He will update the Council at the meeting. A copy of the sections from the proposal regarding fees is included in your packet.

Suggested Motion: No motion is required.

PUBLIC HEARING

4. This item is a renewal of a special amusement license for the Brunswick Elks. They are proposing to have occasional DJs and small bands. Copies of the public hearing notice and application are included in your packet.

Suggested Motion:

Motion to approve a special amusement license application for the Brunswick Lodge of Elks #2043.

NEW BUSINESS

5. This item is for Peter Coughlan, P.E., MaineDOT Community Services Division Director, to present the process MaineDOT will be using to reroute Route 24 in Topsham and Brunswick and establish a new Business Route 24 to follow the existing Route 24 corridor beginning at the intersection with Route 196 in Topsham and ending at the intersection with Gurnet Road. Copies of a memo from Anna Breinich and a map illustrating the rerouting are included in your packet.

Suggested Motion: No action required as this is a report.

6. This item is to consider setting a public hearing for February 3, 2014, on Zoning Ordinance amendments relative to the Village Review Board membership. The Planning Board will finish up their recommendation prior to the Council's public hearing. Anna Breinich's memo outlines the reasons these amendments are necessary. Copies of Ms. Breinich's memo and the draft language are included in your packet.

Suggested Motion:

Motion to set a public hearing for February 3, 2014, on Zoning Ordinance amendments relative to the Village Review Board membership.

7. This item is an annual Resolution adopted by the Council. As the Resolution states, on February 24 tax liens are foreclosed and any property that has not had the taxes paid becomes Town property. Each year staff reviews the potential properties and makes a determination whether or not it is in the best interest of the Town to foreclose on certain properties. Reasons not to foreclose would include that some properties, primarily mobile homes, would cost more for the Town to dispose of than the amount due in taxes. The liens stay on the properties, the Town just does not foreclose, so the Town is still entitled to the owed taxes. A copy of the Resolution is included in your packet.

Suggested Motion:

Motion to adopt the "Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages."

8. This item, sponsored by Chair Pols and Councilor Brayman, continues the discussion from the retreat on the process the Council wishes to use for hiring a new Town Manager. It appears that common practice in Maine is to reach out to firms that provide this service and request search process proposals. If this is the route the Council wishes to move forward with, the next step would be to request the proposals and set a date to either review them or possibly interview firms. The current Town Manager job description has been attached for your review and to make recommendations for any changes. Copies of the job description and a memo from Fran Smith are included in your packet.

Suggested Motion: No action required as this is a discussion item.

9. (ADDED) At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of a memo from the Committee with recommendations and 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 December 16, 2013: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of January 6, 2014: A copy of the minutes is included in your packet.
- c) Approval of the Minutes of January 13, 2014: A copy of the minutes is included in your packet.
- d) Approval of Quitclaim Deed for property located at Map U06 Lot 028 Sub 000 Typ 000: This item will deed a property back to its owners, as they have paid owed taxes. A copy of the Quitclaim Deed is included in your packet.