

**BRUNSWICK TOWN COUNCIL**

**Agenda**

**July 6, 2015**

**7:00 P.M.**

**Council Chambers**

**Town Hall**

**85 Union Street**

Roll Call of Members

Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

**CONSENT AGENDA**

- a) Approval of the Minutes of June 15, 2015
- b) Approval of the Minutes of June 29, 2015
- c) Approval of a quitclaim deed for a mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 467

Public Comments

Correspondence

Committee Reports

**MANAGER'S REPORT:**

- (a) Announcement of Notice of Availability and Public Comment Period on a Proposed Plan regarding Installation Restoration Site 12 – Former Naval Air Station
- (b) Nomination papers availability
- (c) Update on workshop with School Board regarding facilities
- (d) Report on Planning Board Special Permits
- (e) Acknowledgement that Downtown Brunswick is being considered for a Commercial Historic District nomination by the Maine Historic Preservation Commission

**PUBLIC HEARING**

- 73. The Town Council will hear public comments on the following Special Amusement license application, and will take any appropriate action. (Manager)

Special Amusement

1337 Beer LLC

D/B/A: Ebenezer's Brew Pub

112 Pleasant Street

Christopher & Jennifer Lively

**PUBLIC HEARING/ACTION**

74. The Town Council will hear public comments on a Community Development Block Grant MicroEnterprise Assistance Program contract amendment, which is assisting two Brunswick businesses, Anew Studio and Fair Winds, Inc., with grant funds to undertake building/leasehold improvements and technical system enhancements, and will take any appropriate action. (Manager)

**PUBLIC HEARING/ACTION**

**NEW BUSINESS**

75. The Town Council will consider setting a public hearing for July 20, 2015, on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code regarding restriction of overnight parking in municipal lots on Union Street, and other miscellaneous parking changes, and will take any appropriate action. (Manager)

**ACTION**

76. The Town Council will consider setting a public hearing for July 20, 2015, on amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code regarding sellers of prepared food on a public way to require a sixty inch pedestrian walkway when placing outdoor seating on the sidewalk, and will take any appropriate action. (Manager)

**ACTION**

77. The Town Council will consider authorizing an overexpenditure of the Town’s appropriation for social services in the amount of \$17,888.08 plus interest to provide a grant to Family Focus for 2014 property taxes, and will take any appropriate action. (Manager)

**ACTION**

78. The Town Council will consider approving a 1% COLA for non-union hourly employees, and will take any appropriate action. (Manager)

**ACTION**

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

**ACTION**

**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 6, 2015**  
**Council Notes and Suggested Motions**

**CONSENT AGENDA**

- a) Approval of the Minutes of June 15, 2015: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of June 29, 2015: A copy of the minutes is included in your packet.
- c) Approval of a quitclaim deed for a mobile home on land depicted as Map 051 Lot 001 Sub 000 Typ 467: This item is to deed back property to the owner, who has paid owed taxes. A copy of the deed is included in your packet.

*The Council has the option to remove any item from the Consent Agenda to be considered separately.*

Suggested Motion:

Motion to approve the Consent Agenda.

**COMMITTEE REPORTS:**

Councilors with information on the Committees they are involved with will share information with the Council and public.

**MANAGER'S REPORT:**

- (a) Announcement of Notice of Availability and Public Comment Period on a Proposed Plan regarding Installation Restoration Site 12 – Former Naval Air Station: This item is to inform the Council and public about the Navy's public meeting on this proposed plan to be held on July 15<sup>th</sup> and also how public comments can be made regarding the plan. A copy of the announcement is included in your packet.
- (b) Nomination papers availability: Nomination papers for Town Council and School Board will be available starting Friday, July 24<sup>th</sup>, and need to be returned no later than Friday, September 4<sup>th</sup>. Districts 3, 4 and one of the At Large seats for both the Town Council and School Board will be up for election in November.
- (c) Update on workshop with School Board regarding facilities: This item is to update the public on this workshop and potential future activities surrounding this issue.
- (d) Report on Planning Board Special Permits: This item is to inform the Council, as required in the Zoning Ordinance Section 701.1.G, of two Planning Board actions on Special Permits. One was a denial for a proposed Wedding Events facility at 10 Round Hill Road, and the other was an approval for a Mixed Use Permit at 31 Bath Road. Copies of a memo from Anna Breinich, along with the required notifications for the Council, are included in your packet.
- (e) Acknowledgement that Downtown Brunswick is being considered for a Commercial Historic District nomination by the Maine Historic Preservation Commission: This item is to inform the Council and public that downtown Brunswick will be considered by this Commission for nomination as a Commercial Historic District to the National Register of Historic Places. A letter from the Commission explains how citizens can provide

comments if the Downtown area should be nominated for this designation. Copies of the Commission's letter, a map, and fact sheet are included in your packet.

### **PUBLIC HEARING**

73. This item is the Council required public hearing on a Special Amusement license application from Ebenezer's Brew Pub, located at 112 Pleasant Street. This is a renewal application for open mic on Tuesday nights and occasional afternoon or evening singers. A copy of the application is included in your packet.

*Suggested Motion:*

Motion to approve a Special Amusement license application from Ebenezer's Brew Pub, located at 112 Pleasant Street.

74. This is the required public hearing and request to the Town Council to approve the Town Manager's acceptance of \$72,000 through a contract amendment to assist two Brunswick businesses (\$22,000 for Anew Studio and \$50,000 for Fair Winds, Inc.). The Maine Department of Economic and Community Development (DECD) provides for individual municipalities to apply for a MicroEnterprise Assistance Program grant of up to \$150,000 maximum funding in any program year. In March 2015, DECD approved a contract awarding the Town of Brunswick \$50,000 on behalf of its business applicant, Blue Dog Day Care. Two businesses, Fair Winds, Inc. and Anew Studio, have been working with DECD and the Town to apply for MicroEnterprise Assistance Program funds. DECD recommended that the Town hold one Public Hearing and submit one contract amendment request for both applicants.

*Suggested Motion:*

Motion to adopt the "Brunswick Town Council Resolution – Micro Enterprise Assistance Grant Program for Anew Studio and Fair Winds, LLC" (located on page 7 in the contract amendment document) approving acceptance of an additional \$72,000 as a MicroEnterprise Assistance program grant contract amendment.

### **NEW BUSINESS**

75. This item is to set a public hearing for July 20, 2015, on amendments to Chapter 15 "Traffic and Vehicles" of the Municipal Code regarding a restriction on overnight parking in municipal lots on Union Street, and other miscellaneous parking changes. Included in the miscellaneous changes are the following: providing for 30 minute spots at Town Hall, and no parking on sections of Barrows Drive at Coffin School, a section of Federal Street on Railroad Bridge, the corner of McLellan Street and Harpswell Road, the intersection of Storer Road and Old Bath Road, and a section of Page Street. Details on these changes are outlined in a memo from Commander Waltz. Copies of the memo and draft amendments are included in your packet.

*Suggested Motion:*

Motion to set a public hearing for July 20, 2015, on amendments to Chapter 15 "Traffic and Vehicles" of the Municipal Code regarding a restriction on overnight parking in municipal lots on Union Street and other miscellaneous parking changes.

76. This item is for the Council to set a public hearing for July 20, 2015, on amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code regarding sellers of prepared food on a public way to require a sixty inch pedestrian walkway when placing outdoor seating on the sidewalk. This amendment comes as the result of concerns by Councilors and citizens regarding restaurants that have outdoor seating that extends too far onto the sidewalk. This will ensure that those getting town permits must provide adequate space for pedestrians to pass. A copy of the draft amendment is included in your packet.

Suggested Motion:

Motion to set a public hearing for July 20, 2015, on amendments to Chapter 10 “Licenses and Business Regulations” of the Municipal Code regarding sellers of prepared food on a public way to require a sixty inch pedestrian walkway when placing outdoor seating on the sidewalk.

77. This item is for the Council to consider providing a grant to Family Focus for 2014 taxes on their Venture Avenue property in the amount of \$17,888.08 plus interest. If the Council wishes to make the grant to Family Focus, it would need to authorize an overexpenditure of the Town’s appropriation for social services. Family Focus is a non-profit corporation, providing child care services to low- and middle-income children in the greater Bath-Brunswick area. It owns property at 44 Water Street, where it provides services, and for which it has been granted a property tax exemption for many years. In January of 2014, Family Focus acquired property at 31 Venture Avenue on Brunswick Landing. However, because the corporation failed to file an application for an exemption by April 1, 2014, it was assessed property taxes on the Venture Avenue property for the 2014-15 tax year. Upon being told that it needed to apply for a property tax exemption for each parcel it owns, Family Focus applied and was approved for an exemption on the Venture Avenue property beginning with the 2015-16 tax year. Family Focus asserts that paying the tax would result in a financial hardship. As the Town cannot abate the tax, it seems the only way to assist Family Focus in this matter would be for the Town to provide a grant to the organization in an amount equal to the taxes owed. Family Focus is making this request. Copies of memos from Manager Eldridge and Cathy Jamison, along with articles of incorporation for Family Focus are included in your packet.

Suggested Motion:

Motion to authorize an overexpenditure of the Town’s appropriation for social services in the amount of \$17,888.08 plus interest to provide a grant to Family Focus for 2014 property taxes.

78. This item is for the Council to consider approving a 1% COLA for non-union hourly employees for the current fiscal year. With the exception of those bargaining units with which the Town is currently negotiating, union employee wage scales will be adjusted by a 2% COLA effective July 1, 2015. Manager Eldridge is recommending that the non-union hourly employee wage scale be adjusted by a 1% COLA, also effective July 1, 2015. The finance department estimates the cost of that adjustment at \$2,826. As a reminder, non-union employees did not receive a COLA adjustment for the 2014-15

fiscal year. Copies of a memo from Manager Eldridge and a proposed pay scale are included in your packet.

*Suggested Motion:*

Motion to approve a 1% COLA for non-union hourly employees for the fiscal year 2015-16.

79. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. Copies of the Appointments Committee's report and 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.

*Suggested Motion:*

Motion to adjourn the meeting.