

BRUNSWICK TOWN COUNCIL
Agenda
February 1, 2016
Executive Session – 6:15 P.M.
Regular Meeting - 7:00 P.M.
Council Chambers
Town Hall
85 Union Street

Roll Call of Members

Acknowledgement of Meeting Notice

Executive Session: [1 M.R.S.A. §405(6)(D)] on Union Negotiations and [1 M.R.S.A. §405(6)(A)] Personnel Matter

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the minutes of January 19, 2016

Public Comments

Correspondence

COMMITTEE REPORTS

- Bicycle and Pedestrian Advisory Committee
- Finance Committee
- Human Rights Task Force
- Mare Brook Watershed Committee
- Recycling and Sustainability Committee
- Rivers and Coastal Waters Commission

MANAGER'S REPORT

- a) Project Tracking Report
- b) Report on Longfellow and Page Street parking permit program
- c) Report on 2016 mooring licensing process
- d) Report on the Brunswick Commercial Historic District status

PUBLIC HEARING

- 11. The Town Council will hear public comments for amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet, and will take any appropriate action. (Councilor Millett)

HEARING/ACTION

12. The Town Council will hear public comments for amendments to Chapter 7 “Fire Prevention and Protection” of the Municipal Code of Ordinances for the purpose of housekeeping changes and to set fee schedules (under Master Schedule of Revenues, Charges, Fees, and Fines Appendix A), and will take any appropriate action. (Manager)
HEARING/ACTION

NEW BUSINESS

13. The Town Council will consider adopting amendments to Chapter 4 “Animals” of the Municipal Code of Ordinance regarding changing the domestic chicken licensing period from one to two years at a fee of \$30 per license and requiring only an initial coop inspection, and will take any appropriate action. (Chair Brayman and Councilor Walker)
ACTION
14. The Town Council will consider amending the Bicycle and Pedestrian Advisory Committee charge to provide for three year staggered terms, and will take any appropriate action. (Councilor K. Wilson)
ACTION
15. The Town Council will consider setting a public hearing for February 16, 2016, on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding changes to parking restrictions and creating a one-way section on the Harriet Beecher Stowe Elementary School access road, and will take any appropriate action. (Manager)
ACTION
16. The Town Council will discuss changes to the Council Rules of Order and Procedure relative to Town Council interactions with the Town Manager, staff, and the Town Attorney, and will determine if any future action is necessary. (Manager)
ACTION
17. The Town Council will consider setting up a Council Subcommittee to review the Council Rules, and will take any appropriate action. (Chair Brayman)
ACTION
18. The Town Council will consider appointments to the Town’s Boards, Commission, and Committees, and will take any appropriate action. (Appointments Committee)
ACTION
19. The Town Council will consider ratifying the union contract between the Town of Brunswick and the Teamsters for the Parks and Recreation Maintenance Workers Union, and will take any appropriate action. (Manager)
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
February 1, 2016
Council Notes and Suggested Motions

Executive Session: [1 M.R.S.A. §405(6)(D)] on Union Negotiations and [1 M.R.S.A. §405(6)(A)] Personnel Matter

Suggested Motion:

Motion to go into executive session for a consultation regarding Union Negotiations per 1 M.R.S.A. §405(6)(D), and to discuss a personnel matter per 1 M.R.S.A. §405(6)(A).

CONSENT AGENDA

- a) Approval of the Minutes of January 19, 2016: A copy of the minutes is included in your packet.

Suggested Motion:

Motion to adopt the Consent Agenda.

COMMITTEE REPORTS

- Bicycle and Pedestrian Advisory Committee
- Finance Committee
- Human Rights Task Force
- Mare Brook Watershed Committee
- Recycling and Sustainability Committee
- Rivers and Coastal Waters Commission

Councilors representing the Council on the above committees that have recently met will provide brief updates. If there are any Committees updates beyond those listed, Councilors can also share that with the Council and public.

MANAGER'S REPORT

- a) Project Tracking Report: The Council will receive a monthly report on projects management is tracking for them. Copies of a memo from Manager Eldridge and the project list are included in your packet.
- b) Report on Longfellow and Page Street parking permit program: As part of the enactment of parking permits for Longfellow Avenue, the Council requested the Police Department report back on how the program is going. In addition, they have also provided a similar report for Page Street, which also has parking permits. A copy of the Report from Commander Waltz is included in your packet.
- c) Report on 2016 mooring licensing process: This is just a quick update to let the Council and public know that mooring applications have been either emailed or mailed to last year's applicants, as required by the Ordinance. There were 293 sent, and this did not include those at Paul's Marina. This is the first year that fees have been in place and the deadline to return the application without penalty is May 1st.

- d) Report on the Brunswick Commercial Historic District status: The Town has been notified that the Brunswick Commercial Historic District was entered into the National Register of Historic Places on January 12, 2016. A copy of the letter from the Maine Historic Preservation Commission is included in your packet.

PUBLIC HEARING

11. This item, sponsored by Councilor Millett, is the required public hearing for amendments to Chapter 15 “Traffic and Vehicles” regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet. This request comes after concerns have been raised by citizens, Councilors, and staff about vehicle parking on both sides near the intersection and the traffic concerns this generates. Copies of a memo from Manager Eldridge, the proposed language, and a diagram of the street are included in your packet.

Option for the Council if they choose to vote this evening - suggested motion:

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting. (This requires a 2/3 vote of the Council to pass.)

Suggested Motion in the event of adoption:

Motion to adopt amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding banning parking on a section of Weymouth Street from Union Street and extending west 100 feet.

12. This item is the required public hearing on these proposed amendments that:
- Update Code Adoption - The updated code references bring the Municipal Code in-line with the State-adopted codes and standards.
 - Update Permit Language - These proposed changes improve the Codes’ clarity and ease of reference.
 - Updated Revenues, Charges, Fees, and Fines - Permit fees and fines would be placed into the “Master Schedule of Revenues, Charges, Fees and Fines Appendix A.”
- Deputy Chief Emerson will be at the meeting to answer any questions. Copies of memos from Manager Eldridge and Deputy Chief Emerson, along with proposed ordinance language, are included in your packet.

Option for the Council if they choose to vote this evening - suggested motion:

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting. (This requires a 2/3 vote of the Council to pass.)

Suggested Motion in the event of adoption:

Motion to set a public hearing for February 1, 2016, for amendments to Chapter 7 “Fire Prevention and Protection” of the Municipal Code of Ordinances for the purpose of updating language and placing the fee schedule into the “Master Schedule of Revenues, Charges, Fees, and Fines Appendix A.”

NEW BUSINESS

13. This item, sponsored by Chair Brayman and Councilor Walker, is for the Council to consider adopting these amendments. The public hearing was held on January 19th. They are amendments to Chapter 4 “Animals” regarding changing the domestic chicken licenses from one to two years at a fee of \$30 per license and requiring only an initial coop inspection. The changes to the 2009 ordinance will reduce staff time and simplify the process for homeowners. A copy of a memo from Fran Smith, Town Clerk, along with the draft ordinance and a survey of other towns regarding licensing requirements, are included in your packet.

Suggested Motion:

Motion to adopt amendments to Chapter 4 “Animals” of the Municipal Code of Ordinance regarding changing the domestic chicken licensing period from one to two years at a fee of \$30 per license and requiring only an initial inspection of the coop.

14. This item, sponsored by Councilor K. Wilson for the Council, is to have the Council consider amending the charge of the Bicycle and Pedestrian Advisory Committee (BPAC) to provide for set terms of office. Last April, the Town Council amended the charge of the BPAC to allow a Councilor to serve on the committee and also directed the Committee to come up with terms of office since they have no set terms. The Committee discussed this matter, and has provided a proposal to have three-year terms with initial terms staggered, so not all terms are up at the same time. The exception for three-year terms would be the Councilor’s position, and that would be a one-year term. A copy of the draft charge is included in your packet.

Suggested Motion:

Motion to amend the Bicycle and Pedestrian Advisory Committee Charge to provide for three-year staggered terms.

15. This item is for the Council to consider setting a public hearing for February 16, 2016, on amendments to Chapter 15 “Traffic and Vehicles” regarding changes to parking restrictions on the Harriet Beecher Stowe Elementary School access road. This request from the School Department designates the road as one-way at all times instead of only at dismissal times; and prohibits parking along the access road at all times. Currently it is allowed during dismissal. Copies of a memo from Commander Waltz and the proposed changes are included in your packet.

Suggested Motion:

Motion to set a public hearing for February 16, 2016, on amendments to Chapter 15 “Traffic and Vehicles” of the Municipal Code of Ordinances regarding changes to parking restrictions and creating a one-way section on the Harriet Beecher Stowe Elementary School access road.

16. This item is for the Council to consider adopting proposed Council rule changes relative to Town Council interactions with the Town Manager, staff and the Town Attorney. These changes were discussed at the Council retreat, and at your last regular meeting. After that discussion, some adjustments were made to what was being proposed, which

are italicized in the draft changes. Copies of a memo from Manager Eldridge and the proposed changes are included in your packet.

Suggested Motion:

Motion to adopt changes to the Council Rules of Order and Procedure relative to Town Council interactions with the Town Manager, staff, and the Town Attorney.

17. This item is for the Council to consider establishing a committee to update and amend all of the rules by which the Council operates. The Committee would be charged with examining the Council's Rules of Order and Procedure and making recommendations for a set of comprehensive, well-organized rules and procedures for consideration by the full council. Copies of a memo from Manager Eldridge and the draft committee charge are included in your packet.

Suggested Motion:

Motion to establish and adopt a charge for "Town of Brunswick, Maine - Council Committee on Rules" to review the Council Rules of Order and Procedure.

18. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards, Commission, and Committees. Copies of the Committee's memo 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.

19. This item is for the Council to consider ratifying the union contract between the Town of Brunswick and the Teamsters for the Parks and Recreation Maintenance Workers Union. This item was discussed in the executive session.

Suggested Motion:

Motion to ratify the union contract between the Town of Brunswick and the Teamsters for the Parks and Recreation Maintenance Workers Union.

Suggested motion:

Motion to adjourn the meeting.