

BRUNSWICK TOWN COUNCIL
Agenda
January 19, 2016
Executive Session – 6:00 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: Personnel Matter [1 M.R.S.A. §405(6)(A)]

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the minutes of December 21, 2015
- b) Approval of the minutes of January 4, 2016
- c) Abatement of personal property taxes that were assessed in error
- d) Approval of the “Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages”
- e) Annual permission to allow the Marine Resource Committee the authority to open and close coastal waters
- f) Accept and expend a donation of \$1,000 for the Police Department to be used for the DARE program

Public Comments

Correspondence

COMMITTEE REPORTS

- Teen Center Board
- Cable TV Committee
- Cable TV Franchise Negotiating Committee
- Human Rights Task Force

MANAGER’S REPORT

- a) Financial update
- b) Dog licensing reminder
- c) Resolution Supporting Non-Discrimination – July 1998

PUBLIC HEARING

- 3. The Town Council will hear public comments on amendments to Chapter 4 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)

HEARING/ACTION

NEW BUSINESS

- 4. The Town Council will consider supporting a Letter of Intent for a CDBG grant for Artforms, Inc. for a business equipment upgrade, and will take any appropriate action. (Manager)

ACTION

- 5. The Town Council will consider supporting a Letter of Intent for a CDBG MicroEnterprise grant for Pathways Rehabilitation Services, and will take any appropriate action. (Manager)

ACTION

- 6. The Town Council will consider setting a public hearing for March 7, 2016, for an ordinance to enact a ban on polystyrene foam in consumer packaging, and will determine if any future action is necessary. (Councilor Walker and Councilor K. Wilson)

ACTION

- 7. The Town Council will consider setting a public hearing for February 1, 2016, 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, and will take any appropriate action. (Councilor Millett)

ACTION

- 8. The Town Council will consider setting a public hearing for February 1, 2016, for amendments to Chapter 7 Fire Prevention and Protection for the purposing of updating language and placing the fee schedule in the Master Schedule of Revenues, Charges, Fees, and Fines Appendix A, and will take any appropriate action. (Manager)

ACTION

- 9. 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)

DISCUSSION

Executive Session: Consultation with Legal Counsel [1 M.R.S.A. §405(6)(E)]

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

**Brunswick Town
Council Agenda
January 19, 2016
Council Notes and Suggested Motions**

Executive Session: Personnel Matter [1 M.R.S.A. §405(6)(A)]

Suggested motion:

Motion to go into executive session to discuss a personnel matter per 1 M.R.S.A. §405(6)(A).

CONSENT AGENDA

- a) Approval of the Minutes of December 21, 2015: A copy of the minutes is included in your packet.
- b) Approval of the Minutes of January 4, 2016: A copy of the minutes is included in your packet.
- c) Abatement of personal property taxes that were assessed in error: The Assessor has identified an account that was assessed in error and is requesting an abatement. A copy of her memo is included in your packet.
- d) Approval of the “Resolution authorizing the Town Treasurer to waive foreclosure on certain real estate tax lien mortgages”: This item is an annual Resolution adopted by the Council. As the Resolution states, on February 22, 2016, 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, and 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.
- e) Annual permission to allow the Marine Resource Committee the authority to open and close coastal waters: The Marine Resource Committee is requesting the 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.
- f) Accept and expend a donation of \$1,000 for the Police Department to be used for the DARE program: This item is to allow the Police Department to accept and expend this anonymous donation. They plan to use it in the DARE fund to offset some of the costs on an upcoming “Citizen Police Academy.”

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

- Teen Center Board
- Cable TV Committee
- Cable TV Franchise Negotiating Committee
- Human Rights Task Force

Councilors representing the Council on the above committees that have met since the last Council meeting will provide brief updates. If there is any additional information on the Committees they are involved with, Councilors can also share that with the Council and public.

MANAGER'S REPORT

- a) Financial Update: Manager Eldridge will update the Council on the Town's financial picture halfway through the fiscal year. Copies of financial reports will be included in your packet.
- b) Reminder of renewal of dog licenses: This item is to remind the public that 2016 dog licenses are available and must be renewed by January 31, 2016, in order to avoid a \$25 late fee. That date is a Sunday, so if you are renewing at the office, you must do so by Friday, January 29th by 4:30 p.m. You may also do so by mail prior to the deadline.
- c) Resolution Supporting Non-Discrimination – July 1998: After the December 21st meeting, at which a Resolution on a similar subject was passed, a former Councilor notified the Town that another Council had done an Anti-Discrimination Resolution in 1998. After a copy was provided to the Council, Councilor K. Wilson requested that it be shared with the public as it demonstrates a history of the Town's intolerance to discrimination. A copy of the resolution is included in your packet.

PUBLIC HEARING

3. This item, sponsored by Chair Brayman and Councilor Walker, is the required public hearing for amendments to Chapter 4 of the Municipal Code of Ordinance 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, is 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.

Suggested Motion:

Motion to adopt amendments to Chapter 4 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.

NEW BUSINESS

4. This item is for the Council to consider supporting a Letter of Intent for a CDBG grant for Artforms, Inc. for a business equipment upgrade. Artforms relocated to Brunswick in 2012, and the company has seen an increase demand for its product and needs to improve efficiency. They are seeking a \$100,000 CDBG grant as a part of their \$203,000 equipment upgrade and expansion effort. The expansion will support state-of-the-art equipment purchase and installation. Copies of a memo from Linda Smith and the draft Letter of Intent are included in your packet.

Suggested Motion

Motion to support a Letter of Intent for a CDBG grant for Artforms, Inc. for a business equipment upgrade.

5. This item is for the Council to consider supporting a Letter of Intent for a CDBG MicroEnterprise grant for Pathways Rehabilitation Services. The company, based at 77 Jordan Avenue, started in 2013 in the Town of Brunswick and provides a variety of services including driving ability evaluations, behind-the-wheel driver training to refresh driving skills, and adaptive equipment consultations and try outs. While the owner has made a substantial investment in her business in the past 2 years, Ms. Shields needs additional financial resources. The grant funds will support the purchase of evaluation and adaptive equipment (\$7,500); promotional materials (\$3,000); technology systems upgrade (\$4,700); development of OT webinar modules (\$4,800); and, support to launch a special needs driving school (technical training and curriculum development at \$8,300). The MicroEnterprise Assistance Grant Program could provide that financial resource while allowing the young company to maintain a strong cash flow as the business grows. Copies of a memo from Linda Smith and a draft Letter of Intent are included in your packet.

Suggested Motion

Motion to support a Letter of Intent for a CDBG MicroEnterprise grant for Pathways Rehabilitation Services.

6. This item, sponsored by Councilor Walker and Councilor K. Wilson, is for the Council to consider setting a public hearing on March 7th on this proposed ordinance; this extra time allows for outreach to those businesses affected. At the December 7, 2015 Town Council meeting, the Town Council directed the Town Manager to have staff review and revise the draft polystyrene foam ban ordinance, requested the Town Attorney review the revised draft, and asked that staff address the issues related to outreach to the business community and community at large. The attached proposed ordinance has been revised by staff and reviewed by the Town Attorney. After working with a variety of local groups and the Town Clerk, a plan has been developed to notify businesses about the public hearing and an information session on the proposed ordinance. Copies of a memo from Manager Eldridge and proposed ordinance are included in your packet.

Suggested Motion

Motion to set a public hearing for March 7, 2016, for an ordinance to enact a ban on polystyrene foam in consumer packaging, and to direct staff to provide business outreach as outlined in Manager Eldridge's memo.

7. This item, sponsored by Councilor Millett, is for the Council to consider setting a public hearing for February 1, 2016, for amendments to Chapter 15 "Traffic and Vehicles" regarding banning parking on a section of Weymouth Street from Unions 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.

Suggested Motion

Motion to set a public hearing for February 1, 2016, 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.

8. This item is for the Council to consider setting a public hearing for February 1, 2016, 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 in the "Master Schedule of Revenues, Charges, Fees and Fines", along with updated them.

Deputy Chief Emerson will not be at the meeting due to a work commitment, but will be at the public hearing to respond to any questions Councilors or the public have at either meeting. Copies of memos from Manager Eldridge and Deputy Chief Emerson, along with proposed ordinance language, are included in your packet.

Suggested Motion

Motion to set a public hearing for February 1, 2016, for amendments to Chapter 7 "Fire Prevention and Protection" for the purposing of updating language and placing the fee schedule in the "Master Schedule of Revenues, Charges, Fees, and Fines Appendix A".

9. This item is for the Council to discuss 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, held January 9th, where there was support to move to forward. Per the rules, the Council cannot make changes at this time, but if you wish, the changes can be made at the next meeting. Copies of a memo from Manager Eldridge and the proposed changes are included in your packet.

Suggested Motion:

There is no motion since this is a discussion item. The Council will determine if this item is to come back for adoption.

Executive Session: Consultation with Legal Counsel [1 M.R.S.A. §405(6)(E)]

Suggested Motion:

Motion to go into executive session for a consultation with Legal Counsel per 1 M.R.S.A. §405(6)(E).

There will be no action taken after the Executive Session.

Suggested Motion:

Motion to adjourn the meeting.