

BRUNSWICK TOWN COUNCIL
Agenda
May 2, 2016
7:00 P.M. – Regular Meeting
Council Chambers
Town Hall
85 Union Street

Budget Workshop to immediately follow Regular Meeting

Roll Call of Members

Acknowledgement of Meeting Notice

Pledge of Allegiance

Adjustments to Agenda

CONSENT AGENDA

- a) Approval of the minutes of April 19, 2016
- b) Approval of the minutes of April 21, 2016
- c) Appointment of Fran Smith as Warden and Elin Gould, Sara King, and Joe Zrioka as Deputy Wardens for the June 14, 2016 Election
- d) Approval of games of chance for the St. John the Baptist Parish Bazaar on June 17, 2016, June 18, 2016, and June 19, 2016
- e) Proclamation recognizing Town Commons Day

Public Comments

Correspondence

COMMITTEE REPORTS

- BPAC
- Human Rights Task Force
- Mare Brook Watershed Assessment and Community Engagement Project
- Rivers & Coastal Waters Commission
- Recycling & Sustainability Committee

MANAGER'S REPORT

- a) Project tracking report
- b) Reminder of public hearing on budget and upcoming budget workshops
- c) Update on Zoning Ordinance rewrite

PUBLIC HEARING

47. The Town Council will hear public comments on a CDBG application for Washburn and Doughty Associates, Inc. and will adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Washburn and Doughty Associates, Inc.,”and will take any appropriate action. (Manager)
HEARING/ACTION

48. The Town Council will hear public comments on a CDBG application for Artforms, Inc. and will adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Artforms, Inc.,” and will take any appropriate action. (Manager)
HEARING/ACTION

NEW BUSINESS

49. The Town Council will consider approving the use of the Town Mall by American Cancer Society’s Relay for Life on June 2, 2017, and will take any appropriate action. (Manager)
ACTION

50. The Town Council will consider a request for a Sellers of Prepared Food on Public Ways license for outdoor seating for Portland Pie Company, 92 Maine Street, and will take any appropriate action. (Manager)
ACTION

51. The Town Council will consider setting a public hearing for May 16, 2016, for “An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder,” and will take any appropriate action. (Manager)
ACTION

52. 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
May 2, 2016
Council Notes and Suggested Motions**

CONSENT AGENDA

- a) Approval of the minutes of April 19, 2016: A copy of the minutes is included in your packet.
- b) Approval of the minutes of April 21, 2016: A copy of the minutes is included in your packet.
- c) Appointment of Fran Smith as Warden and Elin Gould, Sara King, and Joe Zrioka as Deputy Wardens for the June 14, 2016 Election: As required under M.R.S.A. Title 21-A, Section 501(2), the municipal officers shall appoint a warden and may appoint one or more deputy wardens to assist in the duties on Election Day. The Clerk recommends the Council appoint those listed above for the upcoming election.
- d) Approval of games of chance for the St. John the Baptist Parish Bazaar on June 17, 2016, June 18, 2016, and June 19, 2016: This is the annual request from this group, which would allow games of chance at the Bazaar. The games include the pan game, high roller, beat the house, and sealed tickets. Copies of their applications are included in your packet.
- e) Proclamation recognizing Town Commons Day: On an annual basis, the Town Council proclaims Town Commons Day. This year the May 8th date will represent the 297th anniversary of the date the Pejepscot Proprietors granted land to the Town of Brunswick. A copy of the Proclamation 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

- BPAC
- Human Rights Task Force
- Mare Brook Watershed Assessment and Community Engagement Project
- Rivers & Coastal Waters Commission
- Recycling & Sustainability Committee

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

MANAGER'S REPORT

- a) Project Tracking Report: The Council will receive a monthly report on projects being tracked. A copy of the project list is included in your packet.

- b) Reminder of public hearing on budget and upcoming budget workshops: Manager Eldridge will remind the public of the May 12th public hearing on the budget and dates for upcoming workshops.
- c) Update on Zoning Ordinance rewrite: Anna Breinich will provide the Council with an update on this project and the next steps in this process.

PUBLIC HEARING

47. This item is to hear public comments on the CDBG grant application for Washburn & Doughty. On March 7, 2016, the Council approved the Town submitting a Letter of Intent to the Maine Department of Economic and Community Development (DECD) on March 4, 2016 to apply for an Economic Development Program grant on behalf of Washburn & Doughty Associates, Inc., an East Boothbay-based business specializing in the construction of steel and aluminum commercial vessels. On March 10, 2016, DECD invited the Town to apply for funds on behalf of the company. The Economic Development Program grant application is due to DECD on Friday, May 13, 2016. As part of that process, once this public hearing is held the Council will have to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Washburn and Doughty Associates, Inc.”. Copies of a memo from Linda Smith, along with the draft application and resolution are included in your packet.

Suggested motion:

Motion to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Washburn and Doughty Associates, Inc.”

48. This item is to hear public comments on the CDBG grant application for Artforms. On January 19, 2016, Town Council members approved the Town submitting a Letter of Intent to the Maine Department of Economic and Community Development (DECD) to apply for an Economic Development Program grant on behalf of Artforms, Inc., a Brunswick company that designs and manufactures custom imprinted t-shirts and other garments, selling wholesale to souvenir and resort retailers. On February 5, 2016, the Town submitted the Letter of Intent on behalf of the company. On February 8, 2016, DECD invited the Town to apply for funds on behalf of the company. The Economic Development Program grant application is due to DECD on Friday, May 13, 2016. As part of that process, once this public hearing is held the Council will have to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Artforms, Inc.”. Copies of a memo from Linda Smith, along with draft application and resolution, are included in your packet.

Suggested motion:

Motion to adopt “A Resolution Authorizing the Acceptance and Expenditure of Community Development Block Grant Funds for Projects Undertaken by Artforms, Inc.”

NEW BUSINESS

49. This item, which had been removed from the last agenda at the request of the applicant, is for the Council to consider approving the use of the Town Mall by American Cancer Society's Relay for Life for June 2, 2017. This request comes to the Council since the requested hours are beyond what is allowed under section 14-6 of the ordinance, which states "From June 1 through September 25, no person shall occupy the town's lower mall between the hours of 10:00 p.m. and 6:00 a.m. ..." They are requesting to be there until midnight. In addition they will be having a D.J. and a large number of people walking in the general area of the mall. Traditionally, this event has been at the High School, but the group is hoping to relocate it to the Mall as a way to increase visibility and community awareness. Staff, including Police, Parks and Recreation, and Clerk's office, met with the organizers to discuss the proposal. Staff agreed that this event is something that warrants Council approval as the event has requests beyond staff's authority to grant. Representatives from the American Cancer Society will be at the meeting to explain their proposal and answer questions. Copies of a letter from the American Cancer Society and a mall use request are included in your packet.

Suggested motion:

Motion to approve the use of the Town Mall by American Cancer Society's Relay for Life for June 2, 2017.

50. This item is for the Council to approve a request for Sellers of Prepared Food on Public Ways license for outdoor seating for Portland Pie Company, 92 Maine Street. This is a new request and they will be serving alcohol with meals in this outdoor area. A copy of the application is included in your packet.

Suggested motion:

Motion to approve a request for a Sellers of Prepared Food on Public Ways license for outdoor seating for Portland Pie Company, 92 Maine Street.

51. This item is for the Council to consider setting a public hearing for May 16, 2016, for "An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder." At the time the Town acquired the McLellan Building from Bowdoin College, it was clear that the Town would need to address the building's trim, as most of it was, and remains, in poor condition. In 2014, to better assess the potential cost of replacing the trim and repairing the damage, the trim on two first floor windows was replaced. The wood was replaced with a composite material. During installation, water damage and rot were discovered behind the trim, necessitating additional repairs to the sheathing and vapor barrier. Warren Construction Group, LLC (Warren Construction), replaced the window trim and developed a specification for repairing the other windows and an evaluation this year increased the proposed cost as conditions have worsened. At this time staff is recommending this repair work be done

over this year, and to be done through a bond ordinance. Copies of a memo from Manager Eldridge, the cost estimate draft ordinance, and photos are included in your packet.

Suggested motion:

Motion to set a public hearing for May 16, 2016, for “An Ordinance Authorizing the Removal and Replacement of Exterior Trim Elements of the Brunswick Town Hall, with Total Project Costs Not to Exceed \$200,000 (plus any other costs authorized hereunder), and Further Authorizing Issuance of Bonds and Notes in an Amount not to Exceed \$200,000 (plus cost of issuance), plus any Additional Appropriation Authorized Hereunder.”

52. At this time the Appointments Committee will make nominations to fill vacancies on Town Boards and Committees. A copy of the Appointment Committee’s report 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.

Suggested motion:

Motion to adjourn the meeting.

The Town Council will go into a budget workshop at this time.