

BRUNSWICK TOWN COUNCIL
Agenda
April 19, 2016
Regular Meeting Starts at 6:30 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 April 4, 2016
- b) Appointment of Jeff Hutchinson as Codes Officer and Local Plumbing Inspector with a term to expire on 05/03/2017
- c) Appointment of Carl Adams as alternate Codes Officer and alternate Local Plumbing Inspector with a term to expire on 05/03/2017
- d) Approval of nominations of election workers for 2016-2017
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 021 Lot 003 Sub 000 Typ002
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 000 Sub 000 Typ 188
- g) Approval of Poem in Your Pocket Proclamation

Public Comments

Correspondence

COMMITTEE REPORTS

- Finance Committee
- Teen Center Board of Trustees
- TIF Committee

MANAGER'S REPORT

- a) Presentation from MDOT regarding the Frank J. Wood Bridge project
- b) Revaluation video
- c) Miller Point Update
- d) Report on spring cleanup services
- e) TIGER Grant Update
- f) Financial update
- g) Recognition of Government Finance Officers Association's Certificate of Achievement

NEW BUSINESS

42. 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
43. The Town Council will consider adopting "A Resolution Authorizing an Appropriation and Grant of up to \$300,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority," and will take any appropriate action. (Councilor Watson, Councilor Perreault, and Councilor Harris)
ACTION
44. The Town Council will consider setting a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Washburn & Dougherty, and will take any appropriate action. (Manager)
ACTION
45. The Town Council will consider setting a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Artforms, and will take any appropriate action. (Manager)
ACTION
46. The Town Council will hear a report from the Town Manager regarding recommendations for a sale date for properties acquired through the tax lien foreclosure process, and will take any appropriate action. (Manager)
ACTION
47. The Town Council will consider setting the Charter required public hearing for May 12, 2016, on the proposed Municipal Budget for 2016-2017 and Capital Improvement Plan for 2017-2021, 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
April 19, 2016
Council Notes and Suggested Motions

CONSENT AGENDA

- a) Approval of the minutes of April 4, 2016: A copy of the minutes is included in your packet.
- b) Appointment of Jeff Hutchinson as Codes Officer and Local Plumbing Inspector with a term to expire on 05/03/2017
- c) Appointment of Carl Adams as alternate Codes Officer and alternate Local Plumbing Inspector with a term to expire on 05/03/2017

Items CA-b and CA-c are the state required reappointments of Jeff Hutchinson and Carl Adams as the Codes Officer and Local Plumbing Inspector and the alternate Codes Officer and alternative Local Plumbing Inspector respectively.

- d) Approval of nominations of election workers for 2016-2017: The Council is required to appoint election workers who have been nominated by the municipal parties on a biannual basis. The lists contain the names of the current workers and have been approved by the local party chairs. Copies of a memo from Ms. Smith and the lists of the workers are included in your packet.
- e) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 021 Lot 003 Sub 000 Typ002
- f) Approval of a Quitclaim Deed for the mobile home on land depicted as Map 051 Lot 000 Sub 000 Typ 188

Items CA-e through CA- f deed back properties to the owners, who have paid owed taxes. Copies of the deeds are included in your packet.

- g) Approval of Poem in Your Pocket Proclamation: This is the annual Council approval of this Proclamation. Representatives from the group will be at your meeting to provide more information. A copy of the proposed Proclamation is included in your packet.

The Council has the option to remove any item from the Consent Agenda to be considered separately. Chair Brayman will be removing CA-g (Poem in Your Pocket Proclamation) so it can be read aloud, and a presentation from the group can be given.

Suggested motion:

Motion to approve the Consent Agenda.

COMMITTEE REPORTS

- Finance Committee
- Teen Center Board of Trustees
- TIF 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 memo from Manager Eldridge outlining the Manager's Report items is included in your packet.

- a) Presentation from MDOT regarding the Frank J. Wood Bridge project: Representatives from the Maine Department of Transportation (MDOT) will provide an overview of their proposal for the rehabilitation or replacement of the Frank Wood Bridge. MDOT will also be presenting to the Topsham Selectmen and to the public, with a public meeting to be held on April 27th at 6:00 p.m. at the SMCC Mid-Coast Campus. A copy of the public notice is included in your packet.
- b) Revaluation video: This item informs the Council of a video developed to be played on Cable TV 3 and on the Town website showing what a resident can expect as part of the upcoming revaluation process. Additional videos will be created as the revaluation progresses.
- c) Miller Point Update: This item is for the Manager to update the Council on this matter based on what has occurred since the Council action on April 4th. A copy of the Agreement and Vegetation Management Plan for Miller Point is included in your packet.
- d) Report on spring cleanup services: This item informs the public of the upcoming spring clean-up that runs through April 30th. More information is included on the Public Works website. A copy of the program flyer is included in your packet.
- e) TIGER Grant Update: This item is to update the Council on this grant process. Staff has reviewed the requirements for a TIGER grant application and concluded that the Town cannot prepare a competitive application for the 2016 round.
- f) Financial update: Staff will update the Council on the Town's financial picture to date for the current fiscal year. Copies of financial reports will be included in your packet.
- g) Recognition of Government Finance Officers Association's Certificate of Achievement: The Finance Department has received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. The Town has received this award since 1999.

NEW BUSINESS

- 42. This item 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 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.

43. This item is sponsored by the TIF Committee, composed of Councilor Watson, Councilor Perreault, and Councilor Harris. It asks the Council to consider adopting "A Resolution Authorizing an Appropriation and Grant of up to \$300,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority." The TIF committee reviewed the request from MRRA and supported the recommendations. Copies of a memo from Manager Eldridge, the Resolution, a letter from MRRA, and minutes from the TIF Committee meeting are included in your packet.

Suggested motion:

Motion to adopt "A Resolution Authorizing an Appropriation and Grant of up to \$300,000 from Available Tax Increment Financing Proceeds to the Midcoast Regional Redevelopment Authority."

44. This item is to set a public hearing for May 2, 2016, 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, this requested public hearing must be held. Copies of a memo from Linda Smith, along with the Letter of Intent and letter from DECD, are included in your packet.

Suggested motion:

Motion to set a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Washburn & Doughty Associates Inc.

45. This item is to set a public hearing for May 2, 2016, 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, this requested public hearing must be held. Copies of a memo from Linda Smith, along with the Letter of Intent and letter from DECD, are included in your packet.

Suggested motion:

Motion to set a public hearing for May 2, 2016, on an Economic Development Program CDBG grant application for Artforms.

46. This item is for the Town Manager to present a list of tax acquired properties to the Council. The Finance Committee reviewed the list and provided their recommendations for a sale date for properties acquired through the tax lien foreclosure process. They are recommending the date of August 1, 2016. The action to sell the properties is consistent with the Town's policy regarding tax acquired properties. Copies of a memo from Mr. Eldridge, a list of the properties, and the Tax Acquired Real Estate Policy, are included in your packet.

Suggested Motion:

Motion to set August 1, 2016, as the sale date for properties if outstanding obligations are not paid, as included in the attached list.

47. This item is to set the Charter required public hearing for May 12, 2016, on the proposed Municipal Budget for 2016-2017 and CIP for 2017-2021. Since the advertisement has to be in the newspaper prior to the May 2nd meeting, the Council needs to set the public hearing at this meeting. By the time the advertisement appears in the paper, the budget will be available to the public, even though it is not currently available.

Suggested motion:

Motion to set the Charter required public hearing for May 12, 2016, on the proposed Municipal Budget for 2016-2017 and Capital Improvement Plan for 2017-2021.

Suggested motion:

Motion to adjourn the meeting.