

BRUNSWICK TOWN COUNCIL

Agenda

February 21, 2017

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 February 6, 2017
- b) Approval of an abatement for personal property taxes assessed to Danielle Kavanaugh
- c) Approval of “An Order Authorizing the Town Manager to Submit a Letter of Intent (LOI) for a Community MicroEnterprise Assistance (MEA) Development Block Grant (CDBG) on Behalf of Starz Hair Studio”

Public Comments (for items not on agenda)

Correspondence

UPDATES ON COMMITTEE ACTIVITIES

MANAGER’S REPORT

- a) Financial update
- b) Update on meetings on proposed plastic bag ban
- c) Upcoming Zoning Ordinance Public Forum
- d) Possible Town Hall evening hours
- e) Browntail moth update

PUBLIC HEARING

- 14. The Town Council will hear public comments on the following proposed ordinance: “An Ordinance Authorizing the Planning, Design and Construction of a New Elementary School on the Site of the Former Jordan Acres School, with Total Project Costs Not to Exceed Twenty-eight Million Dollars, (\$28,000,000) Plus Other Authorized Costs, And Further Authorizing Issuance of Bonds and Notes in an Amount Not to Exceed Twenty-eight Million Dollars (\$28,000,000) Plus Other Authorized Costs,” and will take appropriate action. (Manager)

HEARING/ACTION

TABLED ITEM

12. The Town Council will consider the disposition of the 946 Mere Point Road property, including potential easements for shellfish harvesting and an ancient burial ground, and will take any appropriate action. (Councilor Kathy Wilson)

ACTION

NEW BUSINESS

15. The Town Council will hear a presentation from the Recreation Commission and an architect from Bargmann Hendrie + Archtype on a study to determine the feasibility of potentially developing a new outdoor aquatic facility for the community, and will take any appropriate action. (Manager)

DISCUSSION

16. The Town Council will consider setting a public hearing on “An Ordinance Authorizing the Reconstruction of a Portion of the Storm Drain System and Associated Road Reconstruction on Union Street and Mill Street At an Amount not to Exceed \$2,160,978, and Appropriating TIF Revenues, Grant Funds, Reserves and Other Participating Contributions for the Purpose of Financing the Reconstruction” and will take any appropriate action. (Manager)

ACTION

17. The Town Council will consider the practice of posting roads for heavy loads, and will take any appropriate action. (Manager)

ACTION

18. The Town Council will consider setting a public hearing on March 6, 2017 on “A Resolution Amending the 2016-17 Budget to Appropriate \$50,000 for the Purpose of Funding Planning for the Central Fire Station” along with creating a Fire Station Design Committee, and will take any appropriate action. (Chair Alison Harris and Councilor Suzan Wilson)

ACTION

19. The Town Council will consider requiring citizens appointed to certain Town Boards, including the Planning Board, Zoning Board of Appeals and Village Review Board, to receive training within three months of initial appointment, 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)**

Emails to Town Council - towncouncil@brunswickme.org

**Brunswick Town Council
Agenda
February 21, 2017
Council Notes and Suggested Motions**

CONSENT AGENDA

- a) Approval of the minutes of February 6, 2017: A copy of the draft minutes is included in your packet.
- b) Approval of an abatement for personal property taxes assessed to Danielle Kavanaugh : This item asks the Council to approve a tax abatement for personal property assessed in error. A copy of a memo from the Assessor is included in your packet.
- c) Approval of “An Order Authorizing the Town Manager to Submit a Letter of Intent (LOI) for a Community MicroEnterprise Assistance (MEA) Development Block Grant (CDBG) on Behalf of Starz Hair Studio”: Laurie Demmons, Starz Hair Studio owner and manager, is requesting that the Town of Brunswick apply on her business’ behalf for a Community Development Block Grant (CDBG) MicroEnterprise Assistance (MEA) grant to do leasehold improvements for her business, located at 64 Maine Street, Brunswick, Maine. The leasehold improvements will include lighting, flooring, wall treatment, awnings and enhanced customer and contractor amenities. The estimated project cost is \$45,000 for these upgrades. The Letter of Intent is due on March 3, 2017. The application, if DECD invites the Town to apply on Starz Studio’s behalf, would be due on April 28, 2017. The detailed Application for the grant request would come before the Town Council on April 18, 2017. A copy of an order is included in your packet.

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

Suggested Motion:

Motion to approve the Consent Agenda

UPDATES ON COMMITTEE ACTIVITIES

Councilors will provide brief updates on recent committee activities.

MANAGER’S REPORT

- a) Financial update
- b) Update on meetings on proposed plastic bag ban
- c) Upcoming Zoning Ordinance Public Forum
- d) Possible Town Hall evening hours
- e) Browntail moth update

Manager Eldridge has prepared a memo summarizing the items on the Manager’s Report

PUBLIC HEARING

14. Town Council will hear public comments on a proposed ordinance for an elementary school only. If Council chooses to take action this evening, the options would be to

1) put the issue on a ballot, 2) adopt the bond ordinance or 3) take no action. A copy of the order, ordinance, treasurer's statement, warrant and budget, along with presentations from Superintendent Perzanoski, PDT architects and Finance Director Julie Henze, and responses to frequently asked questions from Council and the public are included in your packet.

Option for the Council if they choose to vote this evening - suggested motion, if there is not unanimous consent:

Motion to suspend the Council Rules to allow the Council to vote on this item at this meeting.

Suggested Motion:

Option 1)

Motion to adopt an order that will send the following bond ordinance to the June 13, 2017 election, "An Ordinance Authorizing the Planning, Design and Construction of a New Elementary School on the Site of the Former Jordan Acres School, with Total Project Costs Not to Exceed Twenty-eight Million Dollars, (\$28,000,000) Plus Other Authorized Costs, And Further Authorizing Issuance of Bonds and Notes in an Amount Not to Exceed Twenty-eight Million Dollars (\$28,000,000) Plus Other Authorized Costs."

Option 2)

Motion to adopt "An Ordinance Authorizing the Planning, Design and Construction of a New Elementary School on the Site of the Former Jordan Acres School, with Total Project Costs Not to Exceed Twenty-eight Million Dollars, (\$28,000,000) Plus Other Authorized Costs, And Further Authorizing Issuance of Bonds and Notes in an Amount Not to Exceed Twenty-eight Million Dollars (\$28,000,000) Plus Other Authorized Costs."

Option 3)

Take no action on this ordinance.

TABLED ITEM

12. This item, sponsored by Councilor Kathy Wilson, had been tabled at the last Council meeting, and comes back for the Town Council's consideration. The order has been modified, based on comments made at the last meeting. In addition, information from realtors relative to value is provided. Copies of memos from Manager Eldridge and Assistant Town Manager Derek Scrapchansky and revised draft order are included in your packet.

Suggested motion of Councilor Kathy Wilson:

Motion to adopt "An Order Authorizing the Sale of Property Located at 946 Mere Point Road".

NEW BUSINESS

15. This item is for the Council to hear a presentation from the Recreation Commission and an architect from Bargmann Hendrie + Archtype on a study to determine the feasibility of potentially developing a new outdoor aquatic facility for the community. The Recreation Commission had presented to the Council a community-wide survey on February 3, 2014, the results of which led to the decision to proceed with the study. Members of the Recreation Commission and Principal Architect Thomas A. Scarlata of Bargmann Hendrie + Archetype will be available at the meeting to answer any questions. Copies of a memo from Tom Farrell, Parks & Recreation Director, the Executive Summary of the Community Aquatic Facility feasibility study, and PowerPoint presentation are included in your packet. *(The full feasibility study is posted on line as an addendum to the packet.)*

Suggested Motion:

This is a discussion item so there is no action required.

16. The Town Council will set a public hearing for March 6, 2017 on “An Ordinance Authorizing the Reconstruction of a Portion of the Storm Drain System and Associated Road Reconstruction on Union Street and Mill Street At an Amount not to Exceed \$2,160,978, and Appropriating TIF Revenues, Grant Funds, Reserves and Other Participating Contributions for the Purpose of Financing the Reconstruction”. On February 2, 2017 this funding proposal was presented to the Finance Committee for review, and approved to be sent on to the Town Council. Flooding on Union Street has been an issue of concern for many years. Extensive flooding in 2009 brought the issue to the fore, and the storm drain project was first proposed in the 2010 Capital Improvement Program (CIP). With the 2014-2018 CIP, and 2013-14 Capital Budget adopted in May of 2013, \$50,000 in funding was appropriated for a study and design of a solution. Copies of a memo from Julie Henze, Finance Director, the proposed ordinance and a map with pictures are included in your packet.

Suggestion motion:

Motion to set a public hearing for March 6, 2017 on “An Ordinance Authorizing the Reconstruction of a Portion of the Storm Drain System and Associated Road Reconstruction on Union Street and Mill Street At an Amount not to Exceed \$2,160,978, and Appropriating TIF Revenues, Grant Funds, Reserves and Other Participating Contributions for the Purpose of Financing the Reconstruction”.

17. This item is for the Council to consider the practice of posting roads in the winter and spring. At the Council’s December 19, 2016 meeting there was a brief discussion about the Town’s rules regarding the posting of roads to heavy loads. The Town typically posts roads restricting heavy loads in late winter and spring when the roads are most susceptible to damage from overweight vehicles. Given the potential damage to the roads, we recommend that the Town continue posting. Permits to travel on posted roads can be issued by Public Works, and the department makes a judgment on a case-by-case basis. Copies of memos from the Town Manager and John Foster, Public Works Director, along with additional supporting information are included in your packets.

Suggested Motion:

There is no recommended motion by staff.

18. The Town Council will consider setting a public hearing on March 6, 2017 on “A Resolution Amending the 2016-17 Budget to Appropriate \$50,000 for the Purpose of Funding Planning for the Central Fire Station” along with creating a Fire Station Design Committee. As you know, Central Fire Station is nearly 100 years old, and since 2000 the Town has conducted several facilities and programming studies which have noted numerous structural and functional deficiencies at the Station. In 2002-03, Mitchell-Ross Associates provided a programmatic study entitled “Land/Site Evaluations, Existing Building assessment and Conceptual Estimates”. Fire Chief Ken Brilliant reached out to the current Mitchell Associates, and received a proposal for an updated report. At its February 2, 2017 meeting, the Finance Committee emphasized that funds should be made available and the planning process should begin as soon as possible. In accordance with the Town Charter, a budget amendment requires the Town Council to hold a public hearing at least ten days prior to adoption.

Suggested Motion:

Motion to set a public hearing for March 6, 2017, on “A Resolution Amending the 2016-17 Budget to Appropriate \$50,000 for the Purpose of Funding Planning for the Central Fire Station” and to create a Fire Station Design Committee.

19. This item is for the Council to consider amending the Boards and Committee Appointment policy to require appointees to the Planning Board, Zoning Board of Appeals and Village Review Board to get training within 3 months of initial appointment. This amendment comes at the request of the Council after discussions at the last meeting. A copy of the draft amendment is included in your packet.

Suggested Motion:

Motion to adopt an amendment to the “Town Boards, Commissions, and Committees Appointment Policy” to require requiring citizen appointed to certain Town Boards, including the Planning Board, Zoning Board of Appeals and Village Review Board, to get training within 3 months of initial appointment.

Suggested Motion:

Motion to adjourn the meeting.