

**Brunswick Town Council
Special Meeting
June 25, 2020
6:30 P.M.
Council Chambers, Town Hall
85 Union Street**

MEETING VIA ELECTRONIC DEVICES

*THIS MEETING IS BEING CONDUCTED VIA ELECTRONIC DEVICES
WITH TOWN COUNCIL MEMBERS PARTICIPATING FROM REMOTE LOCATIONS*

THERE IS AN OPPORTUNITY FOR THE PUBLIC TO ATTEND THIS MEETING IN PERSON, ALTHOUGH WE STRONGLY ENCOURAGE PARTICIPANTS TO USE THE ZOOM PLATFORM. THE MEETING WILL BE LIMITED TO 20 PUBLIC PARTICIPANTS, WHO SHOULD WEAR MASKS AND MAINTAIN SOCIAL DISTANCING BY USING THE PROVIDED SEATING.

THE PUBLIC CAN VIEW OR LISTEN TO THE MEETING ON TV3 (Channel 3 on Comcast) or

VIA LIVE STREAM FROM THE TOWN'S WEBSITE

<http://tv3hd.brunswickme.org/CablecastPublicSite/watch/1?channel=1>

HOW TO SUBMIT PUBLIC COMMENT

Public Comments must be submitted through the Zoom platform by dialing **+1 646 876 9923** and entering the Meeting ID number **868 7146 0981** and the password **262008** when prompted. Please be advised message and data rates may apply. The Council Chair will make an announcement when it is time for public comment.

All Votes to be Taken Via Roll Call

Roll Call of Members/Acknowledgement Notice

Pledge of Allegiance

Adjustments to Agenda

NEW BUSINESS ITEMS:

92. The Town Council will consider adopting "A Resolution Authorizing the Transfer of Funds Between Municipal Departments, Offices, and Agencies," and will take any appropriate action. (Town Manager Eldridge)

ACTION

93. The Town Council will consider adopting “A Resolution Authorizing the Over-expenditure of Certain Accounts for the Fiscal Year Ending June 30, 2020,” and will take any appropriate action. (Town Manager Eldridge)

ACTION

94. The Town Council will consider adopting “A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in 2019-20 for the Purpose of Updating the Town’s Comprehensive Plan”, and will take any appropriate action. (Town Manager Eldridge)

ACTION

95. The Town Council will consider any other action necessary to close the 2019-20 fiscal year, and will take any appropriate action. (Town Manager Eldridge)

ACTION

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

To submit comments on agenda items, please email towncouncil@brunswickme.org

**Brunswick Town Council Agenda
June 25, 2020, Special Meeting
Council Notes and Suggested Motions**

NEW BUSINESS ITEMS:

92. **Notes:** This resolution authorizes the transfer of funds between municipal offices, departments, and agencies. A copy of the draft resolution and projected expenditures are included in the packet.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Transfer of Funds Between Municipal Departments, Offices, and Agencies”.

93. **Notes:** This resolution authorizes the overexpenditure of certain accounts for the fiscal year ending June 30, 2020. A copy of the resolution is in the packet.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2020”.

94. **Notes:** This resolution allows the Town to carry forward funds appropriated in 2019-20 for the purpose of updating the Town’s Comprehensive Plan. The Comprehensive Plan Steering Committee is currently in the process of updating the plan.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in 2019-20 for the Purpose of Updating the Town’s Comprehensive Plan”.

95. **Notes:** This item is a placeholder for any other action necessary to close the fiscal year 2019-20.

Adjournment

Motion to adjourn the meeting.

ITEM 92
BACKUP

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Transfer of Funds Between
Municipal Departments, Offices, and Agencies**

WHEREAS, the Town of Brunswick encountered some unanticipated expenditures in the 2019-20 fiscal year for which sufficient funds were not available within the appropriated budgets of various municipal offices, departments and agencies; and

WHEREAS, the Town of Brunswick also has unanticipated savings in other municipal offices, departments and agencies; and

WHEREAS, the Town Manager, in accordance with section 508 (b) of the Charter of the Town of Brunswick, has requested a transfer of funds from accounts with unanticipated surpluses to those accounts for which there are unanticipated expenditures;

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Brunswick, Maine, in accordance with section 508 (b) of the Charter of the Town of Brunswick, that the following budgetary transfers are made:

From Account:

Police Department	\$ 100,000
PW General Maintenance	50,000
PW Refuse Collection & Disposal	50,000
PW Central Garage	50,000
Contingency Reserve	<u>210,000</u>
	<u>\$ 460,000</u>

Appropriated to Account:

Administration	\$ 20,000
Municipal Officers	15,000
Risk Management	35,000
Town Clerk & Elections	10,000
Fire Department	100,000
Police Station	15,000
PW Administration	20,000
General Assistance	140,000
Health & Social Services	100,000
People Plus Center	<u>5,000</u>
	<u>\$ 460,000</u>

**Town of Brunswick
General Fund
Projected Expenditures
June 30, 2020**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<u>General Government</u>								
11000	Administration	595,913	602,989	-	(7,076)	Prof services, HR costs	20,000	12,924
11100	Finance Department	774,536	743,077	31,459	-			31,459
11150	Technology Services	372,248	348,331	23,918	-			23,918
11200	Municipal Officers	237,915	244,441	-	(6,526)	Council stipend increase	15,000	8,474
11210	Municipal Building	177,899	173,731	4,168	-			4,168
11230	Risk Management	505,005	537,566	-	(32,561)	Workers compensation	35,000	2,439
11250	Cable TV	92,001	84,841	7,160	-			7,160
11300	Assessing	300,453	263,590	36,863	-			36,863
11600	Town Clerk & Elections	401,760	404,572	-	(2,812)	Absentee voting costs	10,000	7,188
11800	Engineering	256,566	240,144	16,422	-			16,422
11900	Planning & Development	654,592	636,593	17,999	-			17,999
11950	Economic Development	129,906	115,947	13,959	-			13,959
		4,498,794	4,395,820	151,949	(48,974)			182,975
<u>Public Safety</u>								
12100	Fire Department	3,837,278	3,920,974	-	(83,696)	COVID-19 response, R&M vehic	100,000	16,304
12150	Central Fire Station	46,600	33,821	12,779	-			12,779
12160	Emerson Fire Station	61,675	57,913	3,762	-			3,762
12200	Police Department	4,397,148	4,253,897	143,251	-	Personnel lines	(100,000)	43,251
12220	Emergency Dispatch	927,827	867,415	60,412	-			60,412
12250	Police Station	114,619	122,085	-	(7,466)	Janitorial, R&M building	15,000	7,534
12280	Marine Resources	120,082	107,361	12,721	-			12,721
12310	Streetlights	216,000	202,253	13,747	-			13,747
12320	Traffic Signals	32,500	24,593	7,907	-			7,907
12330	Fire Suppression Hydrants	550,000	546,655	3,345	-			3,345
12340	Emergency Management	2,000	1,070	930	-			930
		10,305,729	10,138,037	258,854	(91,162)			182,692
<u>Public Works</u>								
13100	Administration	386,408	394,266	-	(7,858)	Personnel	20,000	12,142
13110	General Maintenance	1,882,842	1,797,988	84,854	-	Winter maintenance, personnel	(50,000)	34,854
13130	Refuse Collection & Disposal	654,554	574,836	79,718	-	Refuse volumes	(50,000)	29,718
13140	Recycling	479,491	468,036	11,455	-			11,455
13150	Central Garage	742,785	639,793	102,992	-	R&M vehicles, fuel	(50,000)	52,992
		4,146,080	3,874,921	279,018	(7,858)			141,159
<u>Human Services</u>								
14100	General Assistance	195,411	316,001	-	(120,590)	General Assistance	140,000	19,410
14120	Health & Social Services	2,836	89,832	-	(86,996)	Personnel (Cultural Broker)	100,000	13,004
		198,247	405,833	-	(207,586)			32,414
<u>Education</u>								
14500	School Department	40,153,709	40,153,709	-	-		-	-

**Town of Brunswick
General Fund
Projected Expenditures
June 30, 2020**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<u>Recreation & Culture</u>								
15000	Recreation Administration	471,504	459,277	12,227	-			12,227
15050	Buildings & Grounds Maint.	1,014,109	981,359	32,750	-			32,750
15250	Recreation Building	293,270	266,548	26,722	-			26,722
15300	Teen Center	18,051	18,051	-	-			-
15310	People Plus Center	136,553	138,728	-	(2,175)	R&M building	5,000	2,825
15400	Curtis Memorial Library	<u>1,533,441</u>	<u>1,527,449</u>	<u>5,992</u>	<u>-</u>			<u>5,992</u>
		3,466,928	3,391,411	77,692	(2,175)			80,517
16000	<u>County Tax</u>	1,590,123	1,590,123	-	-			-
<u>Unclassified</u>								
17000	Promotion & Development	278,340	276,896	1,444	-			1,444
17010	Assistance to St. Johns	10,000	10,000	-	-			-
17020	Cemetery Care	3,200	2,000	1,200	-			1,200
17030	Contingency	<u>254,000</u>	<u>-</u>	<u>254,000</u>	<u>-</u>		(210,000)	<u>44,000</u>
		545,540	288,896	256,644	-			46,644
<u>Debt Service</u>								
18000	Principal & Interest Payment	970,543	970,543	-	(0)			(0)
	Total Expenditures	65,875,694	65,209,292	1,024,157	(357,755)			666,402
<u>Other Uses of Funds</u>								
19000	To Other Funds	<u>3,175,000</u>	<u>3,175,000</u>	<u>-</u>	<u>-</u>			<u>-</u>
	Total Other Uses	3,175,000	3,175,000	-	-			-
	TOTAL EXPENDITURES & OTHER USES	69,050,694	68,384,292	1,024,157	(357,755)	Net	666,402	666,402

ITEM 93
BACKUP

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Over-expenditure of Certain Accounts
for the Fiscal Year Ending June 30, 2020**

WHEREAS, Section 508(a) of the Charter of the Town of Brunswick (the “Charter”) requires a vote of the Town Council to authorize a department to expend an amount greater than its gross appropriation;

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Brunswick, Maine hereby authorizes expenditures to exceed the gross appropriation in any appropriated account so long as the amount is \$10,000 or less.

BE IT FURTHER RESOLVED, that this authorization shall increase by \$10,000 any prior or subsequent authorization to over-expend made under section 508(a) of the Charter.

Proposed to Town Council: June 25, 2020

Adopted by Town Council:

ITEM 94
BACKUP

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in
2019-20 for the Purpose of Updating the Town's Comprehensive Plan.**

WHEREAS, the Town appropriated funds in the 2019-20 municipal budget to be used for the purpose of updating the Comprehensive Plan ("Comp Plan"); and

WHEREAS, the project to update the Comp Plan has not been completed; and

WHEREAS, it is anticipated that \$24,600 of unexpended funds will remain in the Planning Department's Professional Services 2019-20 budget line as of June 30, 2020; and

WHEREAS, in accordance with section 511 of the Charter of the Town of Brunswick, Maine, funds will lapse if not lawfully encumbered or expended by June 30, 2020;

NOW THEREFORE BE IT RESOLVED, that the Town Council authorizes and orders the encumbrance of \$24,600 of the appropriation remaining in the Planning Department's Professional Services 2019-20 budget line to be carried forward and used for the Comprehensive Plan in the 2020-21 fiscal year.

Proposed to Town Council: June 25, 2020

Adopted by Town Council: