

1. Agenda

Documents:

[JUNE-27-2019-YR-END-NO-NOTES.PDF](#)

2. Meeting Materials

Documents:

[AGENDA-PACKET-JUNE-27-END-OF-YEAR-1.PDF](#)

Brunswick Town Council
Special Meeting
REVISED DATE
June 27, 2019
6:30 P.M.
Council Chambers, Town Hall
85 Union Street

Roll Call of Members/Acknowledgement Notice

Pledge of Allegiance

Adjustments to Agenda

NEW BUSINESS ITEMS:

83. 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
84. The Town Council will consider adopting “A Resolution Authorizing the Over-expenditure of Certain Accounts for the Fiscal Year Ending June 30, 2019,” and will take any appropriate action. (Town Manager Eldridge)
ACTION
85. The Town Council will consider adopting “A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in 2018-19 for the Purpose of Updating the Town’s Comprehensive Plan”, and will take any appropriate action. (Town Manager Eldridge)
ACTION
86. The Town Council will consider adopting “A Resolution Authorizing the Abatement of Taxes in Accordance with the Settlement Agreement with Village Green Brunswick Landing, LLC”, and will take any appropriate action. (Town Manager Eldridge)
ACTION
87. The Town Council will consider any other action necessary to close the 2018-19 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
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REVISED DATE
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**Brunswick Town Council
Special Meeting
June 24, 2019
Suggested Motions and Notes**

NEW BUSINESS ITEMS:

83. **Notes:** This item is to adopt a resolution authorizing the transfer of funds between municipal offices, departments, and agencies. A copy of the draft resolution and other material will be available at the meeting.

Suggested Motion:

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

84. **Notes:** This item is to adopt a resolution authorizing the over-expenditure of certain accounts for the fiscal year ending June 30, 2019. A copy of the resolution will be available at the meeting.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Overexpenditure of Certain Accounts for the Fiscal Year Ending June 30, 2019”.

85. **Notes:** This item requests that monies in the Department of Planning & Development designated for the updating of the Town’s Comprehensive Plan be carried over to the fiscal year 2019-2020. A copy of the resolution is included in the packet.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in 2018-19 for the Purpose of Updating the Town’s Comprehensive Plan”.

86. **Notes:** This resolution requests abatement of certain taxes from 2016, since a settlement has been reached with Village Green, LLC. A copy of the resolution is included in the packet.

Suggested Motion:

Motion to adopt “A Resolution Authorizing the Abatement of Taxes in Accordance with the Settlement Agreement with Village Green Brunswick Landing, LLC.”

87. **Notes:** This item is a place holder for any additional items that may come up between the time the agenda is set and the meeting is held.

Suggested Motion:

No motion suggested.

Adjournment

Motion to adjourn the meeting.

ITEM 83
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 2018-19 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	\$ 50,000
PW General Maintenance	50,000
Contingency Reserve	<u>73,308</u>
	<u>\$ 173,308</u>

Appropriated to Account:

Administration	\$ 25,000
Technology Services	45,000
Emerson Fire Station	10,000
Traffic Signals	5,000
General Assistance	35,000
Health & Social Services	1,000
Recreation Administration	8,000
People Plus Center	2,000
Curtis Memorial Library	6,000
Town Commons	1,000
Cemetery	1,000
Transfers to Capital Project funds	<u>34,308</u>
	<u>\$ 173,308</u>

**Town of Brunswick
General Fund
Projected Expenditures
June 30, 2019**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<u>General Government</u>								
11000	Administration	656,543	673,157	-	(16,614)	Personnel & Legal	25,000	8,386
11100	Finance Department	751,978	739,725	12,253	-			12,253
11150	Technology Services	391,199	429,394	-	(38,195)	Computer services & Internet	45,000	6,805
11200	Municipal Officers	89,415	83,640	5,775	-			5,775
11210	Municipal Building	177,899	150,393	27,506	-	Electricity		27,506
11230	Risk Management	490,172	446,192	43,980	-	Unemployment & Workers Comp		43,980
11250	Cable TV	86,555	80,960	5,595	-			5,595
11300	Assessing	297,958	286,152	11,806	-			11,806
11600	Town Clerk & Elections	365,102	350,349	14,753	-			14,753
11900	Planning & Development	578,884	560,145	18,739	-			18,739
11950	Economic Development	128,139	108,013	20,126	-	Position vacancy		20,126
		4,013,844	3,908,119	160,533	(54,808)			175,725
<u>Public Safety</u>								
12100	Fire Department	3,450,611	3,412,101	38,510	-			38,510
12150	Central Fire Station	46,500	36,738	9,762	-			9,762
12160	Emerson Fire Station	61,225	65,627	-	(4,402)	Air quality/HVAC	10,000	5,598
12200	Police Department	4,077,318	3,921,022	156,296	-	Personnel lines	(50,000)	106,296
12220	Emergency Dispatch	848,903	786,253	62,650	-	Personnel lines		62,650
12250	Police Station	112,098	107,990	4,108	-			4,108
12280	Marine Resources	221,839	179,085	42,754	-	Personnel & Capital lines		42,754
12310	Streetlights	220,000	201,341	18,660	-			18,660
12320	Traffic Signals	31,600	32,089	-	(489)	R&M Equip	5,000	4,511
12330	Fire Suppression Hydrants	493,500	481,324	12,176	-			12,176
12340	Emergency Management	2,000	1,500	500	-			500
		9,565,594	9,225,070	345,415	(4,891)			305,524
<u>Public Works</u>								
13100	Administration	586,058	541,936	44,122	-	Personnel lines		44,122
13110	General Maintenance	1,839,369	1,649,717	189,652	-	Personnel lines	(50,000)	139,652
13130	Refuse Collection & Dispos	658,040	624,522	33,518	-			33,518
13140	Recycling	341,717	332,598	9,119	-			9,119
13150	Central Garage	739,838	709,533	30,305	-			30,305
		4,165,022	3,858,307	306,715	-			256,715
<u>Human Services</u>								
14100	General Assistance	180,999	208,930	-	(27,931)	GA grants	35,000	7,069
14120	Health & Social Services	2,826	2,851	-	(25)	Miscalc retirement	1,000	975
		183,825	211,781	-	(27,956)			8,044
<u>Education</u>								
14500	School Department	38,132,210	38,132,210	-	-			-

**Town of Brunswick
General Fund
Projected Expenditures
June 30, 2019**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<u>Recreation & Culture</u>								
15000	Recreation Administration	455,309	460,035	-	(4,726)	Pers. (retirement) & Vet Plaza	8,000	3,274
15050	Buildings & Grounds Maint.	944,461	856,634	87,827	-	Part-time wages		87,827
15250	Recreation Building	229,724	227,529	2,195	-			2,195
15300	Teen Center	17,525	17,525	-	-			-
15310	People Plus Center	132,750	133,816	-	(1,066)	R&M Building	2,000	934
15400	Curtis Memorial Library	<u>1,484,360</u>	<u>1,488,157</u>	-	(3,797)	R&M Building	6,000	<u>2,203</u>
		3,264,129	3,183,695	90,023	(9,588)			96,434
16000	<u>County Tax</u>	1,565,279	1,565,279	-	-			-
<u>Unclassified</u>								
17000	Promotion & Development	283,453	284,430	-	(977)	Town Commons 300th	1,000	23
17010	Assistance to St. Johns	10,000	10,000	-	-			-
17020	Cemetery Care	3,000	3,537	-	(537)	Vet flags & markers	1,000	463
17030	Contingency	<u>175,408</u>	<u>(100,000)</u>	<u>275,408</u>	<u>-</u>		<u>(73,308)</u>	<u>202,100</u>
		471,861	197,966	275,408	(1,513)			202,587
<u>Debt Service</u>								
18000	Principal & Interest Payment	992,458	992,458	-	(0)			(0)
	Total Expenditures	62,354,222	61,274,885	1,178,094	(98,757)			1,045,029
<u>Other Uses of Funds</u>								
19000	To Other Funds	<u>3,030,958</u>	<u>3,065,266</u>	-	(34,308)	Hacker Rd culvert	34,308	<u>0</u>
	Total Other Uses	3,030,958	3,065,266	-	(34,308)			0
	TOTAL EXPENDITURES & OTHER USES	65,385,180	64,340,151	1,178,094	(133,064)	Net	1,045,029	1,045,029

ITEM 84
BACKUP

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Over-expenditure of Certain Accounts
for the Fiscal Year Ending June 30, 2019**

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 27, 2019

Adopted by Town Council:

ITEM 85
BACKUP

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in
2018-19 for the Purpose of Updating the Town's Comprehensive Plan.**

WHEREAS, the Town appropriated funds in the 2018-19 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 \$36,000 of unexpended funds will remain in the Planning Department's Professional Services 2018-19 budget line as of June 30, 2019; 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, 2019;

NOW THEREFORE BE IT RESOLVED, that the Town Council authorizes and orders the encumbrance of the appropriation remaining in the Planning Department's Professional Services 2018-19 budget line to be carried forward and used for the intended purpose in the 2019-20 fiscal year.

Proposed to Town Council: June 27, 2019

Adopted by Town Council:

ITEM 86
BACKUP

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

**A Resolution Authorizing the Abatement of Taxes in Accordance with the
Settlement Agreement with Village Green Brunswick Landing, LLC**

WHEREAS, Village Green Brunswick Landing (“VGBL”) filed a request for property tax abatement to the Town of Brunswick (the “Town”) for real property taxes assessed by the Town for the tax year 2016 with respect to property located at 27 Bioenergy Way which is identified on the Town of Brunswick Tax Maps at Map 40, Lot 2, Type 2 (the “Property”); and

WHEREAS, the Town Assessor granted a partial abatement on May 4, 2017; and

WHEREAS, following the Town’s denial of the full abatement request, VGBL appealed to the State Board of Property Tax Review (the “Abatement Appeal”); and

WHEREAS, to avoid the uncertainty and expense of further litigation, the Town and VGBL agreed to settle the Abatement Appeal with a Settlement Agreement (the “Agreement”); and

WHEREAS, conditioned upon VGBL’s performance of certain actions, the Agreement included the abatement of a portion of the 2016 real property taxes assessed on the Property, and;

WHEREAS, Village Green has fulfilled the terms of the Agreement;

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of Brunswick, Maine hereby authorizes the abatement of real property taxes as stated in the Settlement Agreement.

Proposed to Town Council: June 27, 2019

Adopted by Town Council:

ITEM 87
NO BACKUP