

**Brunswick Town Council  
Special Meeting  
June 28, 2021  
6:30 P.M.  
Council Chambers, Town Hall  
85 Union Street**

***THERE IS AN OPPORTUNITY TO ATTEND THIS MEETING IN PERSON OR  
VIEW THE MEETING VIA ZOOM, TV 3, OR LIVE STREAM***

**HOW TO WATCH AND COMMENT VIA ZOOM**

<https://www.brunswickme.org/313/Brunswick-Cable-TV3>

Comments are allowed during the public comment period, during public hearings, and on other items and matters at the discretion of the Council Chair.

**HOW TO WATCH VIA TV 3 OR LIVE STREAM**

*THE LINK TO 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>

**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 Seller of Prepared Food on Public Way license applications, and will take any appropriate action. (Town Manager Eldridge) **ACTION**
93. The Town Council will consider authorizing the sharing of a vendor site at the Town Mall between Falafel Mafia and MAIZ, LLC, and will take any appropriate action. (Town Manager Eldridge) **ACTION**
94. 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**

95. The Town Council will consider adopting “A Resolution Authorizing the Over-expenditure of Certain Accounts for the Fiscal Year Ending June 30, 2021,” and will take any appropriate action. (Town Manager Eldridge)  
**ACTION**
96. The Town Council will consider adopting “A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in 2020-21. for the Purpose of Updating the Town’s Comprehensive Plan”, and will take any appropriate action. (Town Manager Eldridge)  
**ACTION**
97. The Town Council will consider abatement of uncollectable Real Estate and Personal Property Taxes, and will take any appropriate action. (Finance Director)  
**ACTION**
98. The Town Council will consider any other action necessary to close the 2020-21 fiscal year, and will take any appropriate action. (Town Manager Eldridge)  
**ACTION**
99. The Town Council will consider cancelling the July 6, 2021 Town Council meeting, 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](mailto:towncouncil@brunswickme.org)

**Brunswick Town Council Agenda**  
**June 28, 2021**  
**Special Meeting**  
**Council Notes and Suggested Motions**

**NEW BUSINESS**

92. **Notes:** The Town Council is asked to consider requests from Lemongrass Vietnamese Restaurant, 212E Maine Street, and The Great Impasta, 42 Maine Street, for Seller of Food on Public Way licenses for sidewalk seating. A copy of a memo from Town Clerk Fran Smith and copies of their applications are included in the packet.

**Suggested Motion:**

Motion to approve Seller of Prepared Food on Public Way licenses for sidewalk seating for Lemongrass Vietnamese Restaurant, 212E Maine Street, and The Great Impasta, 42 Maine Street.

93. **Notes:** The Town Council authorized a vendor site on the mall for Falafel Mafia at its meeting on March 1, 2021. Due to a labor shortage, Falafel Mafia have not been able to staff a second truck destined for the Brunswick mall. They are asking to share their spot with MAIZ, aka La Fritanga, LLC, a seller of authentic Columbian food, in order to keep a presence on the mall for the entire week. MAIZ failed to get a site at the March 2, 2021 meeting as the Town Council granted it to Falafel Mafia. Falafel Mafia has paid for their site for the season. A copy of a memo from Town Clerk Fran Smith is included in the packet.

**Suggested Motion:**

Motion to approve a request by Falafel Mafia to share their vendor site on the mall this season with MAIZ, doing business as La Fritanga.

94. **Notes:** This resolution authorizes the transfer of funds between municipal offices, departments, and agencies. This information will be provided to the Town Council at the meeting.

**Suggested Motion:**

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

95. **Notes:** This resolution authorizes the overexpenditure of certain accounts for the fiscal year ending June 30, 2021. 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, 2021”.

96. **Notes:** This resolution allows the Town to carry forward funds appropriated in 2021-22 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 2021-22 for the Purpose of Updating the Town’s Comprehensive Plan”.

97. **Notes:** This item is a request to abate certain outstanding personal property taxes and real estate taxes pursuant to 841 (3) of title 36 M.R.S.A. These taxes cannot be collected due to absence of the taxpayer. A copy of a memo from Finance Director Julia Henze is included in the packet.

**Suggested Motion:**

Motion to authorize the Finance Director to abate certain outstanding personal and real estate property taxes that cannot be collected.

98. **Notes:** This item is a placeholder for any other action necessary to close the fiscal year 2021-22.

99. **Notes:** The Town Council discussed cancelling the July 6, 2021 meeting, so this item was put on the agenda to make it official.

**Adjournment**

Motion to adjourn the meeting.

ITEM 92  
BACKUP



*Town Clerk's Department*  
*207-725-6658*

Fran Smith, Town Clerk

MEMO

To: Town Council  
From: Fran Smith, Town Clerk  
Date: June 22, 2021  
Re: **Mall food vendor**

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The Town Clerk's Office has received a request from the owner of Falafel Mafia who was granted a **SELLERS OF PREPARED FOOD ON PUBLIC WAY** in March. Mr. Gardner stated that due to labor shortages this season he is not able to staff a second truck. He would like to share the Brunswick spot with the other applicant who wasn't selected to get the spot.

He spoke with the owners of Maiz, aka La Fritanga. and they are interested in sharing the Brunswick spot this summer if approved by the town council. Falafel Mafia would have access to the location Monday-Wednesday and La Fritanga would have it the rest of the week.

Please consider this request at your June 28, 2021 Council Meeting.

ITEM 93  
BACKUP



*Town Clerk's Department*  
207-725-6658

Fran Smith, Town Clerk

MEMO

To: Town Council  
From: Fran Smith, Town Clerk  
Date: June 22, 2021  
Re: **SELLERS OF PREPARED FOOD ON PUBLIC WAY** application

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The Town Clerk's Office has received the following request(s) for **SELLER OF PREPARED FOOD ON PUBLIC WAY** license:

Seller of Prepared Food on Public Way:

Lemongrass Vietnamese Restaurant  
The Great Impasta

Please consider this request at your June 28, 2021 Council Meeting.



**TOWN OF BRUNSWICK**

85 Union Street Brunswick, Maine 04011 TEL: (207) 725-6658 FAX: (207) 725-6663

**APPLICATION FOR LICENSE OR PERMIT**

New License: Opening Date \_\_\_\_\_  Renewal License

**Business Name:** LEMONGRASS VIETNAMESE REST E-Mail: Hoang-Alan@Hotmail.com

**Business Address:** 212 E Maine St. **Business Phone Number:** 725-9008

**Name of Contact Person:** Alan Hoang **Contact's Phone Number:** 837-3250

**Mailing Address for Correspondence:** 58 Main St. Topsham, Me 04086

**Signature of Applicant:** [Signature] **Date:** May 18, 2016

**Type of Business:**  Sole Proprietor-Owner's Name: ALAN HOANG

Partnership-Partners' Names: \_\_\_\_\_

Corporation-Corporation Name: \_\_\_\_\_

**Corporations Please Complete:**

**Incorporation Date:** \_\_\_\_\_ **Incorporation State:** \_\_\_\_\_

**Address of Incorporation:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

<i>Name of Corp. Officer, Owner, or Partners:</i>	<i>Title</i>	<i>Address</i>	<i>% of Stock or ownership</i>

**Note: There will be a late fee for any expired licenses (\$30) w/ fees higher than (\$50) and (\$15) for licenses w/ fees (\$50) or less. The fine will double after the license has been expired for more than 30 days. New licenses are prorated by the half-year.**

**Select Type of License you are applying for on back of this page**

**Town Clerk Use Only:**

**Type of License** \_\_\_\_\_

**All Licenses: Personal Property Taxes Paid**

**Peddler: Codes**  \_\_\_\_\_ *Codes Officer Signature*

**Seller of Prepared Food on Public Way:**  Insurance Binder  Picture of Cart  Council Approval

**Victualer/Innkeeper/Tattooing Establishment**  State Health Certificate

**Junkyard:**  Public Hearing Date  Advertising Fee

# 4868

**Mailed or Issued Date:** \_\_\_\_\_ **Paid Fee: \$** \_\_\_\_\_ **Cash / Check Date** \_\_\_\_\_

LEAN HOUSING - LEADON 62 ASS  
212 E MAIN ST BEEY  
007 BIOR SERVING FOR TOPR



The Great Impasta

**TOWN OF BRUNSWICK**

85 Union Street Brunswick, Maine 04011 TEL: (207) 725-6658 FAX: (207) 725-6663

**APPLICATION FOR LICENSE OR PERMIT**

New License: Opening Date 12/2/19  Renewal License

**Business Name:** The Great Impasta E-Mail: pasta@thegreatimpasta.com

Business Address: 42 Maine Street Business Phone Number: 207-729-5858

Name of Contact Person: Leyna Valek Contact's Phone Number: 207-841-2543

Mailing Address for Correspondence: 42 Maine Street, Brunswick ME 04011

Signature of Applicant: Leyna Valek Date: 5/4/21

Type of Business:  Sole Proprietor-Owner's Name: \_\_\_\_\_

Partnership-Partners' Names: Leyna Valek and Christopher Orr

Corporation-Corporation Name: \_\_\_\_\_

**Corporations Please Complete:**

Incorporation Date: \_\_\_\_\_ Incorporation State: \_\_\_\_\_

Address of Incorporation: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Corp. Officer, Owner, or Partners:	Title	Address	% of Stock or ownership

**Note: There will be a late fee for any expired licenses (\$30) w/ fees higher than (\$50) and (\$15) for licenses w/ fees (\$50) or less. The fine will double after the license has been expired for more than 30 days. New licenses are prorated by the half-year.**

**Select Type of License you are applying for on back of this page**

**Town Clerk Use Only:** Type of License SPFPW

All Licenses: Personal Property Taxes Paid

Peddler: Codes  \_\_\_\_\_ Codes Officer Signature \_\_\_\_\_

Seller of Prepared Food on Public Way:  Insurance Binder  Picture of Cart  Council Approval

Victualer/Innkeeper/Tattooing Establishment  State Health Certificate

Junkyard:  Public Hearing Date  Advertising Fee

Mailed or Issued Date: \_\_\_\_\_ Paid Fee: \$    Cash / Check Date   

MAY 17 2021



Sidewalk Use Application Retail & Food Service

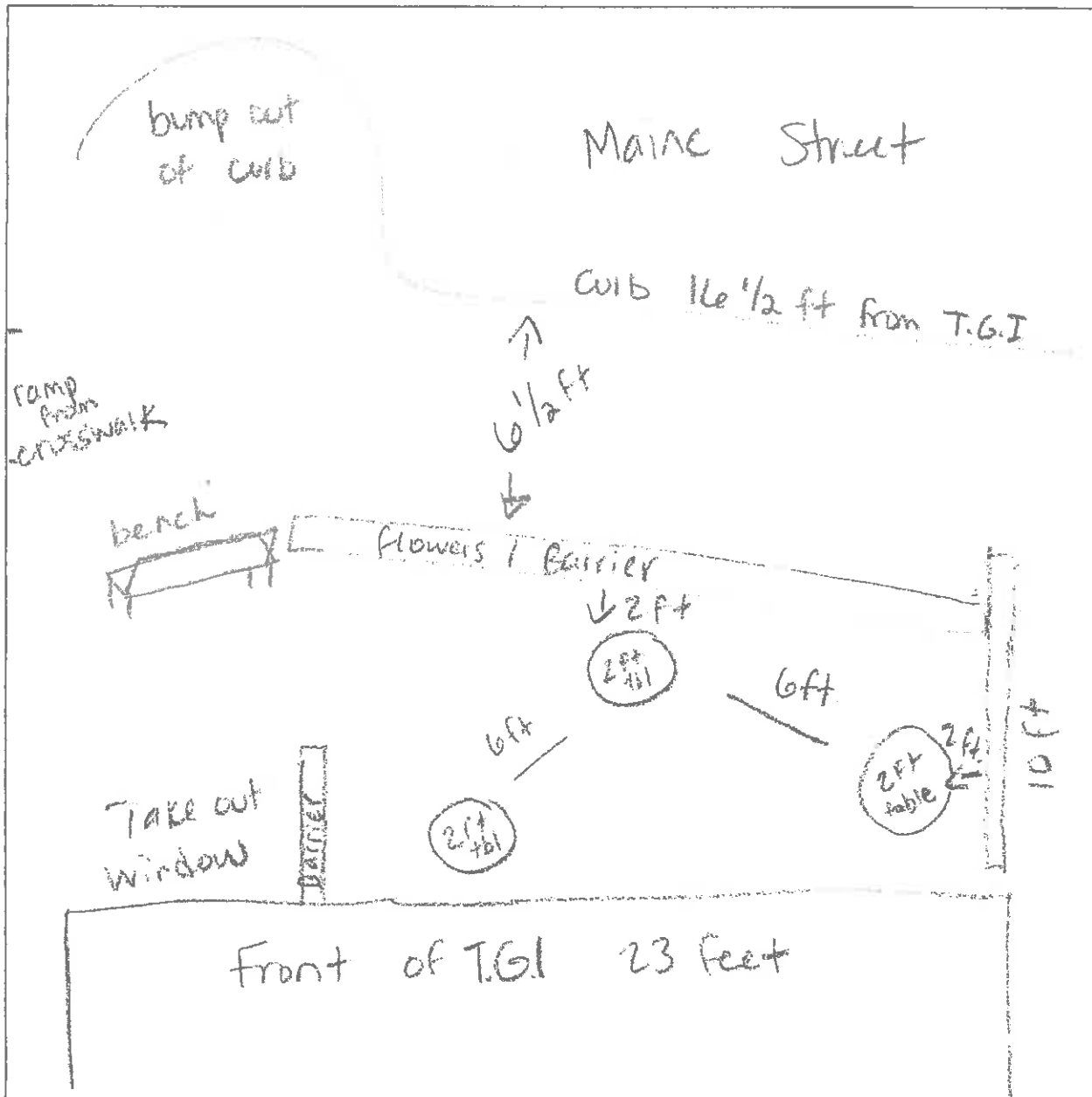
Name of business The Great Impasta

Address of business 42 Maine Street, Brunswick ME 04011

Owner/primary contact name Leyna Valek Phone number 207-729-5858

Hours/days of operation Tuesday - Saturday 11am - 8pm

Please submit a color photo of you storefront, certificate of insurance and draw sketch below  
(with measurements) or on separate page.

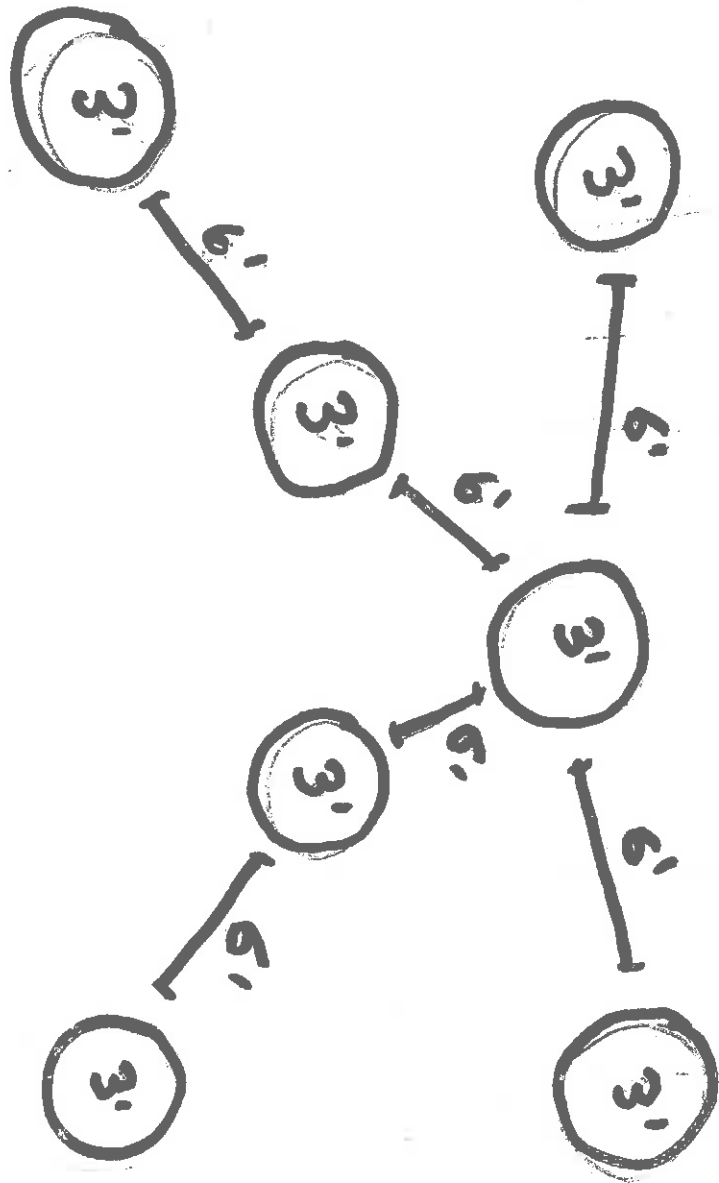


MILL STREET

Parking lot patio Seating

50'

35' Fence



THE GREAT IMPASTA

RAMP

AWNING

25' Fence

MAIN STREET

ITEM 94

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 2020-21 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:

14100 General Assistance	\$ 100,000
17030 Contingency Reserve	<u>160,000</u>
	<u>\$ 260,000</u>

Appropriated to Account:

11210 Municipal Building	\$ 20,000
11230 Risk Management	90,000
11250 Cable TV	5,000
12100 Fire Department	90,000
12160 Emerson Fire Station	5,000
12250 Police Station	30,000
12330 Fire Suppression (Hydrants)	10,000
15400 Curtis Memorial Library	<u>10,000</u>
	<u>\$ 260,000</u>



**Town of Brunswick  
General Fund  
Projected Expenditures  
June 30, 2021**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<b><u>General Government</u></b>								
11000	Administration	569,964	533,143	36,821	-			36,821
11100	Finance Department	794,328	743,306	51,022	-			51,022
11150	Technology Services	373,778	368,364	5,414	-			5,414
11200	Municipal Officers	261,369	252,688	8,681	-			8,681
11210	Municipal Building	169,650	183,026	-	(13,376)	COVID-19 supplies & personnel	20,000	6,624
11230	Risk Management	611,393	694,410	-	(83,017)	Workers compensation	90,000	6,983
11250	Cable TV	95,133	96,515	-	(1,382)	COVID-19 personnel	5,000	3,618
11300	Assessing	304,876	290,990	13,886	-			13,886
11600	Town Clerk & Elections	422,470	404,778	17,692	-			17,692
11800	Engineering	276,999	264,622	12,377	-			12,377
11900	Planning & Development	650,139	614,584	35,555	-			35,555
11950	Economic Development	205,999	175,592	30,407	-			30,407
		<u>4,736,098</u>	<u>4,622,018</u>	<u>211,855</u>	<u>(97,775)</u>			<u>229,080</u>
<b><u>Public Safety</u></b>								
12100	Fire Department	4,049,595	4,127,560	-	(77,965)	COVID-19 suppl, R&M Vehicles	90,000	12,035
12150	Central Fire Station	46,775	31,566	15,209	-			15,209
12160	Emerson Fire Station	62,700	63,679	-	(979)	R&M Building	5,000	4,021
12200	Police Department	4,440,657	4,305,245	135,412	-			135,412
12220	Emergency Dispatch	973,899	884,190	89,709	-			89,709
12250	Police Station	119,306	141,323	-	(22,017)	R&M Building	30,000	7,983
12280	Marine Resources	119,668	106,560	13,108	-			13,108
12310	Streetlights	216,000	208,798	7,202	-			7,202
12320	Traffic Signals	33,000	22,944	10,056	-			10,056
12330	Fire Suppression Hydrants	600,000	609,578	-	(9,578)	BTWD rate increase eff 2/1/21	10,000	422
12340	Emergency Management	2,000	1,300	700	-			700
		<u>10,663,600</u>	<u>10,502,744</u>	<u>271,396</u>	<u>(110,540)</u>			<u>295,856</u>
<b><u>Public Works</u></b>								
13100	Administration	300,875	293,960	6,915	-			6,915
13110	General Maintenance	1,933,515	1,889,202	44,313	-			44,313
13130	Refuse Collection & Dispos:	659,899	565,440	94,459	-			94,459
13140	Recycling	496,518	468,722	27,796	-			27,796
13150	Central Garage	665,178	639,808	25,370	-			25,370
		<u>4,055,985</u>	<u>3,857,132</u>	<u>198,853</u>	<u>-</u>			<u>198,853</u>
<b><u>Human Services</u></b>								
14100	General Assistance	734,513	230,391	504,122	-		(100,000)	404,122
14120	Health & Social Services	102,250	100,295	1,955	-			1,955
		<u>836,763</u>	<u>330,686</u>	<u>506,077</u>	<u>-</u>			<u>406,077</u>
<b><u>Education</u></b>								
14500	School Department	42,748,055	42,748,055	-	-			-

**Town of Brunswick  
General Fund  
Projected Expenditures  
June 30, 2021**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<b><u>Recreation &amp; Culture</u></b>								
15000	Recreation Administration	484,168	430,088	54,080	-			54,080
15050	Buildings & Grounds Maint.	886,375	820,652	65,723	-			65,723
15250	Recreation Building	233,573	174,479	59,094	-			59,094
15300	Teen Center	18,051	18,051	-	-			-
15310	People Plus Center	140,553	135,233	5,320	-			5,320
15400	Curtis Memorial Library	<u>1,533,441</u>	<u>1,539,449</u>	-	(6,008)	R&M building	10,000	<u>3,992</u>
		3,296,161	3,117,953	184,217	(6,008)			188,208
16000	<b><u>County Tax</u></b>	1,674,551	1,674,551	-	-			-
<b><u>Unclassified</u></b>								
17000	Promotion & Development	303,709	296,798	6,911	-			6,911
17010	Assistance to St. Johns	10,000	10,000	-	-			-
17020	Cemetery Care	3,200	3,045	155	-			155
17030	Contingency	<u>186,750</u>	<u>(235,451)</u>	<u>422,201</u>	-		(160,000)	<u>262,201</u>
		<b>503,659</b>	<b>74,392</b>	429,267	-			269,267
<b><u>Debt Service</u></b>								
18000	Principal & Interest Paymen	948,437	948,437	-	-			-
	<b>Total Expenditures</b>	69,463,309	67,875,968	1,801,663	(214,323)			1,587,341
<b><u>Other Uses of Funds</u></b>								
19000	To Other Funds	<u>3,570,954</u>	<u>3,570,954</u>	-	-			-
	<b>Total Other Uses</b>	3,570,954	3,570,954	-	-			-
	<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	73,034,263	71,446,923	1,801,663	(214,323)	Net	1,587,341	-
								1,587,341

ITEM 95  
BACKUP

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing the Over-expenditure of Certain Accounts  
for the Fiscal Year Ending June 30, 2021**

**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 28, 2021

Adopted by Town Council:

ITEM 96  
BACKUP

**TOWN OF BRUNSWICK, MAINE  
TOWN COUNCIL**

**A Resolution Authorizing the Encumbrance and Carry-Forward of Funds Appropriated in  
2019-20 and Carried Forward to 2020-21 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 Town Council authorized the encumbrance of \$24,600 to be carried forward in the Planning Department’s Professional Services 2020-21 budget line to be used for the Comp Plan in the 2020-21 fiscal year; and

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

**WHEREAS**, it is anticipated that \$24,200 of unexpended funds will remain in the Planning Department’s Professional Services 2020-21 budget line as of June 30, 2021; 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, 2021;

**NOW THEREFORE BE IT RESOLVED**, that the Town Council authorizes and orders the encumbrance of \$24,200 of the appropriation remaining in the Planning Department’s Professional Services 2020-21 budget line to be carried forward and used for the Comprehensive Plan in the 2021-22 fiscal year.

Proposed to Town Council: June 28, 2021

Adopted by Town Council:

ITEM 97  
BACKUP

# Town of Brunswick, Maine

OFFICE OF THE FINANCE DIRECTOR

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## MEMORANDUM

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**TO:** Brunswick Town Council

**FROM:** Julia Henze  
Finance Director

**DATE:** June 25, 2021

**SUBJECT:** Abatement of uncollectable Real Estate and Personal Property taxes

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Pursuant to section 841(3) of title 36 M.R.S.A., I request that certain outstanding personal property taxes and real estate taxes be abated. These taxes cannot be collected due to absence of the taxpayer.

Absence	8 Personal Property Accounts	\$ 2,794.59
Absence	7 Real Estate Accounts	<u>5,039.52</u>
	Total 15 accounts:	<u>\$ 7,834.11</u>



98 PLACEHOLDER -

NO BACK UP MATERIALS

ITEM 99

NO BACK UP MATERIALS