

**Brunswick Town Council
Special Meeting
June 27, 2022
6:30 P.M.
Council Chambers, Town Hall
85 Union Street**

THIS MEETING IS BEING CONDUCTED LIVE AND VIA ELECTRONIC DEVICES

THERE IS AN OPPORTUNITY FOR THE PUBLIC TO ATTEND THIS MEETING IN PERSON, ALTHOUGH WE STRONGLY ENCOURAGE PARTICIPANTS TO USE THE ZOOM PLATFORM.

THE PUBLIC CAN VIEW OR LISTEN TO THE MEETING ON TV3 (Channel 3 on Comcast) or streaming at <http://tv3hd.brunswickme.org/CablecastPublicSite/watch/1?channel=1>

Or by Zoom

<https://us02web.zoom.us/j/89345371482?pwd=4uxEJjcpSCfMsfJA9FSlkMdLUcE3m6.1>

HOW TO SUBMIT PUBLIC COMMENT

Public Comments must be submitted through the Zoom platform. 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

Public Comments/Announcements (for items not on the agenda)

NEW BUSINESS

113. The Town Council will discuss an ordinance that would place a 180-day moratorium on development without a certain percentage of affordable housing, and will take any appropriate action. (Town Manager Eldridge)

DISCUSSION/ACTION

114. The Town Council will consider adopting “A Resolution Authorizing the Transfer of Funds Between Municipal Functions,” and will take any appropriate action. (Town Manager Eldridge)

ACTION

115. The Town Council will consider abatement of uncollectable Real Estate and Personal Property Taxes, and will take any appropriate action. (Finance Director) **ACTION**
116. The Town Council will consider any other action necessary to close the 2021-22 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 27, 2022
Special Meeting
Council Notes and Suggested Motions

NEW BUSINESS

113. **Notes:** The Council will further discuss the proposed moratorium on development. A public hearing was held at the last Town Council meeting on June 21, 2022. A copy of the draft moratorium is included in the packet.

Suggested Motion:

No motion suggested.

114. **Notes:** This resolution authorizes the transfer of funds between municipal functions. 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 Functions”.

115. **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.

116. **Notes:** This item is a placeholder for any other action necessary to close the fiscal year 2022-23.

Adjournment

Motion to adjourn the meeting.

ITEM 113
NO BACK UP

**EMERGENCY MORATORIUM
REGARDING AFFORDABLE HOUSING**

WHEREAS, recent data from 2020 to 2021 shows that median housing rental and sales prices in Brunswick have increased by 10-15 percent compared to an increase of median income of only 1 percent;

WHEREAS, Brunswick's Zoning Ordinance (Section 4.2(D)) currently makes certain benefits, including impact fee reductions and modification of dimensional standards, available to developers, but does not mandate that affordable housing be provided;

WHEREAS, since January 1, 2020, building permits for 307 dwelling units have been issued and another 896 units are currently under review or have been issued development approval;

WHEREAS, of the permitted and anticipated dwelling units, no developer has taken advantage of existing incentives under the Zoning Ordinance to encourage development of affordable housing units;

WHEREAS, the Comprehensive Planning Committee has identified affordable and workforce housing as a top priority for the Town's planning endeavors;

WHEREAS, Brunswick's Zoning Ordinance currently contains no definition or incentives for workforce-level housing (defined for the purposes of this Moratorium as housing serving owners or tenants with household incomes at 100-120% AMI for the Brunswick ME Micropolitan NECTA.

WHEREAS, given the significant rise in housing prices, the value to a developer in developing market rate units is likely to exceed the value of the benefits in providing affordable housing under the existing Zoning Ordinance or workforce housing as defined herein;

NOW THEREFORE, be it ordained by the Town Council of Brunswick that a MORATORIUM is hereby imposed for a period of one hundred eighty (180) days on the review or approval of any application in the Town of Brunswick requiring development review, which Proposes more than 30 dwelling units in any number of phases.

Exception: This Moratorium shall not impact or limit the review or approval of a development which proposes that at least 20 percent of units will be deed-restricted (if to be sold) for a period of at least 10 years, or rent-restricted (if to be leased) for a period of at least 30 years, to households with annual income less than 80% of Area Median Income for the Brunswick Metropolitan Area at the time of sale or lease.

During the pendency of this Moratorium, the Planning Board and Town staff shall neither accept nor approve applications, plans or permits for any development governed by this Moratorium

unless the development is the subject of a final plan that has been submitted and for which the Staff Review Committee has completed its review of said final plan prior to June 2, 2022, the date on which this proposed Moratorium was published. This date of applicability shall apply notwithstanding 1 M.R.S.A. § 302.

Emergency Declaration

In accordance with section 212 of the Charter of the Town of Brunswick, Maine, and any other enabling legislation, for the reasons set forth in the preamble above, the Town Council declares the existence of an emergency affecting life, health, property or public peace.

This Moratorium shall be in effect immediately upon enactment and shall remain in place for 180 days from the date of enactment.

Proposed: June 6, 2022
Public Hearing: June 21, 2022
Approved:



**TOWN OF BRUNSWICK
NOTICE OF PUBLIC HEARING**

The Town Council will hold a public hearing on June 21, 2022 at 6:30 p.m. in the Town Council Chambers of the Brunswick Town Hall, 85 Union Street to consider the following:

**The Town Council will hear public comments on adopting an Ordinance on an
Emergency Moratorium Regarding Affordable Housing**

The text of the ordinance is as follows:

Be it ordained by the Town Council of Brunswick that a MORATORIUM is hereby imposed for a period of one hundred eighty (180) days on the review or approval of any application in the Town of Brunswick requiring development review, which Proposes more than 30 dwelling units in any number of phases.

Exception: This Moratorium shall not impact or limit the review or approval of a development which proposes that at least 20 percent of units will be deed-restricted (if to be sold) for a period of at least 10 years, or rent-restricted (if to be leased) for a period of at least 30 years, to households with annual income less than 80% of Area Median Income for the Brunswick Metropolitan Area at the time of sale or lease.

During the pendency of this Moratorium, the Planning Board and Town staff shall neither accept nor approve applications, plans or permits for any development governed by this Moratorium unless the development is the subject of a final plan that has been submitted and for which the Staff Review Committee has completed its review of said final plan prior to June 2, 2022, the date on which this proposed Moratorium was published. This date of applicability shall apply notwithstanding 1 M.R.S.A. § 302.

Emergency Declaration

In accordance with section 212 of the Charter of the Town of Brunswick, Maine, and any other enabling legislation, for the reasons set forth in the preamble to the ordinance, the Town Council declares the existence of an emergency affecting life, health, property or public peace.

This Moratorium shall be in effect immediately upon enactment and shall remain in place for 180 days from the date of enactment.

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A copy of the ordinance, including the preamble citing the reasons for the declaration of an emergency, is too large to be reproduced in this notice. The ordinance and the preamble are available from the Town

Clerk's Office, located in the Brunswick Town Hall, at 85 Union Street, Brunswick, ME 04011. The full text is also posted on-line at www.brunswickme.org.

All interested persons are invited to attend the public hearing and will be given the opportunity to be heard.

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

Frances M. Smith
Town Clerk of Brunswick, Maine

ITEM 114

BACKUP INFORMATION

**TOWN OF BRUNSWICK, MAINE
TOWN COUNCIL**

A Resolution Authorizing the Transfer of Funds Between Municipal Functions

WHEREAS, the 2021-22 Budget Resolution, adopted by the Town Council on May 13, 2021, established the General Fund expenditure budget by governmental functions, in compliance with the Town Charter; and

WHEREAS, the Town's Finance Director anticipates that all actual expenditures for the fiscal year ending June 30, 2022 will be within the expenditures limits as established by the functions established in the Budget Resolution, and therefore in full compliance with the Town Charter; and

WHEREAS, prior to the 2021-22 fiscal year, the expenditure limits were established at the department level; and

WHEREAS, the section 508 of the Town Charter authorizes the Town Manager to transfer unexpended appropriation within functions but not across functions; and

WHEREAS, the Finance Director is requesting that, for the purposes of supplemental financial statement presentations, the Town Council adjust expenditure appropriations at the department level, as has been done historically; and

WHEREAS, the Town Manager, has determined that the best way to accommodate this request is to request, pursuant to section 508 of the Town Charter, that the Council authorize a transfer of funds from the Unclassified function to those functions within which certain departments have experienced 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 Function:

Unclassified		
Contingency Reserve		\$ 295,000
Total Unclassified		<u>\$ 295,000</u>

Appropriated to Function:

General Government		
Administration	15,000	
Municipal Officers	5,000	
Municipal Building	35,000	
Total General Government		\$ 55,000
Public Safety		
Fire Department	5,000	
Emerson Fire Station	15,000	
Emergency Dispatch	10,000	
Police Station	15,000	
Streetlights	25,000	
Traffic Signals	10,000	
Total Public Safety		80,000
Public Works		
Administration	10,000	
Central Garage	75,000	
Total Public Works		85,000
Recreation and Culture		
Administration	50,000	
Curtis Memorial Library	25,000	
Total Recreation and Culture		<u>75,000</u>
		<u>\$ 295,000</u>

**Town of Brunswick
General Fund
Projected Expenditures
June 30, 2022**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<u>General Government</u>								
11000	Administration	576,774	588,763	-	(11,989)	Personnel lines	15,000	3,011
11100	Finance Department	815,235	785,514	29,721	-		-	29,721
11150	Technology Services	390,319	357,131	33,188	-		-	33,188
11200	Municipal Officers	251,369	252,771	-	(1,402)	Advertising, taxes on TAP	5,000	3,598
11210	Municipal Building	194,353	226,794	-	(32,441)	Custodial, natural gas, electricity	35,000	2,559
11230	Risk Management	713,337	657,177	56,160	-		-	56,160
11250	Cable TV	111,709	104,457	7,252	-		-	7,252
11300	Assessing	306,012	292,105	13,907	-		-	13,907
11600	Town Clerk & Elections	415,548	385,376	30,172	-		-	30,172
11800	Engineering	308,337	227,822	80,515	-		-	80,515
11900	Planning & Development	706,932	689,489	17,443	-		-	17,443
11950	Economic Development	269,801	210,910	58,891	-		-	58,891
		<u>5,059,726</u>	<u>4,778,309</u>	<u>327,249</u>	<u>(45,832)</u>		<u>55,000</u>	<u>336,417</u>
<u>Public Safety</u>								
12100	Fire Department	4,331,818	4,333,656	-	(1,838)	R&M Veh, Diesel & Gasoline	5,000	3,162
12150	Central Fire Station	47,975	38,690	9,285	-		-	9,285
12160	Emerson Fire Station	69,800	80,856	-	(11,056)	R&M Building	15,000	3,944
12200	Police Department	4,823,005	4,589,563	233,442	-		-	233,442
12220	Emergency Dispatch	961,102	967,993	-	(6,891)	Personnel, capital equip	10,000	3,109
12250	Police Station	121,440	134,464	-	(13,024)	Personnel, utilities	15,000	1,976
12280	Marine Resources	129,659	114,934	14,725	-		-	14,725
12310	Streetlights	94,000	117,615	-	(23,615)	Electricity	25,000	1,385
12320	Traffic Signals	33,000	40,761	-	(7,761)	R&M Equipment	10,000	2,239
12330	Fire Suppression Hydrants	650,000	621,377	28,623	-		-	28,623
12340	Emergency Management	2,000	800	1,200	-		-	1,200
		<u>11,263,799</u>	<u>11,040,710</u>	<u>287,275</u>	<u>(64,185)</u>		<u>80,000</u>	<u>303,089</u>
<u>Public Works</u>								
13100	Administration	433,975	442,639	-	(8,664)	Personnel, supplies	10,000	1,336
13110	General Maintenance	2,186,061	2,046,735	139,326	-		-	139,326
13130	Refuse Collection & Dispos	672,975	668,311	4,664	-		-	4,664
13140	Recycling	531,390	369,798	161,592	-		-	161,592
13150	Central Garage	831,613	901,097	-	(69,484)	Personnel, R&M Bldg/Vehicles	75,000	5,516
		<u>4,656,014</u>	<u>4,428,579</u>	<u>305,583</u>	<u>(78,148)</u>		<u>85,000</u>	<u>312,435</u>
<u>Human Services</u>								
14100	General Assistance	451,116	209,863	241,253	-		-	241,253
14120	Health & Social Services	122,302	42,180	80,122	-		-	80,122
		<u>573,418</u>	<u>252,043</u>	<u>321,375</u>	<u>-</u>		<u>-</u>	<u>321,375</u>
<u>Education</u>								
14500	School Department	43,651,333	43,651,333	-	-		-	-

**Town of Brunswick
General Fund
Projected Expenditures
June 30, 2022**

Acct	Function	Budget	Projected	Under	(Over)	Explanation	Adjust Incr/(Decr)	Adjusted Bal
<u>Recreation & Culture</u>								
15000	Recreation Administration	496,343	533,928	-	(37,585)	Personnel, Prof services	50,000	12,415
15050	Buildings & Grounds Maint.	1,001,833	968,319	33,514	-			33,514
15250	Recreation Building	249,621	171,970	77,651	-			77,651
15300	Teen Center	20,000	20,000	-	-			-
15310	People Plus Center	147,000	146,773	227	-			227
15400	Curtis Memorial Library	<u>1,611,464</u>	<u>1,636,417</u>	<u>-</u>	<u>(24,953)</u>	R&M Building	<u>25,000</u>	<u>47</u>
		3,526,261	3,477,408	111,392	(62,538)		75,000	123,853
16000	<u>County Tax</u>	1,664,113	1,664,113	-	-			-
<u>Unclassified</u>								
17000	Promotion & Development	300,629	294,022	6,607	-			6,607
17010	Assistance to St. Johns	10,000	10,000	-	-			-
17020	Cemetery Care	3,200	2,844	356	-			356
17030	Contingency	<u>450,000</u>	<u>(291,168)</u>	<u>741,168</u>	<u>-</u>		<u>(295,000)</u>	<u>446,168</u>
		763,829	15,698	748,131	-		(295,000)	453,131
<u>Debt Service</u>								
18000	Principal & Interest Paymen	936,659	610,704	325,955	-			325,955
	Total Expenditures	72,095,152	69,918,896	2,426,960	(250,704)		-	2,176,256
<u>Other Uses of Funds</u>								
19000	To Other Funds	<u>4,313,049</u>	<u>4,313,049</u>	<u>-</u>	<u>-</u>			<u>-</u>
	Total Other Uses	4,313,049	4,313,049	-	-			-
	TOTAL EXPENDITURES & OTHER USES	76,408,201	74,231,945	2,426,960	(250,704)	Net	2,176,256	2,176,256

ITEM 115

BACKUP INFORMATION

Town of Brunswick, Maine

OFFICE OF THE FINANCE DIRECTOR

MEMORANDUM

TO: Brunswick Town Council

FROM: Julia Henze
Finance Director

DATE: June 27, 2022

SUBJECT: Abatement of uncollectable Real Estate and Personal Property taxes

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 or insolvency of the taxpayer.

Absence	19 Personal Property Accounts	\$ 2,520.79
Insolvency	2 Personal Property Accounts	4,043.56
Absence	3 Real Estate Accounts	<u>762.70</u>
	Total 15 accounts:	<u>\$ 7,327.05</u>

ITEM 116

BACKUP INFORMATION