

Special Meeting  
City Hall Council Chambers

Monday, January 27, 2025  
3:00 p.m.

The special meeting was called to order by Mayor Daniels. The deputy city clerk called the roll:

Councilor Phanthay- absent  
Councilor Kimball-present  
Mayor Daniels-present

Councilor O’Halloran-absent  
Councilor Morin-present

Mayor Daniels declared that a quorum was present. City Manager Eric Glidden was also present.

Mayor Daniels led members of the Council and others present in reciting the pledge of allegiance to the flag of the United States of America.

Mayor Daniels read the notice for the regular meeting.

TO: Soubanh Phanthay, Dani O’Halloran, William Kimball, Jenn Morin and Michele Daniels;  
MEMBERS OF THE BREWER CITY COUNCIL. You are hereby notified that a **special meeting** of the City Council of the City of Brewer will be held on **Monday, January 27, 2025 beginning at 3:00 p.m.**, at 80 North Main Street, to consider and act on the items on the attached agenda.

s/ Michele Daniels  
\_\_\_\_\_  
Mayor and Chairman of the City Council  
Or \_\_\_\_\_  
Majority of the City Council

a true copy, attest: s/Vincent P. Migliore  
\_\_\_\_\_  
City Clerk

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OFFICER’S RETURN

I have on the date(s) and time(s) indicated given notice of this meeting by giving in hand of by leaving at the usual dwelling place of the within named an attested copy of this notice of meeting:

Given/Delivered to:	by (person delivering)	Title	Date	Time
Soubanh Phanthay			01/23/2025	
Dani O’Halloran			01/23/2025	
William Kimball			01/23/2025	
Jenn M. Morin			01/23/2025	
Michele Daniels			01/23/2025	

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# CITY COUNCIL SPECIAL MEETING

January 27, 2025 3:00 P.M.

Brewer City Hall Council Chambers

- I. Call to Order** (Mayor Daniels)
- II. Roll Call** (Deputy City Clerk)
- III. Pledge of Allegiance to the Flag of the United States of America** (Mayor Daniels)
- A. Minutes** (none)
- B. Awards, Petitions and Public Comments**
  - 1. Presentation: Center Street Revitalization Village Partnership Initiative Project - Presentation of Final Recommendations, Jessa Berna, Stantec.
  - 2. Discussion: Update on City initiatives and goal setting.
- C. Consent Calendar** (none)
- D. Monthly Reports** (none)
- E. Nominations, Appointments, Elections**
  - 1. (2025-A019) ORDER Appoint Michael Johnson to the City of Brewer Board of Ethics. (Councilor Phanthay)
- F. Unfinished Business** (none)
- G. New Business**
  - 1. (2025-A020) ORDER Convene in executive session pursuant to Title 1, M.R.S.A. §405(6)(E) to consult with legal counsel regarding City Council rights and duties. (Councilor Kimball)
- H. New Items with Leave of Council**
- I. ADJOURN**

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## **A. Minutes**

There were no meeting minutes.

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## **B. Awards, Petitions, and Public Comments**

- 1. Presentation: Center Street Revitalization Village Partnership Initiative Project - Presentation of Final Recommendations, Jessa Berna, Stantec.

City Engineer Jeremy Caron gave an overview of the Center Street Village Partnership Initiative Project. The City Engineer discussed the next steps of the project, to obtain funding for design and construction. The City Engineer said that an order would come before the Council at the February meeting to confirm the Council's desire to move forward with the project to the Maine Department of Transportation. The City Engineer said that any questions should be forwarded to the City Engineer's office.

Stantec presenter, Jessa Berna gave a presentation on the Village Partnership Initiative project. Ms. Berna discussed the project planning phase. Ms. Berna described the project goals of bicycle and pedestrian safety as well as accessibility and the support of growth and economic development. Ms. Berna shared project components such as the public input process, the review of data points to assess traffic patterns over time, and the forecasting of traffic volumes based on a regional growth model. Ms. Berna presented several focus areas for the City during her draft recommendations as well as planning costs and approximate timelines.

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2. Discussion: Update on City initiatives and goal setting.

City Manager, Eric Glidden, provided an update on current City initiatives. The City Manager stated a contract has been signed with the marketing firm, Sutherland Weston for the design of a new City logo and rebranding. The City Manager said turnaround for the process would be approximately six weeks. A working group of seventeen individuals would meet twice throughout the process to review the designs and provide input. The project was expected to go before the Council for final consideration at the March 18<sup>th</sup> meeting.

The City Manager provided an update to the process of designing a new City website. The City Manager stated that a kickoff meeting with site designers, Civic Plus, occurred on January 22<sup>nd</sup>. The City Manager said the projected completion timeframe for this project was expected to be six to eight months from start to finish with an anticipated debut in late summer. The City Manager discussed digital codification of the City Charter, Codes and Ordinances with an initial startup cost of \$5,000 and an ongoing cost of \$5,200 for continued maintenance.

The City Manager expressed desire to review the Land Use Code and enhance processes by implementing a permitting module as a part of the new City website. The City Manager expressed that review of the Land Use Code would be ongoing and suggested an ad hoc committee could be formed to continue the review.

The City Manager discussed the process of initiating a charter review commission as laid out in state law. It was noted that a portion of members on a review commission must be elected, while a portion of the members may be appointed by the City Council, and only one Council Member may serve on the committee. The commission would have one year to put forth recommendations to the voters, no action had been taken to form a commission.

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**C. Consent Calendar**

There was no consent calendar.

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**D. Monthly Reports**

There were no monthly reports

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**E. Nominations, Appointments, Elections**

2025-A019

January 27, 2025

TITLE: ORDER, APPOINT MICHAEL JOHNSON TO THE CITY OF BREWER BOARD OF ETHICS.

Filed January 15, 2025  
By Soubanh Phanthay

BE IT ORDERED, that Michael Johnson of 74 Parkway North is herewith appointed to the City of Brewer Board of Ethics; and

BE IT FURTHER ORDERED, that Mr. Johnson’s term shall commence February 1, 2025 and shall expire on December 31, 2027.

**Statement of Fact:** The City of Brewer Code of Ethics Ordinance, enacted in December 2024, established the City of Brewer Board of Ethics. This order appoints the first inaugural member of the three-member board.

**ACTION:** Councilor Kimball moved that the order have passage. Councilor Morin seconded the motion. The motion passed with a vote of 3 to 0.

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**F. Unfinished Business**

There was no unfinished business.

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**G. New Business**

2025-A020

January 27, 2025

TITLE: ORDER, CONVENE IN EXECUTIVE SESSION PURSUANT TO TITLE 1, M.R.S.A. §405(6)(E) TO CONSULT WITH LEGAL COUNSEL REGARDING CITY COUNCIL RIGHTS AND DUTIES.

Filed January 23, 2025  
By William Kimball

BE IT ORDERED, that the Brewer City Council convene in executive session pursuant to Title 1, Maine Revised Statues Annotated, §405(6)(E) to consult with legal counsel regarding City Council rights and duties.

**ACTION:** Councilor Kimball moved that the order have passage. Councilor Morin seconded the motion. The motion passed with a vote of 3 to 0. The Council recessed to go into executive session.  
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The special meeting was called back to order by Mayor Morin. The deputy city clerk called the roll:

Councilor Phanthay- absent  
Councilor Kimball-present  
Mayor Daniels-present

Councilor O’Halloran-absent  
Councilor Morin-present

Mayor Daniels declared that a quorum was present. City Manager Eric Glidden and City Solicitor Jonathan Pottle were also present.  
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**H. New Items with Leave of Council**

**ACTION:** Mayor Daniels introduced Order 2025-A021 “Authorize purchase of replacement pickup truck for Parks and Recreation.” under suspension of the rules. Mayor Daniels asked the deputy city clerk to poll the Council to see if there was unanimous consent to take up the order. The Council members voted 3 to 0 unanimous consent to take up Order 2025-A021 under suspension of the rules.  
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2025-A021

January 27, 2025

TITLE: ORDER, AUTHORIZE PURCHASE OF REPLACEMENT PICKUP TRUCK FOR PARKS AND RECREATION.

Filed January 24, 2025  
By Jenn Morin and  
Soubanh Phanthay

WHEREAS, bids were solicited, received and evaluated for the purchase of a new pickup truck to replace Brewer Parks and Recreation Department Unit #641, a 2014 Ford F-150 pickup truck, as approved in the Fiscal Year 2025 (FY25) Capital Improvement Program (CIP); and

WHEREAS, prices were requested both for a 2-wheel drive vehicle and a 4-wheel drive vehicle, as well as the option of an extended warranty; and

WHEREAS, Gervais Ford of Ayer, Massachusetts, provided the City with the lowest 4-wheel drive cost of the six bids received in the amount of \$44,677; and

WHEREAS, this cost exceeds the amount approved in the FY25 CIP for this purchase by \$4,677, but the City has unallocated funds in the CIP available to cover this gap and feels a 4-wheel drive vehicle would be most beneficial to the City.

NOW, THEREFORE, BE IT ORDERED, that the Brewer City Manager, or his designee, is authorized to sign a purchase order and finalize the purchase to Gervais Ford in the amount of \$44,677 for the purchase of a 2025 F150 4x4 Ford pickup truck; and

BE IT FURTHER ORDERED, that the funds for this purchase be charged to the FY25 CIP account 0510134-551447 (#641 F150 Pickup); and

BE IT FURTHER ORDERED, that the current Parks and Rec Unit #641, 2014 Ford F-150 pickup truck (VIN 1FTFX1CF0EFA63325) be declared surplus, and the ownership be transferred to Gervais Ford as part of this purchase once the new truck is delivered to the Parks and Recreation Department; and

BE IT FURTHER ORDERED, that \$4,677 be transferred from 0510140-551090 (CIP Unallocated) to 0510134-551447 (#641 F150 Pickup) to support this purchase.

**Statement of Fact:** This order authorizes the purchase of a replacement pickup truck for the Parks and Recreation Department as approved in the FY25 CIP. The lowest bid for the 4-wheel drive model came in \$4,677 over the \$40,000 approved in the budget, so the order also appropriates this additional amount needed from the CIP Unallocated account. The new truck will replace a 2014 F150 that can no longer pass inspection.

**ACTION:** Councilor Morin moved the order have passage. Councilor Kimball seconded the motion. The motion passed with a vote of 3 to 0.

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**I. Adjourn**

**ACTION:** Councilor Morin moved to adjourn the meeting. Councilor Kimball seconded the motion. The motion passed with a vote of 3 to 0. The meeting adjourned at 5:03 P.M.

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ADJOURNED, ATTEST: \_\_\_\_\_ Katherine Waite  
Deputy City Clerk

A TRUE COPY, ATTEST: \_\_\_\_\_ Brewer, Maine