

NAME	ATTEND
Michelle Hannan, Chair	✓
Mark Kelley, Vice-Chair	✓
Eric Boucher	✓
Jim Annis	
Denise Munger	✓
Jonathan Duke, Town Manager	✓
Rockport AV Staff	✓
General Public	✓
Megan Brackett	✓
Michael Young	✓

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January 9, 2023 – 6:00 p.m.

Geoffrey C. Parker Room – Rockport Opera House

Consent Agenda

- a. Two General Assistance Anonymous Donations
- b. Committee Resignations
Lynn Rutter and Samantha Appleton
- c. Approve Meeting Minute(s):
December 12, 2022, and December 20, 2022, Executive Session

Suggested Motion:

I move the Board Approve the Consent Agenda as presented (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		
Mark Kelley, Vice-Chair				✓		
Eric Boucher		✓		✓		
Jim Annis						
Denise Munger	✓			✓		

Action Item

- a. Act on Committee Workplan(s):

Rockport Parks and Beautification Committee and Economic Development Committee

Manager's Comments: Action item

The proposed Rockport Parks and Beautification Committee and Economic Development Committee workplans for the calendar year 2023.

Suggested Motion:

I move the Board approve the Rockport Parks and Beautification and Economic Development Committee workplans as presented (or amended).

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:06
Mark Kelley, Vice-Chair				✓		
Eric Boucher		✓		✓		
Jim Annis				✓		
Denise Munger	✓			✓		

Additional Comments:

Action Item

- b. Act on Emergency Operations Plan

Manager's Comments: Action item

Annually the Board must approve the Emergency Operations Plan. There were accuracy changes.

Suggested Motion:

I move the Board approve the 2023 Emergency Operations Plan as presented (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:29 p.m.
Mark Kelley, Vice-Chair		✓		✓		
Eric Boucher				✓		
Jim Annis						
Denise Munger	✓			✓		

Additional Comments:

Action Item

c. Act on Safety Mission Statement

Manager's Comments: Action item

In line with the town employee training on Tuesday the 10th. The Board is asked to approve the attached mission statement to show the commitment, from top to bottom, to maintain a safe workplace for our employees.

Suggested Motion:

I move the Board approve the Safety Mission Statement

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:32
Mark Kelley, Vice-Chair				✓		
Eric Boucher		✓		✓		
Jim Annis						
Denise Munger	✓			✓		

Additional Comments:

Action Item

d. Act on Deputy Treasurer Appointment - Liz Lowe

Manager's Comments: Action item

The Board must act to appoint a new deputy treasurer with Linda Greenlaw's departure. Liz is a natural for this position.

Suggested Motion:

I move the Board approve the New Deputy Treasurer Liz Lowe

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:33 p.m.
Mark Kelley, Vice-Chair	✓			✓		
Eric Boucher		✓		✓		
Jim Annis						
Denise Munger				✓		

Additional Comments:

Action Item

e. Act on FY '22 Encumbrances

Manager's Comments: Action item

Attached is a letter from Finance Director Megan Brackett describing for the Board's approval eight proposed encumbrances from fiscal year end 2022. All of the proposed encumbrances appear from my perspective to be wise given our needs at present.

Further, I'm pleased to see we are expected to be significantly in the black once our audit is completed this month.

Suggested Motion:

I move the Board approve the encumbrances as proposed (or as amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:50
Mark Kelley, Vice-Chair				✓		
Eric Boucher		✓		✓		
Jim Annis						
Denise Munger	✓			✓		

Additional Comments:

Exit general Meeting enter wastewater Meeting

Denise - Motion

Erik - 2nd

All in favor

Wastewater Commissioners

- a. Administrative Appeal – Equivalent User Fee – Megunticook Campground

Manager's Comments: Action item

Attached is a letter from the new owners of the Megunticook Campground requesting an appeal for the user fee assessed to the campground.

Planning and Community Development Director Orion Thomas will have a memo he has prepared for you this weekend which will describe how this appeal can be heard in reference to the existing ordinance.

Suggested Motion:

I move the Board deny the appeal.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						
Mark Kelley, Vice-Chair						
Eric Boucher						
Jim Annis						
Denise Munger						

Additional Comments:

Tabled to a future meeting. Need to understand current ordinance and future connections.

Motion – Table to ~~March~~ February Meeting

Eric Boucher – Motion

Denise Munger – 2nd

✓ All in Favor

Motion to EXIT Wastewater and Return to Reg Meeting

Denise –
Mark – second

All in Favor

8:32 p.m.

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		8:35 p.m.
Mark Kelley, Vice-Chair				✓		
Eric Boucher		✓		✓		
Jim Annis						
Denise Munger	✓			✓		