

NAME	ATTEND
Michelle Hannan, Chair	✓
Mark Kelley, Vice-Chair	✓
Denise Munger	✓
Eric Boucher	✓
John Strand	
Jonathan Duke, Town Manager	✓
Rockport AV Staff	✓
General Public	N/A
Cynthia Kava	
Randy Gagne	✓
Megan Brackett	✓

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**January 10, 2022 – 6:00 p.m.**

**ZOOM – Rockport Opera House**

## Consent Agenda

- a. Accept General Assistance Donation
- b. Accept Committee Resignation
  - Steve Smith – Ordinance Review Committee
- c. Meeting Minutes
  - May 24, 2021
  - December 13, 2021

### Suggested Motion(s):

*I move the Board accept the Section a of the Consent Agenda.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:35
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger	✓			✓		
Eric Boucher				✓		
John Strand						

*I move the Board accept the Resignation of Steve Smith*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:37
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger	✓			✓		
Eric Boucher			X			
John Strand			X			

*I move the board accept the Meeting Minutes for May 24, 2021 - Reviewed. No Quorum to vote*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						6:37
Mark Kelley, Vice-Chair						
Denise Munger						
Eric Boucher			X			
John Strand			X			

*I move the board accept the meeting minutes December 13th*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:38
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger	✓			✓		
Eric Boucher				✓		
John Strand						

## Action Item

- a. Act on Committee Application  
➤ Cynthia Kava

### Manager's Comments: Action item

Cynthia will be attending the meeting via zoom.

### Suggested Motion:

*I move the Board accept the committee application for Cynthia Kava to the Comprehensive Plan Committee as a Citizen. There are no terms.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:39
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger	✓			✓		
Eric Boucher				✓		
John Strand						

Additional Comments:


## Action Items

- b. Act on Employee Safety Mission Statement

### Manager's Comments: Action item

The Safety Mission Statement is approved by the Board Annually.

### *Suggested Motion:*

**I move the board approve the Safety Mission Statement as presented (or amended)**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:42
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand						

Additional Comments:


## Action Items

c. Act on Emergency Operations Plan for 2022

### Manager's Comments: Action item

The Emergency Operations Plan is reviewed every year. The Board will need to sign the Emergency Proclamation and Emergency Powers form, page 4.

### Suggested Motion:

*I move the Board approve the Emergency Operations Plan for 2022 as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:55 p.m.
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand						

Additional Comments:

Update to remove "Winter" from Sever Winter Storm
p.5

## Action Item

d. Act on Capital Improvement Plan

### Manager's Comments: Action item

The Board will need to approve the Capital Improvement Plan that was presented and discussed at the Workshop on January 6<sup>th</sup>.

### *Suggested Motion:*

*I move the Board approved the Capital Improvement Plan as presented (or amended).*

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

### Additional Comments:

No need for formal vote. Capital Improvement Plan
reflects the discussions and agreement at the January 6 <sup>th</sup> ,
2022 Workshop.

**Action Item**

- e. Act on dissolving the Investment Committee

**Manager's Comments: Action item**

Apart from finding a new home for our investments periodically, the needs of the Investment Committee on an ongoing basis are very small. The Investment Committee usually only meets once a year and only has four members because it is hard to find new members. After recently reviewing all the committees and their roles, we feel there is no need to continue with this committee currently. When we see the need to circulate an RFP from firms who wish to manage our investments, I would urge the Board to establish a task force to handle this task. Potentially, the Budget Committee could be tasked with reviewing the performance of our investments annually.

**Suggested Motion:**

*I move the Board dissolve the Investment Committee effective immediately.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:27
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand						

**Additional Comments:**

Recommend - Quarterly / semi annual update from Fund manager. Communicate with committee members

## Action Item

f. Act on Parking Task Force Mission

### Manager's Comments: Action item

I am unsure if Orion will be able to join us Monday evening as he had a family emergency and was out of the office this week. However, remotely, he was able to share with me some of the work the committee put together including a map locating current parking which is included in this packet and maps identifying the owners of properties within the village. We may wish to wait on further decisions and delay this until February, but I wanted to ensure you have the information you had requested.

This was tabled from the last meeting.

In the mix of establishing a new committee policy for the town, the Board also set up a procedure for task forces created to handle a specified topic. The Parking Task Force is one such task force for which there has been some significant work put in to answer the concerns regarding a shortage of available parking on and around Central Street. It seems that the mission and goals of this task force may have listed a bit with Debra's departure from the Board, so it seems wise for this Select Board to place this task force (as well as the RES Task Force in the agenda item below) in line with the new committee policy.

I would also add, however, the remand to the Planning Board of the 20 Central proposed hotel project is due to directly address parking needs of that particular proposal.

### *Suggested Motion:*

*I move the Board re-establish the Parking Task Force with the mission to identify the next steps in maximizing, improving and maintaining parking in the Town of Rockport to serve the downtown/village area. The Task Force shall sunset December 31, 2022, and make a report to the Select Board prior to that date with recommendations for future action by the Select Board.*

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

Additional Comments:

Table for next meeting for full update from Orion.
Add the number of parking spots Rockport currently has to the map.

## Action Item

g. Act on Reserve Policy

### Manager's Comments: Action item

Finance Director Megan Brackett and I reviewed the existing policy and made some relatively minor changes. Most notably, following the Board's direction from the December meeting, we developed the proposed guidelines for the Winter Road Maintenance Reserve. Additionally, we reviewed the limits for each reserve and adjusted the amount in a few instances to only account for the higher cost of goods and services, no changes were made to alter the scope of each reserve account.

### Suggested Motion:

*I move the Board approve the Updated Reserve Policy as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:40
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand						

Additional Comments:


## Action Item

- h. Act on Committee Bylaws
  - Board of Assessment Review

### Manager's Comments: Action item

Bylaws were modified after the adoption of the remote participation policy.

### *Suggested Motion:*

*I move the Board approve the Board of Assessment Review Bylaws as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:41
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand						

Additional Comments:


## Executive Session

### Suggested Motion:

I move to Convene in Executive Session pursuant to 1 M.R.S. Section 405(6)(A) to discuss a Personnel Matter.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:49
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger	✓			✓		
Eric Boucher				✓		
John Strand						

### Suggested Motion:

I move to exit the Executive Session and return back into regular meeting.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		9:25
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand						

# Adjourn

*Suggested Motion:*

*I move the Board adjourn the meeting.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		9:25
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		