

# Minutes

NAME	ATTEND
Denise Munger, Chair	✓
Michelle Hannan, Vice-Chair	Remotely
Kim Graffam	✓
Michael Thompson	✓
John Viehman	✓
Jonathan Duke, Town Manager	✓
Rockport AV Staff	✓
General Public	✓



**January 13, 2025 – 6:00 p.m.**  
**GCPR – Opera House**

**Public Hearing**

*Tabled at Applicant's Request*

- a. New Liquor License for Malt, Wine & spirits for Oakland Park Bowling Center, LLC at 732 Commercial Street.

Additional Comments:


## Consent Agenda

- a. General Assistance Donation(s):
  - \$5,000 and \$200.00 Anonymous Donations
- b. Approve Meeting Minutes
  - ~~November 12, 2024~~
  - ~~December 9, 2024~~
  - December 17, 2024
  - January 2, 2025

### Suggested Motion:

I move to approve Consent Agenda as ~~presented.~~ *amended*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair	✓					
Kim Graffam						
Michael Thompson						
John Viehman		✓				

*November 12 minutes were removed because Michelle Hannah was absent.*

### Additional Comments:

*December 9 minutes were subsequently removed from the consent agenda for review of Harbor Plan approval motion and approval at February meeting.*

*Motion: Kim Graffam  
to remove Dec. 9 minutes  
Second: John Viehman  
5-0 approved*

*Motion to Approve of Nov. 12 minutes.  
Motion - Kim Graffam  
Second - Michael Thompson  
4-0 approved  
Michelle Hannan abstained.*

**Action Item**

*Tabled*

- a. Act on Liquor License Oakland Park Bowling Center.

**Manager's Comments: Action item**

Jason Kaler, owner of Oakland Park Bowling Center, has applied for a new liquor license for his establishment. The previous license expired approximately two years ago and he is requesting to be issued a new license. Through the public hearing the Board has received letters of support for Jason's establishment. Also included in this packet, is a letter from Chief Gagne indicating Jason Kaler and Oakland Park Bowling Center have been cited on two occasions for selling alcohol without a license. These matters have been referred to the District Attorney's office for consideration and the state Bureau of Liquor Enforcement has been made aware of this circumstance.

Typically, these applications are quite clear for the Board to review but given the pending charges could impact whether the Bureau authorize Oakland Park to be granted a license, it makes great sense for the Board to allow the process to play itself out. The applicant has been in contact with the District Attorney's Office and is eager to resolve this matter and the Board is not in an optimal position to determine guilt or innocence on these pending charges. Mr. Kaler is supportive of the Board delaying action on this request and has agreed to work with the Town should this matter resolve itself and allow for future consideration of a license.

**Suggested Motion:**

*I move to table the New Liquor License for Malt, Wine & spirits for Oakland Park Bowling Center, LLC at 732 Commercial Street until the applicant's pending charges have been adjudicated.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

**Additional Comments:**

*This item was tabled at the applicant's request.*

## Action Item

- b. Act on Committee Workplan(s):
- Parks and Beautification Committee
  - Conservation Commission

### Manager's Comments: Action item

The first of the two committee work plans for consideration is the Parks and Beautification Committee. To review, the Select Board work plan approval process is meant to endorse and/or modify the work of the committee through the next year. Some committees have costs which support their work but not unlike the state legislature, the Board can endorse the concept of a proposal without that support necessarily translating into budget approval. The main focus of the discussion is whether the mission and policies the committee is pursuing reflect the goals and wishes of the entire Select Board.

### Suggested Motion:

*I move to approve the Parks and Beautification Committee and Conservation Commission Workplans as presented. ~~(or amended)~~*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson		✓				
John Viehman	✓					

Additional Comments:


## Action Item

- c. Act on Committee Application(s):
  - Peter Sarno – Planning Board

### Manager's Comments: Action item

Peter will be at the meeting to answer any questions you may have.

### Suggested Motion:

*I move to approve Peter Sarno Committee Application for the Planning Board with a term ending June 2027. ~~(or amended)~~*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam	✓					
Michael Thompson						
John Viehman		✓				

Additional Comments:


## Action Item

- d. Act on Safety Mission Statement

### Manager's Comments: Action item

This is an annual approval of the Safety Mission Statement.

### *Suggested Motion:*

*I move to approve the Safety Mission Statement as presented. ~~(or amended)~~*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam	✓					
Michael Thompson		✓				
John Viehman						

Additional Comments:


## Action Items

- e. Act on the Emergency Operations Plan Proclamation and Powers

### Managers Comments:

This is an annual approval on the Emergency Operations Plan Proclamation and Powers. In reviewing the plan, it is important to understand this is drafted as the Town currently operates. Once the West Rockport Fire Station is complete, key sections of the plan will be modified to adjust how we operate during an emergency event. When we are prepared for those changes, modifications to the plan will be forthcoming.

### Suggested Motion:

*I move to approve the Emergency Operations Plan Proclamation and Powers as presented. (~~or amended~~)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam		✓				
Michael Thompson	✓					
John Viehman						

### Additional Comments:




The Board also discussed the website and keeping it updated, ~~as well as~~ reviewing the temporary sign ordinance for possible amendments, and the ORC and its continuing role.

**Adjourn**

**Suggested Motion:**

**I move the Board adjourn the meeting.**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam	✓					
Michael Thompson						
John Viehman		✓				