

- PUBLIC MEETING -
Rockport Select Board
Monday, February 10, 2020 – 6:30 p.m.
Geoffrey C. Parker Room
Streamed at <https://livestream.com/Rockportmaine>

AGENDA

I. Call Meeting to Order

II. Special Recognition (Rockport Parks and Beautification Committee)

III. Emerald Ash Borer Presentation

IV. Town Manager's Report/Update

V. Public Input on Non-agenda Items

Public comment should be directed at issues not under discussion on this evening's agenda. Comment from the public will be welcome prior to each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.

VI. Amendments to the Agenda

VII. Consent Agenda

- a. Opera House Committee Bylaws
- b. Budget Committee Resignation
- c. Meeting Minutes
 - January 27, 2020

VIII. Action Items

- a. Act on Rockport Parks and Beautification Committee Application
- b. Act on Comprehensive Plan Committee Applications
- c. Act on Pesticide Advisory Board Application
- d. Act on Request for Speed Limit Study for Rockland Street (Route 17)
- e. Act on Town of Rockport Emergency Operations Plan

IX. Discussion Items

- a. 2A Architects Presentation (and discussion) regarding West Rockport Fire Station with Amanda Roberson Austin
- b. Discuss Short-Term Rental Regulations Timeline and Process

X. Announce Future Meetings, Office Closures, Etc.

- February 17, 2020 – Town Offices Closed – President's Day
- February 19, 2020 – Budget Review Meeting – 5:30
- February 24, 2020 – Budget Review Meeting – 5:30 (in place of SB Mtg)
- February 27, 2020 – Budget Review Meeting – 5:30 (RR)
- March 02, 2020 – Candidate Nomination Papers Available at the Town Office
- March 03, 2020 – Presidential Primary Special Referendum Election

XI. Select Board Liaison Reports

XII. Adjournment

Emerald Ash Borer Presentation

The State of Maine Forest Service will have a presentation on Emerald Ash Borer on February 10, 2020 at the Town of Rockport Select Board Meeting at 6:30 p.m. at the Rockport Opera House.

Our presenters are:

Jan Santerre, Program Director, Project Canopy
(Urban and Community Forestry), MFS, DACF

Colleen Teerling, Forest Entomologist, FHM, MFS, DACF

- Introduction to Emerald Ash Borer, know distribution in the State
- Current Regulations, Quarantines
- Options for Ash Waste/Best Management Practices for Handling Ash
- Monitoring Methods
- Management Options
- Resources for Municipalities
- Questions and Answers

A guide to Department of Agriculture Conservation & Forestry's EAB Resource

Page www.maine.gov/eab;

- EAB update sign up, Quarantine/Order Info, reporting form
- What's New: recent information re: EAB
- EAB Identification
 - Signs and symptoms
 - Ash recognition
 - Reporting form
- Maps, Regulations & Quarantine Information
 - EAB Quarantine Rules and Maps (State, US and Canada Federal)
 - Best Management Practices for Handling Ash within Regulated Areas
 - Guidance for Solid Waste Handlers
 - Firewood Ban Information
 - Memo to Tree Sellers
- Caring for Ash Trees & Managing Forests
 - Ash treatment guide for homeowners
 - Guidance for forest managers and forest landowners
 - Insecticide options
 - Municipal Management Plan
 - Guidance for Solid Waste Handlers
 - Best Management Practices for Handling Ash within Regulated Areas
- Surveillance, Outreach, Involvement
 - Citizen Monitoring methods: Biosurveillance, Girdled Trap Tree
 - Government monitoring: Purple Traps (State)
 - Tree Tagging (Public awareness)
- Additional Resources
 - Story Map from USDA
 - Presentations re: emerald ash borer from April 2019
- FAQ's
 - FAQ's related to General Information and Quarantine

Other Sites

Emerald ash borer university (recorded webinars): <http://www.emeraldashborer.info/eabu.php>

Detailed discussion of management: (includes links to cost calculators, pesticide options, note: developed in the Midwest): <https://extension.entm.purdue.edu/EAB/Management.html>

Branch Sampling Monitoring Method: http://invasiveinsects.ca/eab/branchsample_m.html (includes link to video with detailed discussion of peeling method, end of URL "_m.html")

Trap tree peeling video: <https://www.youtube.com/watch?v=sMV-1r5Invs>



Town of Rockport, Maine

Town Manager's Office

Town Office
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Rockport, Maine 04856
Telephone: 207-236-0806 x3
Fax: 207-230-0112

William S. Post, Town Manager

Email: wpost@rockportmaine.gov

Diane Hamilton, Executive Assistant and General Assistance Administrator

Email: dhamilton@rockportmaine.gov

Town Manager's Report & Update February 5, 2020

CPR/AED Overview Class for Committees

The Town is offering a free overview class on CPR/AED/First Aid to all the Town of Rockport Committee members. The class is Monday, May 4th from 5:30 to 7:30 in the Richardson Room at the Town Office. We are offering this class because all of the Town's buildings have AED units and I think it is beneficial that committee members be offered the training to know how to use the AEDs in case of an emergency along with the associated life-saving measures.

Lime Kilns Discussion

Legacy Rockport is hosting Edward Sheridan to hear a proposal for preserving the lime kilns at their regular meeting on Tuesday, February 18 at 4:00p.m. in the Richardson Room at the Town Office.

Union/Central/Russell Intersection

I am working with DPW Director Mike Young, Police Chief Randy Gagne, MDOT and PHI Builders and Architects on the intersection. We have received permission from MDOT to remove the island that is currently at the intersection to help with traffic flow from Union Street onto Russell Avenue.

Parking Workgroup

The Parking Workgroup met on January 31st and reviewed data for the updated downtown parking survey prepared by Planner Bill Najpauer and MCEDD staff member Hannah Sisk. Discussion at the meeting centered around where additional spaces could be developed in the future and the need for a parking plan. The next steps include measuring widths of streets and reviewing the towns rights-of-way and exploring potential properties for future parking areas.

Maine Municipal Association's Legislative Policy Committee

I attended the first LPC meeting on January 30th at MMA in Augusta. This all-day meeting includes review, discussion and a vote on proposed legislation effecting municipalities. During the meeting, the LPC discussed 50 bills and took a position on each. With 70 members on the LPC representing all the state, it is always a long, productive day.

RES Redevelopment Committee

This committee met on January 30th and intended to hear a presentation from representatives of the Rockport Crossing proposal. Unfortunately, these representatives were called out of the country on business, so could not attend. Instead, the committee reviewed the evaluation criteria to be used for each proposal and the process for the review. The next meeting is scheduled for March 19th at 5:30 p.m. at the GCPR in the Opera House.

Summer Internship

I am applying for a summer intern through the Margaret Chase Smith Policy Center at the University of Maine. The deadline for submitting a work proposal for the intern is March 1st. In my previous position, I utilized interns through this program for the last two years. The work produced is always excellent. In addition, I am applying for a grant for the intern position through the Maine Municipal Association. These grants would offset \$2,000 of the cost of the intern. The Manager's budget has funding for the intern as well.

Browntail Moth Information

I issued a press release regarding the browntail moth to remind residents that now until April is the time to cut nests out of trees and either burn them or soak them in soapy water to eliminate the caterpillars before the spring. This time of year is good as the caterpillars are in their nests and the nest are easily seen as there are no leaves on the trees. The nests should not be confused with other nests as the browntail nests are about the size of one's hand, or smaller. Larger nests hold beneficial types of moth caterpillars. I have attached the press release to this report that shows an illustration of the nests.

Town of Rockport
For Immediate Release
February 3, 2020

You may not be thinking of those terrible rashes you developed last summer, but now is the time to pay attention to the brown tail moth caterpillars before they ruin your outside summer plans.

During this time of year, it is easy to identify the nests of the brown tail moth caterpillars. In the illustration below from the Maine Forest Service) the nests are easy to spot. The webs are usually found in fruit, oak and birch trees.

If you see these webs in your trees around your property, we highly suggest that you clip the branch tips from your trees as soon as possible and remove the winter webs before April. Please use proper protective clothing. Soak the webs in soapy water over night or burn them.

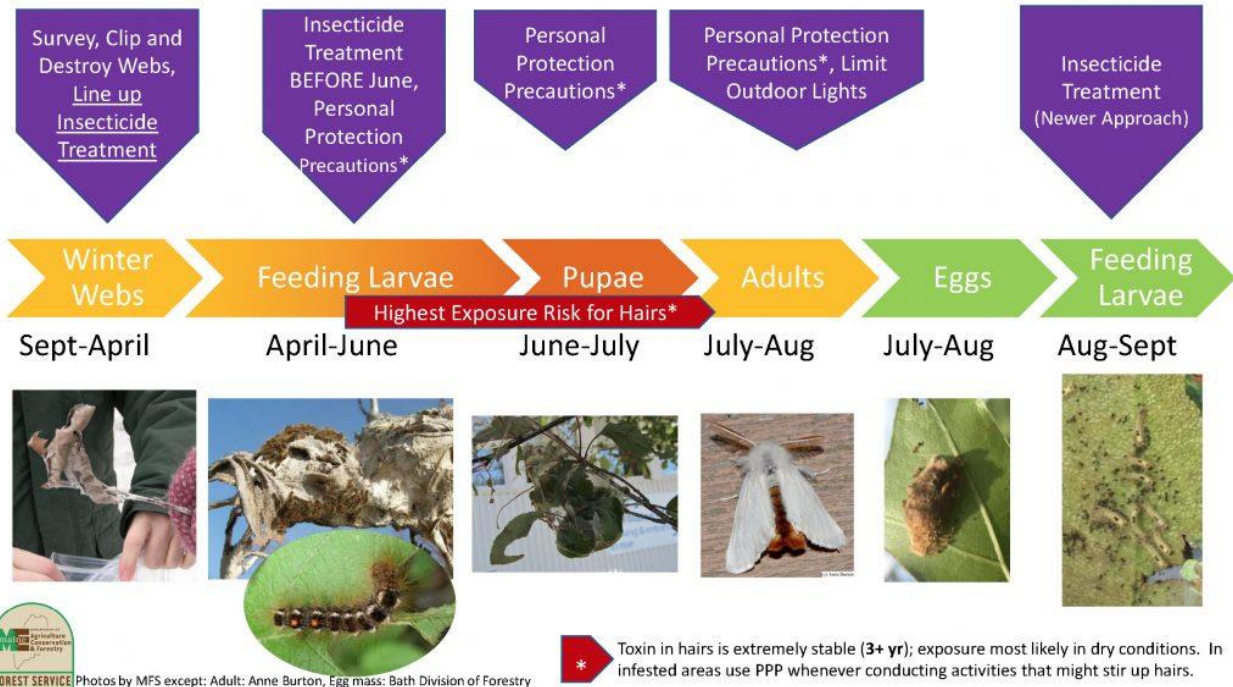
This is what to look for:



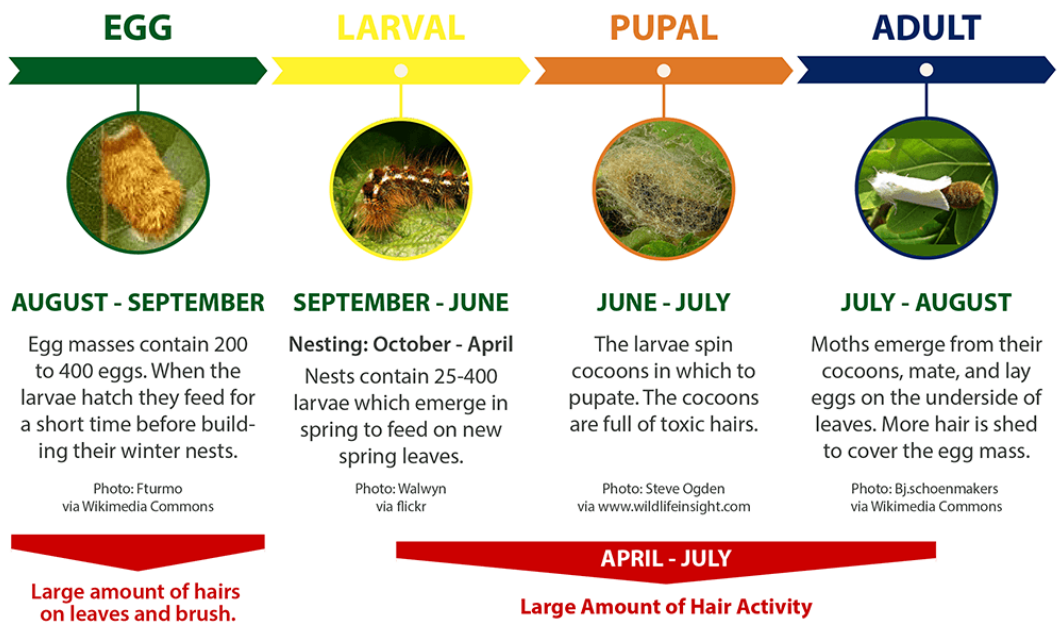
The Town of Rockport is exploring ways to get the browntail moth problem under control at the Marge Jones Recreation Fields and Walker Park before Spring. There may be pruning completed at both locations as well as some tree removal at the Marge Jones Fields. In addition, the Town is working with an arborist to determine the best time to treat the trees at Walker Park with an injectable pesticide that will not affect other vegetation, insects, people or the water.

The following illustrations from the Maine Forest Service are for your information. For additional information please view the Maine Forest Service website:

https://www.maine.gov/dacf/mfs/forest_health/invasive_threats/browntail_moth_info.htm



Browntail Moth Life Cycle



HAIRS ARE TOXIC FOR UP TO 3 YEARS

©2017 Coastal Pharmacy & Wellness

Consent Agenda

- a. Opera House Committee bylaws
- b. Budget Committee Resignation
- c. Meeting Minutes
 - January 27, 2020

Manager's Comments: Action item

- a. The Opera House Committee Bylaws are now in the same format that we have been using for all of the revised committee bylaws and includes the language as approved for all committee bylaws that the bylaws must be approved by the Select Board to be effective and that minutes must be prepared.
- b. Budget Committee Resignation from Owen Casas – Owen submitted his resignation from the Budget Committee. There is now a vacancy that the Select Board can fill by appointment. This term ends June 30, 2021.
- c. Select Board meeting minutes from January 27, 2020.

Suggested Motion:

I move the Board approve the consent agenda as presented. (or amended after any discussion/changes)



Bylaws of the Rockport Opera House Committee of the Town of Rockport, Maine

Mission Statement

This committee is charged with the task of advising and aiding the Rockport Select Board on matters that affect the Rockport Opera House. It shall strive to integrate input from the citizens of Rockport and other individuals and organizations who may make use of the Opera House, and shall work closely and cooperatively with the Town Manager, and, through the TM, the Opera House Rental Agent and other pertinent officials and employees of the town as necessary, to make suggestions to, and to act upon directives from the Select Board regarding continued physical and fiscal integrity of the Opera House on behalf of all the residents of Rockport.

The normal scope of this committee shall be limited to the borders of the Opera House and its physical deeded lot. Upon special circumstances this committee may request standing to speak before other town committees to provide input on decisions and vision documents that might affect the Opera House or its operation. The final determination of standing to appear before other town committees shall rest entirely on that committee.

In no situation may the Opera House Committee, nor any member, nor chair, make promises or commit to any relationship, contract, or consideration with any party with regard to the Opera House and its operation, without express approval of the Town manager and, if necessary, the Rockport Select Board.

This committee is authorized by the "Opera House Committee Establishment Ordinance" as adopted on July 1, 2009 pursuant to the Town of Rockport Charter Article II § 7 (C.) and Title 30-A, M.R.S.A. § 3001.

Section 1. Purpose and Scope

The Rockport Opera House is comprised of a nicely restored opera house and a media capable meeting room that each serve a variety of roles. First and foremost, the building is a gathering place for the citizens of the Town of Rockport to further the governance of Rockport. This includes, but is not limited to, such activities as the annual Town Meeting, periodic Select Board meetings,

and as a venue for other town meetings. This role suggests and mandates that the town maintain and improve the building consistent with its value as a long-term physical asset.

Secondarily, the Opera House is a town-owned asset that sees utility as a place of education and entertainment offered by various groups and individuals, both residents and non-residents, for the enjoyment of town residents and non-residents alike. To this end the town shall endeavor to maintain and improve the facility and its conveniences to a level that is appropriate for our community.

Section 2. Membership

A. Voting Members

The committee shall consist of an odd number of voting members, normally five (5), appointed by the Select Board at the Board/Committee Chair's recommendation.

The term of office for each voting member will be three (3) years. The terms shall be staggered with the terms of the original appointees to be as follows: one member serving a one (1) year term; two members serving two (2) year terms; and two (2) members serving three (3) year terms. Appointments shall run from July 1 to June 30. Appointments to mid-term vacancies shall be for the unexpired term of the vacating member.

B. Non-voting Members

Ex-Officio, non-voting members may include a liaison member of the Select Board appointed annually by the Select Board, the Town Manager, Library Director, Opera House Rental Agent, and the Public Works Director. Additionally, a special invitation may be extended to representatives of any long-term Leases involving the Opera House. (e.g. the Executive Director of the Bay Chamber Concerts.)

C. Removal of Members

1. By Charter (Hearing)

Members of the committee shall be removed from the committee by a majority vote of the Select Board for cause, after notice and hearing by the Select Board.

2. By Missing Meetings

Absence from three (3) regular consecutive meetings without cause or notification to the Chair shall constitute a "permanent vacancy" and that member shall be removed from the Committee.

D. Members of the Opera House Committee shall serve at the pleasure and direction of the Select Board and without compensation.

Section 3. Officers; Duties

A. Selection of Officers

The Committee shall elect a Chair, Vice-Chair, and Secretary from among its members at the Organizational meeting held in July of each year.

B. Term of Office

The term of office shall be one (1) year with eligibility for re-election without limit.

C. Duties of Officers

1. Chair—shall preside over meetings of the Committee; represent the Committee at public affairs; and maintain the dignity and efficiency of the Committee in all possible ways.
2. Vice-Chair—shall officiate any meeting when the Chair is absent.
3. Secretary—shall record and keep a record of the minutes of the Committee, write correspondence as directed; provide public notice of meetings or hearings, as necessary; and keep on file any important letters and replies. The secretary shall aid the Chair in creating its submission to the Annual Town Report.

Section 4. Meetings

A. Number of Meetings Per Year and Dates – a minimum of 6 meetings shall be held each year on the second Monday of each month at 8:00 am in the Rockport Town Office, or on such a date, regular or irregular, as the committee agrees upon. The July meeting shall be known as the Organizational Meeting, the purpose of which shall be to elect and install officers (Chair, Vice-Chair, and Secretary), announce new members (when applicable), and attend to any other business which may need to come before such meeting. The January meeting shall be for the review and recommendation of the opera house budget for the coming fiscal year, and for any other pertinent business.

B. Notice of Meetings—will be forwarded to the Town secretary responsible for the monthly Town calendar in accordance with State Law and the Charter.

C. Public Input—All meetings shall be open to the public, and reasonable measures shall be taken to entertain any input from the public apropos to the subjects listed on the agenda.

D. Minutes will be recorded by the Secretary and e-mailed to members for approval prior to next scheduled meeting.

E. No business shall be conducted except at a duly called and noticed meeting at which a quorum is present.

Section 5. Participation, Voting and Decisions

Three (3) appointed members shall constitute a quorum at any regular or special meeting.

Section 6. Conflict with Laws

Conflict of Interest—shall be, in general, governed by the provisions of Article Iii (General Provisions), Section 4 (Conflict of Interest) of the Town of Rockport Charter. Members must

disclose such conflicts as soon as it becomes known that there is such a possibility; members with conflicts are required to abstain from the discussion and voting unless asked to provide answers to specific, technical questions.

Section 7. Waivers; Amendments

The Chair of the Committee is charged with communicating with the Town Manager, a Town employee as directed by the Town Manager, and/or the Select Board. This does not indicate that the committee can or should expect any town employee be subjected to compulsory attendance at committee meetings.

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the Committee after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Approved by the Opera House Committee on Monday, May 9, 2016

Approved by the Rockport Select Board on Monday, July 25, 2016

Approved by the Rockport Select Board on Monday, February 10, 2020

William S. Post

From: owencasas [REDACTED]
Sent: Tuesday, February 04, 2020 12:10 PM
To: William S. Post
Subject: Resignation from budget committee

Hello Mr Manager-

This email serves as my notification to the town that I will be resigning from the Rockport Budget Committee effective immediately. As you know, I did not ask to be on the committee but was elected through write ins, so did the work because I was asked to, not necessarily because I wanted to.

I feel a strong responsibility to the town but with my employment and other commitments I have with the community I find it difficult to balance work with my most important job as Dad to my children.

I'll give one parting thought to the Board. Remember that yes, the town has a lot of "stuff" to maintain like trucks, printers, tools, software, sidewalks, buildings... the list could go on. However, behind all that stuff are the employees that work for our town. They drive the truck, and use the software and clean the sidewalks. So take care of your employees first, and they will take care of the town and all the residents who call it home.

All the best

Owen

--

Owen Casas

[REDACTED]
[REDACTED]

The world is run by those that show up.... so show up.

**ROCKPORT SELECT BOARD
MEETING MINUTES
MONDAY, JANUARY 27, 2020
6:30 P.M.
GEOFFREY C. PARKER COMMUNITY MEETING ROOM
ROCKPORT OPERA HOUSE**

Present: Chair Debra Hall, Vice Chair Denise Kennedy-Munger, Douglas Cole, Jeffrey Hamilton and Mark Kelley. Also, present: William Post, Town Manager, Linda Greenlaw, Town Clerk, the press and members of the public

I. CALL MEETING TO ORDER – Chair Hall called the meeting to order at 6:30 p.m.

II. TOWN MANAGER’S REPORT/UPDATE

MDOT has released their 2020-2022 work plan and the Pascal Avenue bridge is not in the current plan for replacement. The Parking Study workgroup is working on updating the 2009 Parking Study and parking management plan.

The Manager has been researching the Road Acceptance Ordinance after a request by a resident with the assistance of the Town Clerk. There are several questions as to what changes that were proposed in this ordinance were adopted. There were changes made in 2007, 2012 and 2016, which were never incorporated into the current ordinance.

The Manager asked the Board members to nominate individuals or groups for the town report dedication and memorial.

III. PUBLIC INPUT ON NON-AGENDA ITEMS – None this meeting

IV. AMENDMENTS TO THE AGENDA – None this meeting.

V. CONSENT AGENDA

- a. Meeting Minutes
 - January 13, 2020

Board Member Cole stated that the minutes should reflect that item e was moved to 7:00 p.m. and on page 7 second paragraph delete “change of use” and add “waiver from the Planning Board.”

Board Member Kelley moved that the Board approve the consent agenda as amended. Vice Chair Kennedy-Munger seconded the motion.

VOTE: 4 FOR - 0 OPPOSED – 1 ABSTAINED (Hamilton, absent)

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VI. ACTION ITEMS

- a. Act on Quit Claim Deed for Payment of Taxes

Board Member Cole moved that the Board approve the quit claim deed for property located at 407 West Street to Richard Benner as presented. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED.

- b. Act on Comprehensive Plan Committee Application

Chair Hall stated that there are presently two open seats.

Clifton Ames, resident stated that he is a long-time resident of Rockport and has served on many committees in the past. He stated that he is dedicated to landowners doing what they want on their land as long as what they present is not a bad use. As a Rockport native he may have a different mix on ideas being presented, (i.e. the harbor should ensure that the fisherman have access as it is a working harbor).

Board Member Kelley stated that Clifton Ames can provide a little history to the discussion.

Mr. Ames stated that he is not saying that Rockport natives should have more votes, but the town is losing natives of Rockport and they need to have a voice as well. He stated that he is in favor of smart planning with an effort to maintain Rockport's history of growth as a coastal village.

Board Member Hamilton moved that the Board appoint Clifton Ames to the Comprehensive Plan Committee. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED

- c. Act on Conservation Commission Bylaws

Town Manager Post stated that this committee is having difficulty establishing a quorum at their meetings. Therefore, the chair would like to reduce the number of members from seven to five members. Another change to the by-laws is that the alternate members will be re-named "associate" members to be consistent with state law for conservation commissions.

Board Member Kelley stated that they had recently held a workshop since there were not enough members attending to consider it a meeting.

Board Member Cole questioned what their mission statement is.

Board Member Kelley stated that they are working on water quality at Goose River and tree plantings among other tasks.

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Town Manager Post noted that to the extent that a town has such a commission, its mission is described in state statute.

Vice Chair Kennedy-Munger moved to approve the Conservation Commission bylaws as amended. Board Member Hamilton seconded the motion. VOTE: 5 FOR – 0 OPPOSED

d. Act on Conservation Commission Application

Town Manager Post stated that there is one vacancy on the Conservation Commission as three former voting members were moved to associate positions. Ryan Gates has applied for this vacancy.

Ryan Gates stated that he has a degree in park management, and he works as a land manager for Coastal Mountain Land Trust. He has also worked for seven years at the Aldermere Farm. He lives in town and has two small children. He feels that he would be a bonus to the committee.

Board Member Kelley stated that Mr. Gates was at the last meeting of the Conservation Commission and he added good input to the discussions.

Board Member Kelley moved that the Board appoint Ryan Gates to the Conservation Commission for a term ending June 30, 2023. Board Member Hamilton seconded the motion. VOTE: 5 FOR - 0 OPPOSED

e. Act on Dark Fiber Contract Template

Town Manager Post stated that the proposed agreement will serve as a template. Schedule A that will include a detailed map of where the fiber is located is not complete. The main object is to approve the template so that any company wishing to lease can do so and all companies will be treated the same under the template contract.

Board Member Kelley asked if anything was in place now.

Chair Hall stated that the Town, Maine Media and GWI worked to get one mile of broadband fiber built a few years ago. There was a contract with GWI for their use of some of the dark fiber but that contract is different than the current one because GWI was building and maintaining the system as opposed to simply leasing it. The effort being made for the contract template is because a company has expressed an interest in leasing dark fiber from the Town. The Town Manger and she felt the need to have a template in place.

Town Manager Post stated that the contract with GWI to construct the broadband fiber network provided no payment to them for their work. Instead, the payment that GWI would pay to the Town for leasing some of the fiber is credited against the labor cost

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from GWI. Once the labor expense is paid, the town will begin receiving monthly payments for the fiber lease from GWI. This should happen in about five years.

Board Member Kelley moved that the Board approve the dark fiber contract template as presented. Vice Chair Kennedy-Munger seconded the motion. VOTE: 5 FOR – 0 OPPOSED

VII. DISCUSSION ITEMS

a. Library Foundation Update

Joan Welsh, President of the Library Foundation stated that she would like to thank the whole town for their contributions. The Foundation has surpassed their \$2 million dollar goal. Every single dollar received was important. The Foundation will stretch a little more to help raise money for the furniture, fixtures and equipment. The Foundation hopes to have a lovely library with beautiful furniture. They are looking to raise \$250,000 more for the furniture, fixtures and equipment.

Chair Hall stated that she would like to thank the Foundation for all of their hard work in raising the money.

Ms. Welsh stated that it has been a great team to work with. The Foundation members have met every Monday for one and a half years. The Foundation has had a lot of support from the community and she thanks all of them for their donations.

b. Update on Broadband Activities

Town Manager Post stated that a series of articles is now being printed in the *Village Soup* regarding cheaper, faster and better fiber optic internet. He thanked *Village Soup* for publishing the articles to help educate the towns of Camden and Rockport.

Chair Hall stated that the goal of the articles is to start by explaining the basic aspects of broadband and then more complex aspects. John Viehman has been on the committee that is drafting the articles and has been a great resource.

Town Manager Post stated that the goal is for the Town to send out a survey to the residents to gauge their interest in broadband.

Chair Hall stated that the future articles really go to the aspects of broadband like tele-health, telecommuting and education.

Board Member Cole stated that he agrees that education is good and didn't want to be a "Debbie downer", but procedurally was surprised when the article showed up in the news and that it was not vetted through the Board.

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Chair Hall reminded the Board that months earlier the Board had voted to enter into efforts to provide public education regarding potential internet service upgrades and that the articles would be accredited to Rockport and Camden's Town Managers. Board Member Cole stated that he had forgotten that and appreciated the reminder.

Chair Hall noted that the goal is that the internet service will be provided without raising taxes.

Board Member Kelley stated that if town-wide broadband can be installed without taxpayer money, it should be.

Board Member Hamilton pointed out that the Board agreed several months ago to undertake a communication process. This should be included in our Comprehensive Plan and should provide a timeframe. He asked if the facts in the articles are solid. Chair Hall answered that the facts are accurate and taken from vetted sources.

c. Fireworks Petition and Next Steps

Town Manager Post stated that last fall a resident made a complaint and a petition was presented to the Town concerning a fireworks ban. The petition was not valid as the language was not worded for a warrant article and there were not enough signatures to go to a vote. The Board asked him to research other towns' ordinances on fireworks and a summary sheet of several towns in the area is included in the Board's materials. The next steps are up to the Board.

After some discussion, Board Member Kelley recommended that the Town ask the fire chief to come up with a permit system or ordinance.

Board Member Cole stated that he had looked at some of the signatures and come down on the side that that the Town should have an ordinance with limited use of fireworks.

Board Member Kelley stated that the potential ordinance should have penalties to cover costs of the time and effort on the part of responding departments to enforce any ordinance.

Board Member Cole stated that he feels that licensed fireworks should be permitted. It should only be consumer grade fireworks that are limited or banned.

Board Member Kelley stated that the Board should ask the Fire Chief and Town Manager to develop an ordinance.

Board Member Hamilton stated that he is in favor of the voters determining whether they want to ban fireworks. It is an item that is not on his short list of projects.

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Vice Chair Kennedy-Munger stated that she is torn on this because the Town's staff are busy, and there are other projects that need to be done first such as the Comprehensive Plan. The Town is overwhelmed with all the work to be done.

Chair Hall observed that putting a simple question on the ballot that asks residents whether they support a ban on consumer fireworks should not take a lot of staff time. Town Manager Post agreed.

The Board, by consensus, agreed that the Town Manager should come back to the Board with something simple for the Board to review for the June vote.

VIII. ANNOUNCE FUTURE MEETINGS, OFFICE CLOSURES, ETC.

- February 10, 2020 – Regular Select Board Meeting
- February 17, 2020 – Town Office Closed – President's Day
- February 19, 2020 – Budget Review Meeting – 5:30
- February 24, 2020 – Budget Review Meeting - 5:30 (in place of Select Board Meeting)
- February 27, 2020 – Budget Review Meeting – 5:30 (Richardson Room if Planning Board Meeting)
- March 2, 2020 – Candidate Nomination Papers Available at the Town Office
- March 3, 2020 – Presidential Primary Special Referendum Election

IX. SELECT BOARD LIAISON REPORTS

Board Member Cole stated the Planning Board feels that it would be helpful to have a workshop set up with Bill Najpauer, Scott Bickford and Maine Municipal Association directed at training for the Planning Board.

Vice Chair Kennedy-Munger stated it was very frustrating for the ZBA and hard to watch their last meeting. It took until 9:00 p.m. for the Board to discuss something that should have taken one hour. They need more training. They could benefit from some guidance. It is helpful that they have a good staff to help them with the process.

Town Manager Post stated that there was a training with the Planning Board last March. He will be scheduling a training for the Planning Board and Zoning Board of Appeals.

Board Member Cole stated that the Planning Board is continuing discussions for parking for the proposed hotel.

Chair Hall noted that the ZBA had a discussion about whether they should send a letter to the Board regarding their concerns, as residents, about the parking issue in the Downtown District. Chair Hall thanked the ZBA for their service to the Town and noted that comments have been made at the last two Board meetings which made clear that the Board is aware of the need to address parking and that we are actively looking for

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alternatives, some of which involve the purchase of property making it inappropriate to discuss publicly at this time.

On the Library construction, in the next two to three weeks Phi will be closing the street to the island. There will be a new traffic pattern. The public needs to be notified. Staff will take care of that. The roof is installed. The bottom line is the project is on schedule with an August or September opening.

Chair Hall inquired whether there is sufficient two-way traffic space on the remaining part of the street.

Board member Cole stated that the Library Committee will need to order the furniture in March to have it ready for the opening. They have committed to give an advance to the Foundation for \$100,000 for the down-payments for the furniture and fixtures. The Foundation will pay them back and make them whole.

Vice Chair Kennedy-Munger stated that Legacy Rockport is working on their March 15th bicentennial supper and have submitted a grant application for funding. The Ordinance Review Committee is working weekly on the Land Use Ordinance amendments.

Board Member Hamilton stated that the Harbor Committee will meet next week. Nothing on the Capital Improvement Committee and Recreation Committee. Pathways is working on a common map for Camden and Rockport.

Board Member Kelley stated that the Conservation Commission met earlier this month.

Chair Hall stated that the Midcoast Solid Waste Corporation is still working on their budget. The Town Manager has been very helpful on the Finance Committee. She stated that she is the chair of the Governance Committee and they will be meeting on Wednesday and will be making recommendations for changes to the bylaws for the corporation.

X EXECUTIVE SESSION

- a. Discussion of Personnel pursuant to 1 M.R.S. SECTION 405(6) (A)

At 8:19 p.m., Board Member Kelley moved that the Board convene in Executive Session to discuss a personnel matter pursuant to 1 M.R.S. Section 405 (6) (A). Board Member Cole seconded the motion. VOTE: 5 FOR – 0 OPPOSED

At 9:41 p.m., Board Member Kelley moved to exit the Executive Session. Board Member Cole seconded the motion. VOTE: 5 FOR – 0 OPPOSED

- b. Any action as a result of Executive Session

**Rockport Select Board Meeting Minutes
Monday, January 27, 2020**

Vice Chair Kennedy-Munger moved to approve increasing the Town Manager's salary to \$99,000 through June 30, 2020 effective February 1, 2020. Board Member Cole seconded the motion. VOTE: 5 FOR – 0 OPPOSED

XI. ADJOURNMENT

At 9:42 p.m., Board Member Kelley moved to adjourn the meeting. Board Member Cole seconded the motion. VOTE: 5 FOR – 0 OPPOSED

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK as RECORDING SECRETARY

Action Items

- a. Act on Rockport Parks and Beautification Committee Application

Manager's Comments: Action item

Eric Winters has applied to serve on this committee to fill a vacancy with a term ending June 30, 2021.

Suggested Motion:

I move the Board appoint Eric Winters to the Parks and Beautification Committee with a term ending June 30, 2021

APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: _____

Home Address: _____ Work Address: _____

Mailing Address (if different): _____

Phone Number: (Home) _____ (Work) _____

E-mail Address: _____

Committee you wish to serve on: _____

Why do you want to serve on this committee?

Do you have any background that would be helpful to this committee?

Land Use philosophy: (if applicable)

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Are you interested in serving on other committees?

Interview comments:

Appointment Date: _____

Action Items

- b. Act on Comprehensive Plan Committee Application(s)

Manager's Comments: Action item

There is one vacancy for a citizen position on the Comprehensive Plan Committee. The following have applied to serve on the committee:

Jerod Cronkite

Paul Charbonneau

Jan Rosenbaum

Suggested motion:

I move the Board appoint _____ to the Comprehensive Plan Committee

APPLICATION FOR COMMITTEE SERVICE
Town of Rockport \$ 101 Main Street \$ Rockport, ME 04856

Name: Jerod Cronkite

Home Address: 6 Winding Way Work Address: _____

Mailing Address (if different): _____

Phone Number: (Home) 207 512 0998 (Work) _____

E-mail Address: jerod.cronkite@ampf.com

Committee you wish to serve on: Comprehensive Plan Committee

Why do you want to serve on this committee?

To be a part of the future plans, progression, and growth of Rockport.

To listen and help represent all citizens of Rockport in the process.

Do you have any background that would be helpful to this committee?

I am currently the owner of a small business that is looking to expand in the number of full time employees and locations. This requires substantial planning to understand client needs, marketing, personal, and long term strategy for growth.

Land Use philosophy: (if applicable)

I do not have a set philosophy on land use for the town and am open to understanding and discussion.

I do believe the town should be a good steward of the land from an environmental standpoint and ensuring the interest of the taxpayers and other invested groups are recognized in the process.

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

**A good overall plan that considers the needs of
all Rockport citizens and businesses.**

Are you interested in serving on other committees?

Not at this time.

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: PAUL CHARBONNEAU

Home Address: 96 PASCAL AVE Work Address: _____

Mailing Address (if different): PO BOX 73

Phone Number: (Home) 236-8783 (Work) _____

E-mail Address: PGCHARBO1@TWC.COM

Committee you wish to serve on: COMPREHENSIVE PLAN

Why do you want to serve on this committee?

SEE ATTACHMENT

Do you have any background that would be helpful to this committee?

SEE ATTACHMENT

Land Use philosophy: (if applicable)

SEE ATTACHMENT

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

A COMPREHENSIVE PLAN THAT
IS SUPPORTED BY A LARGE MAJORITY
OF ROCKPORTERS

Are you interested in serving on other committees?

NOT ESPECIALLY

Interview comments:

>

Appointment Date: _____

Paul M. Chubb
January 2020

Comprehensive Plan Committee Application

Why serve on this Committee?

Because I have loved Rockport "dearly and deeply," resided at the same address for 45 years. I twice served on the Library Committee and was one of the founders of the Friends of the Rockport Library.

I believe the Comprehensive Plan is the Town's controlling document, one that should shape the deliberations and decisions of all other town committees and boards. It is the "go-to" document. It is meant to represent a consensus of what the people of Rockport want for *their* town.

Do you have background to serve on this committee?

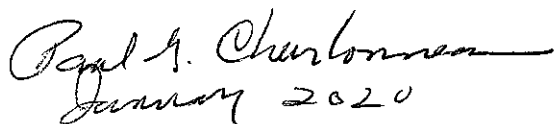
This could be long. I spent 24 years ~~was~~ as a court appointed mediator and served for nearly five years as the Director of the Maine Court Mediation Service and received its Distinguished Service Award. I also had a private practice for ten years. I also travelled around the country on behalf of the US Postal Service training mediators for its Equal Employment Opportunity mediation program. I also received the 2005 Alternative Dispute Resolution Award from the the Maine Association of Dispute Resolution Professionals.

I have much experience uncovering the underlying interests people bring to the table, inviting them to think outside the box to find alternative, collaborative ways to satisfy those concerns. Admittedly, in municipal affairs, I may not always ^{have} been the mediator but rather a disputant, always trying, however, to be straightforward, understanding and able to separate personalities from the problem.

Land Use Philosophy:

Land Use is determined by Town Ordinances, that ought to be shaped with the goals of the Comprehensive Plan uppermost in mind. These ordinances ought to be normally enforced unless serious circumstances provide for exceptions and variations or unless a Court of Law determines otherwise.

(ADDENDUM: page one of one)


January 2020

Rec'd 2-14-2020
@ 11:30
SF

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: Jan Rosenbaum

Home Address: 9 Summer Street Work Address: N/A

Mailing Address (if different): PO Box 305, Rockport

Phone Number: (Home) 207 236 3508 (Work) _____

E-mail Address: jan.rosenbaum17@gmail.com

Committee you wish to serve on: Comprehensive Plan

Why do you want to serve on this committee?

Because we are 6 years past due for a new plan. The 2004 plan should have been replaced in 2014.

The CP serves as the underlying goals and plans for the next 10 years and is the only long distance plan the town has.

The budget committee, which I served as chair of for several years, and all capital planning for the near and mid-future depend

on the comprehensive plan for the widely agreed upon future of the town. As such, being on this committee gives one a chance to play an

important and lasting role in Rockport's future. I love living in Rockport and plan on spending the rest of my life here.

Do you have any background that would be helpful to this committee?

Two terms chairing the Budget Committee has put me in the center of the town's affairs

and required me to think of the future in balancing the desires of each department against the tax

rate and practical needs of the town as a whole.

MS in Technology Management, NYU; Board of Directors several non-profits including

Camden Conference and MidCoast Forum .

Land Use philosophy: (if applicable)

Very applicable, of course. I am not a developer nor am I a utopian dreamer. I understand the need and desire for growth

but I believe that with thought, planning, and consultation we can find growth without sacrificing the nature

of living where we do and the great value of our lifestyle.

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

A plan that has the buy-in of a large majority of our residents throughout all corners of Rockport.

A plan that finds the right balance between reasonable, necessary growth and the reasons all of us love where we live.

An open process that touches, informs, and asks the participation of many citizens. A committee that works without rancor by listening to each other and to the town at large. The feeling of a town meeting at it's best.

Are you interested in serving on other committees?

Not right now.

Interview comments:

Appointment Date: _____

Action Items

- c. Act on Pesticide Advisory Board Application

Manager's Comments: Action item

The Town currently has one member on this Board, Cheryl Liechty. Sandra Fabian has applied to serve, and she has served before. Her term will expire June 30, 2023. The Pest Management Policy needs to be updated and I will begin working on this for the Select Board's review.

Suggested Motion:

I move the Board appoint Sandra Fabian to the Pesticide Advisory Board with a term ending June 30, 2023.

APPLICATION FOR COMMITTEE SERVICE
Town of Rockport • 101 Main Street • Rockport, ME 04856

Name: SANDRA FABIAN

Home Address: 5 HOMESTEAD LN Work Address: _____

Mailing Address (if different): _____

Phone Number: (Home) 484-252-1683 (cell) (Work) _____

E-mail Address: SANDRA.FABIAN@ME.COM

Committee you wish to serve on: PESTICIDE ADVISORY BOARD

Why do you want to serve on this committee?

- WOULD LIKE TO SERVE AS ROCKPORT GARDEN CLUB'S REPRESENTATIVE

Do you have any background that would be helpful to this committee?

- MASTERS OF PUBLIC HEALTH w/ ENVIRONMENTAL FOCUS

- PREVIOUSLY ACTED AS VECTOR CONTROL OFFICER FOR
LOWER MERION TWP (SUBURBAN PHILADELPHIA)

- PARTICIPATED IN AWARDDING AND OVERSIGHT OF PEST
CONTROL PROVIDER FOR WAWA, INC - QUICK SERVICE RESTAURANT

Land Use philosophy: (if applicable) WITH OVER 650 LOCATIONS

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

TO IMPROVE ON CURRENTLY AVAILABLE GUIDANCE BY DETERMINING
SCOPE OF SERVICES, METHODOLOGY, AND RESOURCES AVAILABLE.
DETERMINING HOW TO BEST PROTECT PUBLIC HEALTH, MANAGE PESTS,
ADD TO SO WITH RESPECT TO THE ENVIRONMENT

Are you interested in serving on other committees?

NOT SURE YET

Interview comments:

Appointment Date: _____

Action Items

- d. Act on Speed Limit Study for Rockland Street (Route 17)

Manager's Comments: Action item

Attached is a letter from a concerned citizen about the safety of Rockland Road, Route 17 in West Rockport. He is requesting that the Town ask the State MDOT to review the speed limits on Rockland Road (Route 17). Included in your materials is a map showing where the current speed limit signs are posted for your information. PW Director Young informed me that a study was completed within the past few years on that part of the road. We are researching this and will bring that information to the meeting if possible.

Suggested Motion:

If the Board wants to ask the state to conduct a speed study:

I move the Board direct the Manager to ask the state to conduct a speed study on Rockland Road near the Route 90 intersection as requested by the resident.

1/20/202

TOWN OF ROCKPORT
SELECTMANS OFFICE

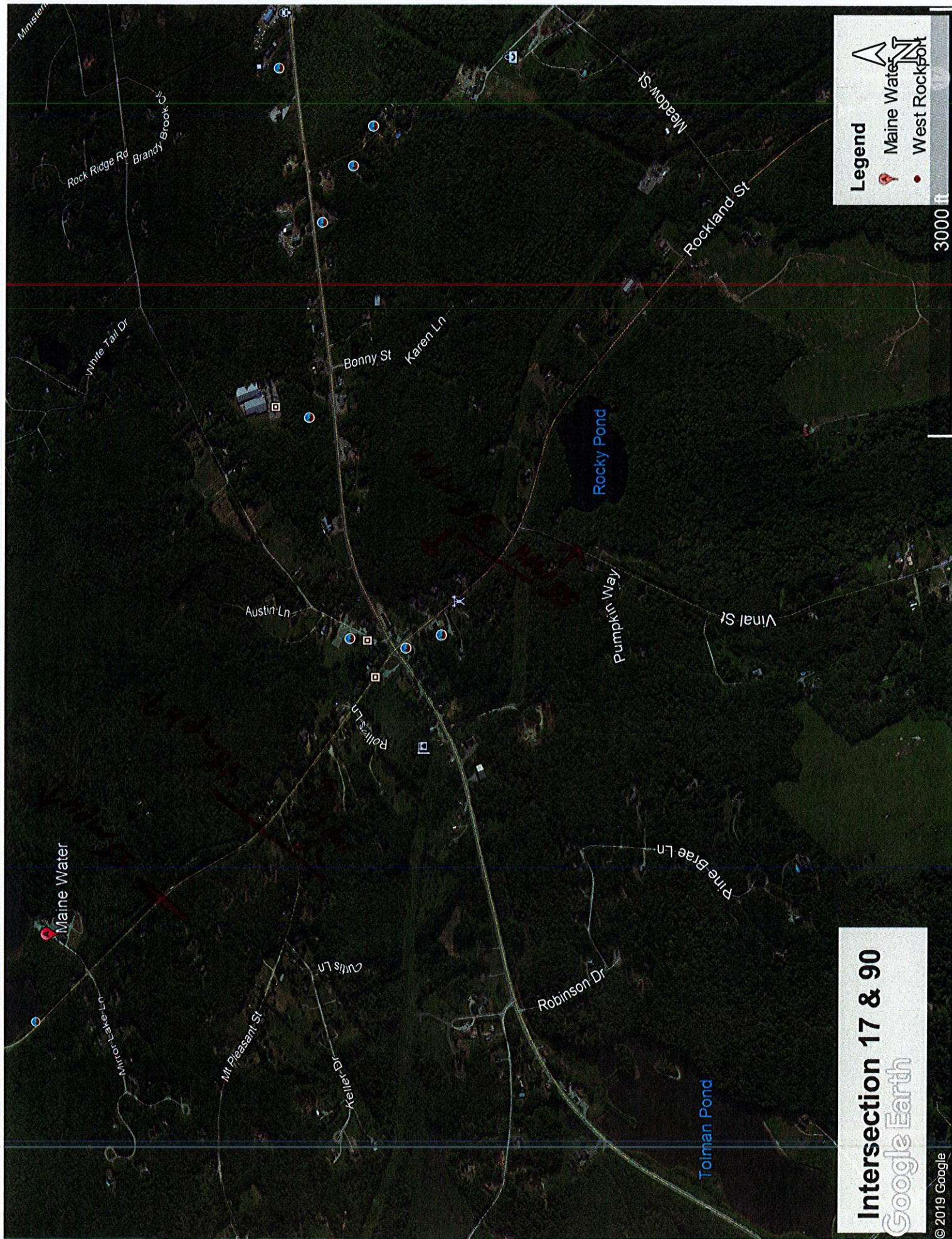
DEAR SIRs,

We are very concerned about the safety issue on the Rockland Rd RT 157 West Rockport. After the recent pedestrian accident and multiple automobile accidents, please discuss this subject at your next meeting. We would like to see the speed limit adjustments activated from 35 miles a hour by the Post Office to increase to 45 miles hr before Vinal Street to Meadow St then to 50 miles hour at Meadow St to Rockland.

This has become a safety issue we need to address. Please notify the STATE DOT. The Traffic Dangers have increased with the need to address this serious condition

Respect Fully,
Al Stevens
626 Rockland St
West Rockport, ME

0486

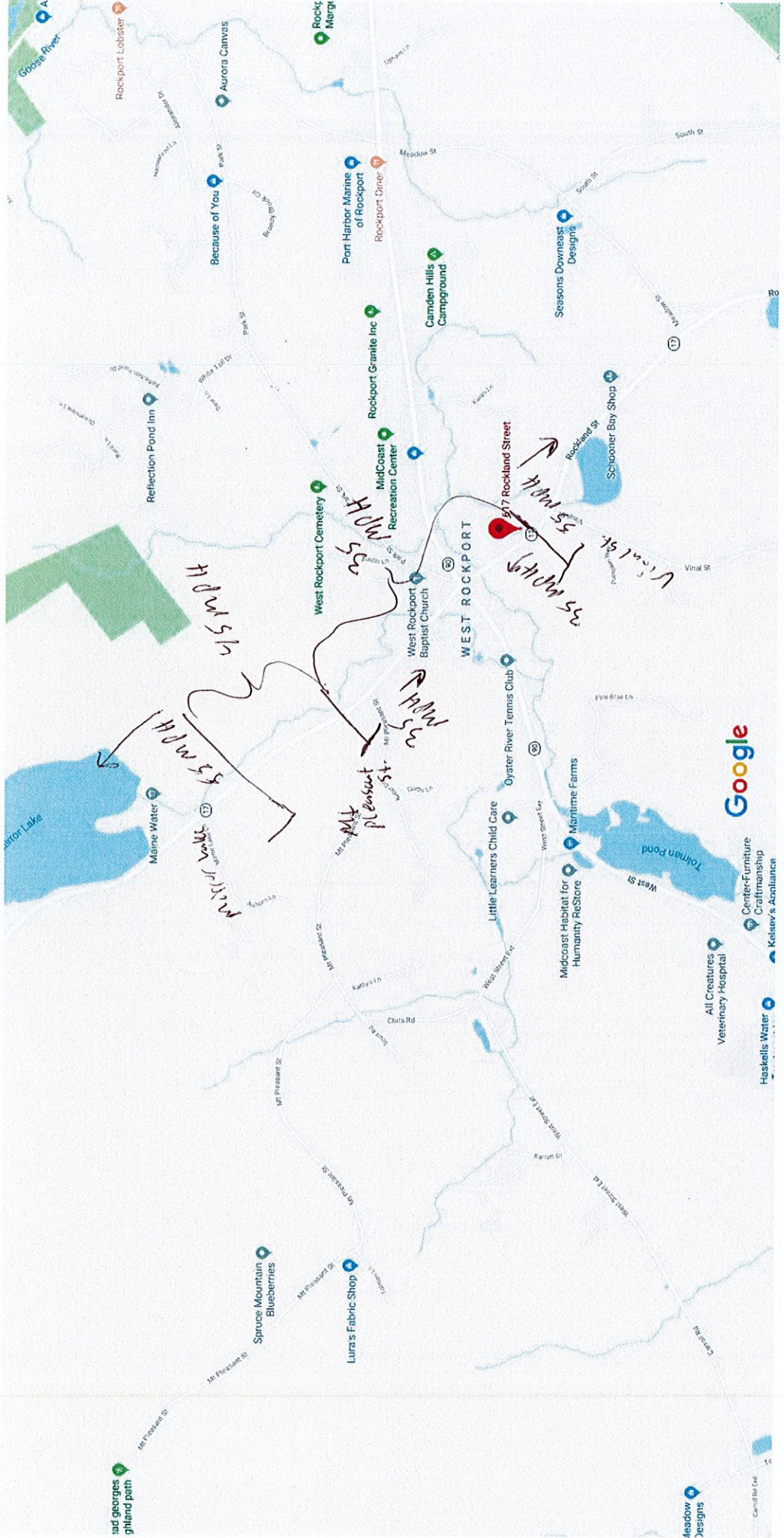


Legend

- Maine Water
- West Rockport

3000 ft

Intersection 17 & 90
Google Earth



Action Items

- e. Act on Town of Rockport Emergency Operations Plan

Manager's Comments: Action item

This item is the annual approval from the Select Board of the Rockport Emergency Operations Plan the Town has with the Knox Emergency Management Agency. Many of the changes in the plan are updating names and email addresses. The purpose of the Emergency Operations Plan is to identify hazards and the likelihood the hazards will impact the community's vulnerabilities. The hazards are grouped into several categories including severe storms, forest fires, mass casualty incidents, flooding, hazardous materials accidents, hostile incident at a school, and prolonged power outage. The Plan then describes responses to each type of hazard including the responsibilities of Town staff and the Select Board.

A Tabletop Exercise with Knox EMA will be held on April 1st from 8am – 12pm in the Richardson Room in the Town Office. All Select Board members are encouraged to attend.

Suggested Motion:

I move the Board approve the Town of Rockport Emergency Operations Plan, amended on February 10, 2020.

The Municipality of Rockport, Maine



Emergency Operations Plan

Rockport Office of Emergency Management
Rockport, ME 04856

Approved: June 1, 2017

Amended March 11, 2019

[Amended February 10, 2020](#)

**Town of Rockport, Maine
Emergency Operations Plan**

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**Town of Rockport, Maine
Emergency Operations Plan**

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Town of Rockport, Maine Emergency Operations Plan

Town Profile

Purpose

This emergency operations plan identifies hazards and vulnerabilities and the likelihood and severity these hazards will impact the community's vulnerabilities. This plan defines the efforts and resources to mitigate the effects and prepare for and respond to an emergency or disaster event.

Situation and Assumptions

The Town of Rockport could experience disaster situations that are local or statewide. Local disasters could include forest fires, hazardous materials incidents, mass casualty incidents, building collapses, or a school attack. Statewide disasters may include flooding, prolonged power outages and severe winter storms. A Hazard Risk Assessment was completed with the following results:

| Hazard | Ranking |
|----------------------------|---------|
| Severe Storm | 1 |
| Wildland/Forest Fire | 2 |
| Mass Casualty Incident | 3 |
| Localized Flooding | 4 |
| HazMat (Transportation) | 5 |
| Hostile Incident at School | 6 |
| Prolonged Power Outage | 7 |

Severe winter storms have the potential of shutting down the community by blocking roads, knocking out electrical power distribution, freezing facilities, and trapping people.

Since a lot of Rockport is forestland, the entire town is very susceptible to an out of control **wildland/forest fire** and could cause severe property damage and limited loss of life.

A **Mass Casualty Incident** could occur resulting from a passenger vehicle accident, or as a result of any of the described disaster hazards.

There are very few properties within the Rockport Floodplain. The most likely damage from **flooding** will be to roadway sections that contain bridges or culverts and through erosion of gravel roads.

Though **hazardous materials** could be transported on any community road, the greatest traffic flow of hazardous materials is along Routes 1, 90, & 17. The residences, businesses and hospital along these traffic corridors are most susceptible to a HazMat incident.

The most likely **hostile incident at the school** would involve the public-school complex. This contains the largest concentration and the most vulnerable people in the community. Attacks may involve the taking of hostages, bomb threats or explosions and/or mass shootings. The locations of the schools are: 25 Keelson Drive, 11 Children's Way and 180 Park Street.

We have already experienced in recent years **prolonged power outages**. This will affect the entire town and will have its greatest impact to living conditions during severe cold weather.

Other hazard events could occur, but are very unlikely. As such, this plan will develop an All-Hazards Emergency Response, but will not define other hazards in the Hazard Attachments.

Town of Rockport, Maine Emergency Operations Plan

| HAZARD EVENT | VULNERABILITY LOCATION | LIKELIHOOD | MAJOR DAMAGES | DEATHS OR INJURIES |
|-----------------|---------------------------|------------|------------------|------------------------|
| Forest Fires | Entire Town | Occasional | Forests & Homes | Firefighters |
| HazMat Incident | State Route 1, 17 & 90 | Occasional | Roadway | Residents & Responders |
| Mass Casualty | Anywhere | Occasional | None | School or Transport |
| School Attack | School | Remote | School | Students & Faculty |
| Flooding | Gravel Roads | Probable | Roadways | None |
| Power Outages | Entire Town | Probable | Frozen Plumbing | None |
| Winter Storm | Entire Town | Frequent | & Power Lines | Motorist or Elderly |

The Town of Rockport does not have its own hazardous materials response team or public transportation. Knox County Sheriff's Office supports the Rockport Police Department with law enforcement. The regional hospital is located in Rockport and a Federally Qualified Health Center is located on Vinalhaven. The Knox County Regional Response Team (RRT6) provides hazmat response. The school district could provide emergency public transportation. Public Works is contacted through the Knox Regional Communication Center (KRCC). Fire Protection services are handled by the Town Fire Department.

The likelihood of a disaster situation occurring in Rockport that could cause multiple deaths or injuries is very low. There are no large passenger transportation services. Local forest fires are not swift and timely evacuations of the very low population density would not be difficult. Residents are accustomed to dealing with winter storms and power outages. The Goose River Bridge is the one major bridge in Town, there are no major waterways and only a limited number of homes in flood zones. The major portion of transported hazardous materials consist of petroleum products and the hazards would be localized. School attacks present the only real danger to life, but the likelihood is remote.

Rockport Demographics, 2015 American Community Survey

Population & Age Statistics

| | |
|-----------------------------|-------|
| Total Year-Round Population | 3,343 |
| Under 20 Years Old | 934 |
| 20 to 24 Years Old | 58 |
| 25 to 34 Years Old | 199 |
| 35 to 44 Years Old | 358 |
| 45 to 54 Years Old | 572 |
| 55 to 59 Years Old | 213 |
| 60 to 64 Years Old | 221 |
| 65 to 74 Years Old | 532 |
| 75 to 84 Years Old | 195 |
| 85 Years Old and over | 61 |
| Median Age | 47.5 |

Housing & Density Statistics

| | |
|-------------------------------|-------|
| Total Housing Units | 1,758 |
| Occupied Housing Units | 1,313 |
| Owner-Occupied Housing Units | 1,101 |
| Renter-Occupied Housing Units | 205 |
| People per square mile | 77 |

Social and Economic Statistics

| | | |
|-----------------------------------|---------------|---------------------------------|
| Total Labor Force, 2015 | 2,646 | |
| Per Capita Income, 2015 | \$31,233 | |
| Median Household Income, 2015 | \$59,269 | |
| Total Municipal Valuation, 2018 * | \$946,950,000 | * Not a Census Bureau Statistic |

Town of Rockport, Maine Emergency Operations Plan

Concept of Operations

The Emergency Management Agency (EMA) Director is responsible to the Town Manager for coordinating disaster response activities, requesting resources from mutual aid partners and from the County and for compiling disaster information. The Select Board is legally responsible for the function of the local government.

Disaster or major emergency notification will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), and the Knox County Regional Communication Center (KRCC) radio-page to the Rockport Fire Department, a Knox County EMA text page or by announcements on area television and/or radio broadcasts.

Any one of the Select Board members, Town Manager or the EMA Director may activate the Emergency Operations Center (EOC) or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key town officers and citizens will be recalled to man the EOC.

The Select Board will issue an emergency declaration when the situation warrants the full use of resources to save lives and protect property. When the emergency is beyond the control and resources of the local government, a request for assistance may be made through the Knox County EMA to the Maine EMA and Governor. The Governor may declare a disaster within certain or all parts of Knox County and make State resources available to save lives, protect property and aid in disaster recovery.

The Town is served by the Rockport Fire Department, North East Mobile Health Services and Rockport Police Department. The Fire Chief or Senior Fire Officer may request aid from neighboring communities. Currently, the Fire Department and the Office of Emergency Management (OEM) both have written mutual aid agreements with several other towns. The Police Department is aided by the Knox County Sheriff's Office and the Camden Police Department.

For a localized emergency, such as a mass casualty incident, an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.

For a wide area emergency, such as a severe winter storm, all emergency operations will be run out of the EOC. Emergency Responders and Emergency Management personnel will be dispatched by the EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hardline communications are out.

A limited EOC may also be activated if emergency and disaster support is being provided to other communities. This will be primary to coordinate logistics and monitor the situation. A large forest fire in the next community could eventually impact Rockport, and certain preparedness actions should be started by the EOC.

Organization and Assignment of Responsibilities

The following Town Officers may be tasked during a community emergency or disaster:

Animal Control Officer:

1. Coordinates services and assistance provided to animal victims.

Assessor/Individual Assistance:

1. Records all damages in Town to private property.

Town of Rockport, Maine Emergency Operations Plan

Communications Officer:

1. Oversees communications.
2. Answer calls coming into the Emergency Operations Center (EOC) and completes message forms as needed or forwards call to the appropriate section. Ensures they are all date and time stamped.
3. Assign priority to the messages and route to proper section(s) for action.
4. Document events on event board and update as appropriate.
5. File all EOC/event messages when returned in time-received order.

EMA Director/Assistant Director:

1. Establishes and maintains the Town EOC.
2. Develops all Town Emergency Plans and Procedures.
3. Coordinates with Knox County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC) and School District.
5. Responsible for the tracking and assignment of emergency/disaster resources.
6. Establishes EOC communications and public warning systems.

EOC Security Officer:

1. Ensure that only authorized personnel gain access to the EOC
2. Issues EOC Badges.
3. Post sign so that arriving participants can easily find check-ins.
4. Post sign so that media can easily find Media Center
5. Records check-in and check-out information.

Finance Director:

1. Tracks disaster expenditures and pays bills authorized by the Town Manager.
2. Manages insurance claims, to include but not limited to worker's compensation, liability and medical claims.
3. New employee paperwork and volunteer waivers.
4. Federal Emergency Management Agency (FEMA) and Maine EMA (MEMA) reimbursement tracking.
5. Responsible for organizing and overseeing the Damage Assessment Program.

Fire Chief:

1. Oversees all Fire Department resources operations.

Fire Warden:

1. Coordinates with the Maine Forestry Service.

General Assistance Administrator/Assistant General Assistance Administrator:

1. Assists qualified individuals with financial assistance.

Harbormaster:

1. Oversees any on the water emergencies, and manages harbor resources operations.

Health Officer:

1. Report on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services.
2. Receive and evaluate complaints concerning nuisances posing a potential public health threat within the town.
3. Order the suppression and removal of nuisances and conditions posing a public health threat found to exist.

North East Mobile Health Services:

1. Oversees all Emergency Medical Services (EMS) resources and directs EMS operations.

Town of Rockport, Maine Emergency Operations Plan

Police Chief/Sergeant

1. Oversees all Police Department resources and directs law enforcement operations.
2. Responsible for initiating and implementing emergency evacuations.

Public Works Director:

1. Coordinates road repair and maintenance.
2. Provides major input to the Damage Assessment Program.
3. Responsible for temporary construction of all emergency access routes, emergency restoration of critical facilities, including the hospital, nursing homes, and others as needed.
4. Responsible for emergency demolition or stabilization of structures deemed hazardous to public health.
5. Assist in damage assessment including private structural inspections.
6. Coordinates with private resources for emergency delivery of power and fuel to normalize community function.

Safety Officer:

1. Maintain Incident Log
2. Identify potentially unsafe situations and pre-plan possible solutions.
3. Exercise emergency authority to stop and prevent unsafe acts.
4. Investigate accidents that have occurred within the Emergency Operations Center (EOC) or in conjunction with EOC Operation.

Select Board:

1. Assumes responsibility for the overall response and recovery operations by the municipality.
2. Establishes a public disaster assistance program.

Shelter Officer:

1. Appointed during emergency by Town Manager to establish a Disaster Shelter or coordinate with a Regional Shelter.
2. Ensure appropriate food and water for shelter occupants is available.
3. Ensure appropriate staffing, security and communications are in place.

Town Clerk/Deputy Town Clerk:

1. Documents municipal activities that are occurring.

Town Manager (EOC Director and Public Information Officer)

1. Approves the EOC manning assignments recommended by the Emergency Management Agency (EMA) Director
2. Responsible for the Town emergency Public Information Program and approves press releases to the media.
3. Conduct initial briefing with staff and volunteers at the

EOC Wastewater Director:

1. Ensures and completes any emergency measures on pump stations or pipes.
2. Monitor systems for any possible back-ups and advises the Town Manager.

Administration and Logistics

The Select Board, Town Manager and the EMA Director are responsible for the activation of this plan.

The Rockport EMA Director and the Finance Director are responsible for the submission of reports to Maine Emergency Management Agency (MEMA), through the Knox County EMA (KXEMA). Town officers provide reports of response activities, damages, and other related information to the EMA Director. Each officer keeps records of actions, expenditures and financial obligations in emergency operations.

Town of Rockport, Maine Emergency Operations Plan

If local resources are inadequate during emergency operations, assistance is requested through mutual aid agreements. Agreements exist with other towns for emergency services. They also exist with State of Maine agencies for forest fire suppression, rural search and rescue, and riot control.

All Town disaster expenditures must be approved by the Town Manager and shall be signed by the Select Board Designee on the Town Warrant. The Finance Director will complete all financial actions once the expenditures have been approved.

Plan Development and Maintenance

Deficiencies found in this plan should be summarized and submitted in writing to the Emergency Management Agency (EMA) Director when noted.

The EMA Director maintains a file of recommended changes or improvements. He/she reviews the entire plan annually and ensures that all procedures, policies, data and responsibilities are current and reflect actual assignments.

All changes to the plan will be approved by the Select Board.

Authorities and References

A. Authorities

- The “Civil Emergency Preparedness Ordinance of the Town of Rockport”, 2006.
- Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.
- Public Law 920-81, the Federal Civil Defense Act of 1950, as amended.
- Public Law 99-499, the Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Public Law 93-288, as amended by Public Law 100-707, Robert T. Stafford Disaster Relief & Emergency Assistance Act.

B. References

- Federal Emergency Management Agency. Objectives for Local Emergency Management. CPG 1-5, July 1984.
- Federal Emergency Management Agency. Guide for All-Hazard Emergency Operations Planning. SLG-101, September 1996.
- Department of Homeland Security, National Response Plan, November 2004

Town of Rockport, Maine Emergency Operations Plan

ANNEX A1 - DIRECTION AND CONTROL

Purpose

The Town of Rockport employs five full-time police officers. Firefighters are paid on call, Emergency Management Services (EMS) services are contracted. All Town Officers are serving in a volunteer status. This annex will give guidance on actions to be taken during emergencies by these town officers and volunteers and the coordination efforts by the Municipal Officials with county, state, and contracted personnel.

Situation and Assumptions

Many hazards can cause disasters of a magnitude that makes centralized direction and control necessary. The Rockport Emergency Operations Center (EOC) will be established by the Town Manager, Emergency Management Agency (EMA) Director or Select Board if they feel the emergency warrants the establishment. Emergency staffing must be documented with the Finance Director for protection under State law.

Concept of Operations

The priority in emergencies is to save lives, limit injuries, limit damage to property, maintain the continuity of government, and return the area to normal.

By ordinance enacted **June 13, 2017** the Town of Rockport has established the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for the Town of Rockport, Knox County, State of Maine and Federal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. By adopting NIMS, the Town of Rockport utilizes standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) is utilized by all Rockport emergency and disaster responders for incident management.

Normally, initial notification of an emergency will be a radio-page from the Knox County Regional Communications Center (KRCC) to the Town's Firefighters, EMS and Police Officers. Disaster or major emergency notifications will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Knox Regional Communications Center (KRCC) radio-page, a Knox County EMA "Fan-out" to the EMA Director, or by announcements on area television and/or radio broadcasts.

The Town Manager and Select Board has the responsibility for the continuance of local government operations. The EMA Director assists in this task. The Town Manager, EMA Director or any member of the Select Board may activate the EOC or initiate the Emergency Operations Plan (EOP) if they determine that the disaster situation warrants the activation. Key Town Officers and citizens will be recalled to staff the EOC. The EOC can be activated at three different staffing levels.

EOC ACTIVATION LEVELS

| LEVEL | STATUS | ACTION |
|-------|---------------------|---|
| 1 | Standby | EOC Set up and ready to be activated. |
| 2 | Increased Readiness | The Town Manager or designee will staff the EOC on a temporary basis. |
| 3 | Full Activation | Entire EOC staff recalled; 24 hours shifts established. |

Town of Rockport, Maine Emergency Operations Plan

The primary Emergency Operations Center (EOC) is set up at the Rockport Town Office. The alternate EOC is the Public Safety Building. The EOC's communications capabilities include telephone, and two-way radios.

If an on-scene command post is established, the Incident Commander (IC) is the senior officer on the scene from the emergency service best suited to handle the situation. For a situation involving a fire or hazardous materials, the IC will be the Fire Chief. For any incident involving a terrorist situation, the first or most senior law enforcement officer or State Police will be the IC. The command post keeps the EOC informed of the situation. The Rockport EOC keeps the Knox County EOC informed.

Organization and Assignment of Responsibilities

The Town Manager and Select Board provide guidance on policy and the Town Manager approves information for the public. Town officers staffing the EOC assure work is accomplished in a mutually supportive way. The EOC staff keeps in contact with field forces and records their status, issue instructions to personnel, monitor progress, and keeps the Town Manager informed and the Town Manger should keep the Select Board informed as warranted.

When directed by the Town Manager or EMA Director, the EOC will be established and manned. At the discretion of the Town Manager or EMA Director, the following Town Officials and volunteers may be included in the Town EOC:

| | |
|----------------------------------|-------------------------------------|
| Animal Control Officer | Assessor/Individual Assistance |
| Communications Officer | EMA Director/Assistant EMA Director |
| EOC Security Officer | Finance Director |
| Fire Chief | Fire Warden |
| General Assistance Administrator | Harbormaster |
| Health Officer | North East Mobile Health Services |
| Police Chief | Public Works Director |
| Safety Officer | Select Board |
| Shelter Officer | Town Clerk |
| Town Manager | Volunteer & Donations Coordinator |
| Wastewater Director | |

The following emergency functions will be accomplished during an emergency in Rockport.

Administration and Logistics:

The EOC may require 24-hour staffing during the emergency period. Additional volunteers may need to be sought out.

Emergency Medical Services:

North East Mobile Health Services has three ambulances and staff. Operational communications will be established between the Incident Commander on scene and the Senior Emergency Medical Services (EMS) Officer. The EOC will maintain communications with the regional hospitals.

Fire Services:

The Rockport Fire Department consists of one full-time fire chief and approximately 30 volunteer firefighters. Fire Department personnel may assist with damage assessment, search and rescue, firefighting, clearing debris, alerting the public, evacuation, and traffic control, as necessary.

Town of Rockport, Maine Emergency Operations Plan

Harbormaster:

The Harbor consists of one full-time year-round employee. May assist with on the water rescue.

Deleted: h

Law Enforcement:

The Town of Rockport consists of five full-time Police Officers. It also relies on Camden Police Department, the Knox County Sheriff's Office, and the Maine State Police for Law Enforcement backup. Operational communications will be established between the Incident Commander on scene and the Senior Law Enforcement Officer. The Emergency Operations Center (EOC) will maintain landline communications with the KRCC to coordinate additional law enforcement requirements.

Public Works:

Public Works Department is responsible for highway maintenance and will assist in damage assessment. The Town maintains snowplows and drivers and other needed equipment. See equipment list on page 36.

The Town Manager, Emergency Management Agency (EMA) Director and/or the Select Board may authorize emergency Town expenditures. This will be done on a Town warrant. The Finance Director shall track these expenditures. Situation reports are compiled twice daily or as requested and forwarded to the Knox County EMA; at 7 am and 6 pm., unless otherwise directed. Each Municipal Officer keeps a record of major events during EOC operations. The EMA Director or designee develops the event log. The Communications Officer keeps phone traffic logs. Additional operational reports are submitted as requested.

Deleted: t

Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that are more than the Town of Rockport can provide should be submitted to the Knox County EMA by the Town Manager or EMA Director.

The Town of Rockport is extremely limited in its response and recovery capabilities. Many services will require mutual aid from other communities and from state agencies.

MUTUAL AID CHART

| AGENCY | 1st RESOURCE | 2nd RESOURCE | 3rd RESOURCE |
|--------------------------|--|--|------------------------------------|
| Ambulance Services | North East Mobile Health Services 911 or 772-6000 | Rockland Fire Dept. 911 or 594-0318 | Union Ambulance 911 or 785-2478 |
| Central Maine Power | 1-800-696-1000 | | |
| Emergency Management | Knox County EMA 594-5155 or 594-8751 | Maine EMA 1-800-452-8735 | FEMA Region 1 617-956-7506 |
| Environmental Protection | Maine DEP 1-800-482-0777 | U.S. EPA 1-800-424-8802 | Maine Forest Service 287-2791 |
| Fire Protection | Any Knox County FD | | |
| HazMat Information | National Response Center 1-800-424-8802 | CHEMTREC 1-800-424-9300 | CHEM-TEL 1-800-255-3924 |
| Hospitals | Pen Bay Medical Center 301-8000 | Waldo County General 338-2500 | Miles Memorial Hosp 563-1234 |
| Law Enforcement | Knox County Sheriff 911 or 594-5656 | Maine State Police 1-800-452-4664 | FBI 947-6670 |
| Maine DOT | 624-3339 | | |

**Town of Rockport, Maine
Emergency Operations Plan**

| | | | |
|-----------------------------------|---|---|---|
| Miscellaneous Resources | Poison Control Center 1-800-222-1222 | United States Coast Guard Rockland 596-6666 or 596-6667 | Center for Disease Control 800-232-4636 |
| National Weather Service (NWS) | NWS (Gray) 1-800-482-0913 | | |
| Public Works | Camden 236-7954 | Rockland 594-0302 | Union 785-3411 |
| Red Cross | Pine Tree Chapter ARC 594-4576 | MEMA ARC Liaison 624-4435 | |

Town of Rockport, Maine Emergency Operations Plan

The Town of Rockport uses the National Incident Management System (NIMS) version of the Incident Command System (ICS). During any emergency, an Incident Commander (IC) will be identified in the field to coordinate emergency response and recovery forces. Normally, the IC will be the Senior Fire Officer (SFO) from the Rockport Fire Department. However, for incidents such as a multi-jurisdictional forest fire or a hostage incident at the school, the IC could be a County or State Official. In this case, if possible, the SFO will seek to establish a Unified Command in order to represent the jurisdiction of the Town of Rockport.

A Rockport IC or member of a Unified Command will maintain communications with and report to the Rockport Emergency Operations Center (EOC), which will oversee all municipal activities. Most Planning, Logistics and Finance Section duties will be carried out at the Rockport EOC. The on-scene IC will assign a Planning Officer and Logistics Officer to coordinate support from the EOC and oversee planning and logistical resources located on-scene.

Town of Rockport, Maine Emergency Operations Plan

ANNEX A1 - EOC CHECKLIST

X ACTION

Emergency Operation Center (EOC) Alert Status:

EOC Notification From:

Consider need to declare an emergency.

Notify all EOC staff and volunteers.

Activate and test all equipment.

Begin message and event logs.

Inspect emergency generator for fuel and start capability.

Begin plotting and posting events.

Brief staff upon arrival.

When "staffed and ready", report to Knox County Emergency Management Agency (EMA) (594-5155).

Review staffing pattern to ensure 24-hour capability (if needed).

Conduct "time check."

Brief elected officials on status of EOC.

Check on food, water, and sanitation supply and make appropriate arrangements.

Submit verbal and written situation reports to County EMA (Fax 594-0443).

Establish EOC security procedures.

Conduct periodic briefings for EOC staff.

Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.

Review procedures for requesting assistance. Contact contractors for assistance, if needed

Maintain records of expenditures.

Track mileage of vehicles used by Town Officials and volunteers. Track the work times of the Town Officials, EOC staff, Fire Department, and other volunteers.

Brief oncoming shift personnel of all events and pending actions.

Prepare initial damage assessment information for submission to Knox County EMA.

Contact area volunteer groups to assist with emergency recovery operations.

**Town of Rockport, Maine
Emergency Operations Plan**

| | |
|-----------|--|
| | Jurisdiction: |
| 9 | SIT REP Summary/Notes/Comments: |
| 10 | Infrastructure Impacted: Major Roads/Highways/Bridges Closed: _____ Water/Sewer/electrical: _____ Airports/Railways/Ports/Other Closures: _____ Communications - towers, telephones: _____ |
| 11 | Emergency Services: (Fire, EMS, Law Enforcement, Public Works, Hospitals, Volunteers, etc.) General Activities: Depts./Facilities/Equipment out of service: Mutual Aid Activities: |
| 12 | Damage Assessment: Underway <input type="checkbox"/> Y <input type="checkbox"/> N Form 7's to be submitted. Estimated % Complete: _____ Public Estimated % Complete: _____ Private Estimated % Complete: _____ Homes Estimated % Complete: _____ Business/Economic |
| 13 | Assistance Required: <input type="checkbox"/> No <input type="checkbox"/> Being Prepared <input type="checkbox"/> Attached <i>If assistance is required please attach a completed Request for Assistance</i> |
| 14 | Prepared By: _____ Approved: _____ Time Sent: _____ Delivery Method: <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> email <input type="checkbox"/> Packet Radio <input type="checkbox"/> Courier <input type="checkbox"/> Modem |

| |
|---|
| THE CONTENT OF THIS FORM IS INFORMATIONAL ONLY AND DOES NOT CONSTITUTE A REQUEST OF ANY TYPE |
|---|

Rev 4/27/05

Town of Rockport, Maine Emergency Operations Plan

STATE of MAINE LOCAL EMERGENCY / DISASTER SITUATION REPORT

SITUATION REPORT INSTRUCTIONS

1. Introduction

During an emergency, information on the nature, severity, and extent of the hazard's effects must be collected and analyzed. The results must be reported through established channels. This information provides officials a logical basis for their response decisions.

Following a hazard incident, local field units must promptly conduct a rapid reconnaissance of affected areas to assess the situation and report the information to local officials. This information should be consolidated at each level. The information is then reported to the Knox County Emergency Management Agency (EMA).

Depending on the severity of the situation confirmed by the reports, a decision is made at each level of government on the declaration of a "State of Emergency."

When required, these actions are followed by a detailed assessment of damage to both the public and private sector. These estimates (in dollar amounts) serve as the basis for a request of a Presidential Disaster Declaration. (See Annex 9 - Damage Assessment)

2. Situation Reporting

Following the initial area reconnaissance, reports are required at least daily to provide detailed information to the various levels of government. Reports normally originate at the municipal level. They identify the area being reported on and include observed damage. They shall be submitted through the Knox County EMA to Maine Emergency Management Agency (MEMA) and consist of the following types of reports:

- a. Verbal Reports: The first report is submitted by radio or telephone. Verbal reports are submitted as quickly as possible following a hazard incident.
- b. Situation Reports: A refined Situation Report is prepared and submitted through the County to State EMA at least daily or as requested. This report defines affected areas, identifies closed roads and highways, estimates the number of dead or injured, homes damaged, and resources needed.

Reports will provide, as a minimum, the information contained in the Situation Report Form. (See Annex A9 - Damage Assessment for further reporting requirements.)

Town of Rockport, Maine Emergency Operations Plan

ANNEX A2 - COMMUNICATIONS

Purpose

Communications during an emergency are critical. This annex shall describe the communications capabilities of the Town of Rockport. It shall also provide telephone and radio lists.

Situation and Assumptions

Most local emergencies should leave the telephone system intact, however certain disasters, such as a severe winter storm, could knock out telephone communications. Telephones shall be used as the primary means of communicating. Two-way radios shall be used as a secondary and augmenting means of communication to the telephone system and as the means to communicate with personnel in vehicles or in the field. As much as possible, e-mail shall be used to transfer photos and large amounts of data.

When neither telephone nor radios are functioning or unable to reach the intended party, runners may be used as an emergency stop-gap measure. Volunteers with appropriate vehicles (4WD, All Terrain Vehicle, snowmobiles, etc.) will be requested to support this measure. Consideration should also be made to using and compensating volunteers with cellular and satellite phones. Additionally, Knox County Emergency Management Agency (EMA) can activate ARES/RACES HAM radio personnel.

Concept of Operations

The Emergency Operations Center (EOC) shall communicate by telephone whenever possible. The primary EOC phone number is 236-0806. The alternate number is Knox Dispatch 236-2027.

The Fire Department, Police Department, and North East Mobile Health Services have hand-held two-way radios with the Knox County standard frequency assignments and Concept of Operations (CONOPS). Radio traffic may be relayed through the radio base station at the Public Safety Building

The Public Safety Building and the Town Office have a multi-channel two-way radio base station. Contact with the Knox Regional Communications Center (KRCC) and Knox County EMA is possible. All the volunteer Firefighters and Emergency Medical Service (EMS) providers are issued a radio-pager. Page-outs maybe initiated from KRCC or the Knox County EOC. The Public Safety Building and the Town Office also maintain an NVM radio scanners. All emergency vehicles are equipped with mobile truck radios.

The Public Safety Building and the Town Office both have internet and e-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State Government Officers. For email addresses see contact list.

The Public Safety Building (236-4141) and Town Office (230-0112) can also send and receive fax transmissions.

If the telephone system is down, then the radio system will become the primary means of communication. However, if power is lost, many of the radios and pagers may die if there is no means of recharging them. In this case, it may become necessary to set up a system of "runners." Runners are people with transportation who will be used to hand deliver messages.

Administration and Logistics

The EOC shall determine what communications requirements are needed and allocate Town resources as necessary.

Consideration should also be made to determine what private communication assets may be borrowed or rented from local residents and volunteer groups.

**Town of Rockport, Maine
Emergency Operations Plan**

EXTERNAL CONTACTS

| AGENCY | LOCATION | TELEPHONE # |
|---|----------------------------------|--------------------|
| American Red Cross | Pine Tree Chapter | 594-4576 |
| Central Maine Power -Fire Emergency only | Augusta | 1-800-535-5532 |
| CHEMTREC | Washington D.C. | 1-800-424-9300 |
| Civil Air Patrol | 72 Broadlawn, Brewer | 989-2842 |
| FEMA Region I | Maynard, MA | 617-223-9540 |
| Forest Fire Control | Augusta | 287-2275 |
| General Aviation Weather | Bangor International Airport | 1-800-992-7433 |
| Knox County EMA | 62 Union Street Rockland, ME | 594-5155 |
| Knox County Sheriff | 327 Park Street Rockland, ME | 594-5656 |
| Maine DEP | Augusta | 1-800-482-0777 |
| Maine DOT (Spill Contain) | Augusta | 289-2551 |
| Maine EMA | Augusta | 1-800-452-8735 |
| Maine Floodplain Management | 38 State House Station, Augusta | 287-8063 |
| Maine General | 35 Medical Ctr Pkwy Augusta, ME | 626-1000 |
| Maine Geological Survey | 22 State House Station, Augusta | 287-2801 |
| Maine Medical Center | 22 Bramhall Street, Portland, ME | 662-0111 |
| Maine State Police | Augusta | 1-800-452-4664 |
| National Response Center | 2100 2nd St. SW, Wash D.C. | 1-800-424-8802 |
| National Weather Service (NWS) | 1 Weather Lane, Gray | 1-800-482-0913 |
| Northern Light Eastern Maine Medical Center | 489 State Street, Bangor, ME | 973-7000 |
| Pen Bay Medical Center | 6 Glen Cove Dr Rockport, ME | 301-8000 |
| Poison Control Center | | 1-800-222-1222 |
| Radio Station - FM 106.5 | 49 Acme Rd, Bangor | 989-5204 |
| Radio Station - FM 90.9 | 65 Texas Ave, Bangor | 941-1010 |
| Radio Station - FM 94.5 | Bangor | 947-1234 |
| Television Station-WABI/5 | 35 Hildreth St., Bangor | 947-8321 |
| Television Station-WLBZ/2 | Mt Hope Ave, Bangor | 942-4821 |
| Television Station-WMEB/12 | 65 Texas Ave, Bangor | 941-1010 |
| Television Station-WVII/7 | 371 Target Ind. Circle, Bangor | 945-6457 |
| Waldo County General Hospital | 118 Northport Ave, Belfast, ME | 338-2500 |

FAX MACHINE DIRECTORY

| OFFICE | FAX NUMBER |
|---|-------------------|
| Knox County EMA | 594-0450 |
| Knox County RCC | 594-0441 |
| Pen Bay Medical Center (Emergency Dept.) | 301-5288 |
| MEMA – EOC Primary | 287-3178 |
| EOC Secondary | 287-5430 |

Town of Rockport, Maine Emergency Operations Plan

ANNEX A3 - WARNING

Purpose

This annex describes the current warning capabilities of the Town of Rockport and Knox County.

Situation and Assumptions

The primary National Warning System (NAWAS) warning point for Knox County is the Knox County Regional Communications Center (KRCC) located at 327 Park Street in Rockland. The KRCC number is 594-5656 or 911. The KRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Knox County EMA is the alternate warning point. The National Oceanic and Atmospheric Administration (NOAA) weather radio system serves the entire County. It also provides warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The primary local warning point is the Rockport Public Safety Building located at 85 Main Street in Rockport. The secondary warning point is the Rockport Town Office located at 101 Main Street in Rockport. The EMS, Fire Department members and EMA Director can be radio-paged out by the KRCC. The EMA Director is responsible for alerting the Town Manager. The EMA Director is also responsible for providing warning to the Camden-Rockport Elementary School, Camden Hills Regional High School, and the public via warning devices and mobile notification.

Concept and Operations

The dispatcher at the Knox Regional Communication Center (KRCC) fans out information to the local jurisdictions, by contacting the municipal Emergency Management Agency (EMA) Directors.

The Emergency Alert System (EAS) is activated according to the Maine Emergency Alert System Plan. The Rockport EMA Director may contact the Knox County EMA Director or KRCC to request activation of the EAS system. Knox County will pass the request to the Maine Emergency Management Agency (MEMA) who can complete the EAS activation. The Town Manager may also contact area radio stations directly to request that they pass emergency information.

Organization and Assignment of Responsibilities

The Rockport Select Board is ultimately responsible for ensuring that alerting and warning capabilities exist.

The EMA Director shall update Town Officer phone rosters, alert (Emergency Operations Center (EOC) staff, relay fan-out information, and report status to the Knox County EMA.

The EOC shall initiate warning communications to town residents through phone calls, traveling teams or by commercial radio stations.

Administration and Logistics

The EOC Communications Officer will make verbal and written reports of alert notifications received, actions taken, and times of completion. These reports are recorded and given to the EMA Director.

**Town of Rockport, Maine
Emergency Operations Plan**

ANNEX A3 - WARNING CHECKLIST

X ACTION

- Received notification:
- Fan-out Information:
If limited warning time, the following actions may be undertaken by the Emergency Operations Center (EOC) and Fire Department.
 - a. Telephone and Radio callout.
 - b. Mobile notification routes with public address system or door to door notification.
 - c. Warning notification to schools.
- Other public warning is used as available and as time permits.
 - a. Radio announcements
 - b. Television announcement
- Keep signed logs of emergency communication traffic.

Town of Rockport, Maine Emergency Operations Plan

ANNEX A4 - EMERGENCY PUBLIC INFORMATION

Purpose

This annex will describe the Emergency Public Information program and the duties of the Public Information Officer (PIO).

Situation

The Town of Rockport has an ongoing program to provide information about potential hazards, local government preparedness activities, and emergency services to the public. Activities may include but not limited to brochures, pamphlets, publications, and press releases.

Town residents will need to be notified immediately of forest fires, a hazardous materials accident, or a terrorist situation that may force them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm.

The primary means of dissemination will be by telephone.

The secondary means of dissemination, especially within the immediate danger zone, will be by using the Fire Department to go door-to-door.

The Town Manager should consider contacting area radio and television stations to disseminate information.

Concept of Operations

The Town Manager and/or Emergency Management Agency (EMA) Director will initiate the dissemination of emergency public information.

The Town Media Center will be at the Rockport Town Office. Media briefings are held as frequently as possible. Media releases are prepared in the Emergency Operations Center (EOC). The EOC will monitor radio and television news for media feedback and information.

The Maine EMA activates the Emergency Alert System (EAS). The EOC will contact the County EMA Director or KRCC to request the State activation of EAS.

The Public Information Officer (PIO) is responsible for all contacts with the media.

Organization and Assignment of Responsibilities

The Town Manager or designee will be the Rockport (PIO). The EMA Director may act as an alternate PIO. The PIO is responsible for providing emergency information to the public and media. The PIO keeps logs of emergency information activities.

Administration and Logistics

Emergency information is released to the local media through the PIO. Information is verified before release. Rumors are investigated and correct information issued if necessary. Radio, television, and newspaper announcements are monitored to ensure accuracy.

Town of Rockport, Maine Emergency Operations Plan

EMERGENCY PUBLIC INFORMATION CHECKLIST

Below are suggested actions for the Rockport Public Information Officer (PIO) to take during an emergency. Changes may be made depending on the situation.

Ensure that information is clear, confirmed, and verified by the Incident Commander (IC) before being released to the media or public. Do not release unconfirmed information or speculate on the extent of the emergency.

INCIDENT INFORMATION

| X ACTION | |
|----------|-------------------------------|
| | Nature: |
| | Location: |
| | Time of Impact: |
| | Casualties: |
| | HazMat: |
| | Explosives: |
| | Cordon Size: |
| | Evacuation Instructions: |
| | Firefighting: |
| | Public Dangers: |
| | Decontamination: |
| | Property Protection Measures: |
| | Who to Contact? |
| | Current Response Actions: |

Town of Rockport, Maine Emergency Operations Plan

ANNEX A4 – EMERGENCY PUBLIC INFORMATION CHECKLIST

- _____ Monitor news programs and review news articles for accuracy. Correct serious misinformation whenever possible.
- _____ Provide sufficient staffing and telephones to handle incoming media and public inquiries (rumor control) and gather status information.
- _____ Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- _____ Initiate procedures for contacting people who may have been injured or suffered losses.
- _____ The Town Manager keeps the Select Board informed of all actions taken or planned., when warranted.
- _____ Maintain a log and a file.
- _____ Keep Knox County EMA informed of all information released.

Town of Rockport, Maine Emergency Operations Plan

ANNEX A5 - EVACUATION

Purpose

This annex will describe the provisions for the Town of Rockport to ensure the safe and orderly evacuation of residents threatened by disaster situations.

Situation

Evacuation may be used to protect the health and safety of the public. Private vehicles and school buses are the primary means of transportation. Emergency service vehicles are also used when needed for incapacitated people. No one can be forced to leave their home, but efforts are made to inform every one of the threats and of the available relocation shelters for evacuees.

Town residents may be evacuated if they are threatened by an out-of-control forest fire, a hazardous materials accident, or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the U.S. Route 1 traffic corridor. The most likely location for a terrorist situation is at the school.

A slow, controlled evacuation of a few personnel may take place in a severe winter storm. The most likely evacuees will be elderly residents or families who lost the ability to heat their homes.

Concept of Operations

The Emergency Management Agency (EMA) Director or Fire Chief will oversee a general evacuation of residents within the Town. They may request assistance from the Knox County EMA and the State of Maine.

For a terrorist situation, the Police Chief or the senior law enforcement officer from the Rockport Police Department or the Maine State Police will oversee the evacuation of the immediate area around the incident. They may request manpower and equipment assistance from the Rockport Fire Department.

The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. The EMA Director or the Fire Chief is responsible for the final route determination. Evacuation will be coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, are transported by other means. The EMA Director maintains a list of people transported in the event of an evacuation. The Emergency Operations Center (EOC) will contact the Superintendent for Five Town CSD School District in order to request school buses to aid in the evacuations.

Deleted: #28 and CSD #5

Evacuation and reentry instructions are given via radio, television, and by traffic control personnel. Signs and cones may be needed to help direct evacuees.

Organization and Assignment of Responsibilities

The EMA Director coordinates evacuation activities, compiles all evacuation information, and keeps the Town Manager informed. The Fire Department, with assistance from the Police Department, shall be responsible for traffic control and barricades. The Animal Control Officer (ACO) will coordinate efforts for the evacuation and sheltering of animals, especially farm animals.

Town of Rockport, Maine Emergency Operations Plan

Administration and Logistics

The Town Manager, Fire Chief, or Emergency Management Agency (EMA) Director are responsible for ordering evacuation to protect the health and safety of the public. The first responding emergency services personnel initiates emergency evacuation of a threatened area and notifies Knox Regional Communication Center (KRCC).

Attempt should be made to record the names of all those residents who have been evacuated.

Return to the evacuated area takes place when it is deemed safe for the citizens to return. Reentry will be handled in the same way as the evacuation.

Emergency services personnel in the field report the status of evacuation to their agencies. The agency keeps the Emergency Operations Center (EOC) informed. The EOC informs the Knox County EMA of response actions.

EVACUATION INFORMATION

| | |
|--|--|
| Roads/Areas to be Evacuated: | |
| Roads to Use for Evacuation: | |
| Shelters established: | |
| Method to disseminate information to those affected: | |
| How much time to complete evacuation: | |
| Evacuation Directed at (time): | |
| Transportation Assets to come from: | |
| Signage made by: | |
| Signage to be located at: | |
| Traffic Control Points set up at: | |
| Medical Support provided by: | |

Town of Rockport, Maine Emergency Operations Plan

ANNEX A6 - MASS CARE

Purpose

This annex will describe the Rockport Mass Care Shelter program.

Situation

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. It is the responsibility of the Select Board to protect their residents by providing shelters when required in an emergency.

The Mass Care facility for large evacuations that will require overnight accommodations will be the Camden Hills Regional High School. This facility will be used as feeding and sleeping quarters for evacuated residents. Contact the School Superintendent to coordinate the possible use of this facility. An alternate facility if residents only require a day-time shelter for food, water and warmth will be the Rockport Masonic Hall, and/or the Rockport Opera House.

Knox County Emergency Management Agency (EMA) may also offer shelters for use by Rockport residents. Contact the Knox County EMA Director for more information.

Requests may also go to the local American Red Cross (ARC) for assistance in establishing, staffing, and managing a local shelter.

Concept of Operations

The EMA Director will work with the Knox County EMA and the American Red Cross in developing shelter use agreements, selecting shelter sites, and training shelter management teams. The EMA Director coordinates the efforts of the Municipal Officials, school system, other facility owners and the Red Cross.

If the Red Cross is not involved in the Town shelter, then the Town Manager will assign a Shelter Manager who will supervise operations in the facility. This person may be any Town resident or employee who is willing to take on the responsibilities. Consideration should go to a local organization, such as the Masons, or local volunteer organizations for a shelter management team. The Shelter Manager reports to the Emergency Operations Center (EOC). The Shelter Manager assigns groups with special needs to similar facilities in a safe area according to the staff and space available. If at all possible, these volunteers should receive American Red Cross (ARC) shelter training.

The EOC will determine if and when the Town will activate a mass care facility. Due to the fact that most people will stay with relatives or friends, an overnight shelter may not be required. Determine if there are any residents who do not have a place to stay.

Actions must be taken to register people reporting into the Town shelter, sustain them in the shelter, and release them from the shelter when the hazard has diminished.

Feeding, sanitation, and bedding for the shelter residents will need to be provided. The Select Board and/or Town Manager may authorize the purchase of emergency supplies, food, water, sanitation supplies, cots, and blankets for the shelter. Contact should be made with the Rockport Town Office (236-0806).

Consideration should be made as to establishing a bus service to pick up those who need sheltering and transport them to the Rockport or primary Knox County regional mass care shelter.

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Town of Rockport, Maine Emergency Operations Plan

Organization and Assignment of Responsibilities

The Town Manager is responsible for ensuring shelter capabilities exist. There is a regional agreement between the County Emergency Management Agency (EMA) and the Local Chapter of the American Red Cross (ARC) to manage certain shelters in many emergencies. The ARC will coordinate and manage their shelter management teams. If the shelter is not operated by the ARC, a Town resident or employee must be appointed the Shelter Manager to ensure that all shelter tasks (registration, feeding, etc.) are accomplished.

The Animal Control Officer (ACO) is responsible for organizing an effort to help shelter local animals. Animals may be sheltered in facilities collocated with the Rockport mass care shelter.

Administration and Logistics

Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Attempts will be made to allocate 40 square feet per person.

The Shelter Manager will keep the Emergency Operations Center (EOC) informed of the status of the shelters. The EOC will keep the Knox County EMA informed.

Complete records of expenditures and operations are given to the EOC. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter. If the Town operates a shelter on its own, the Town will be required to shoulder all the costs (may be reimbursable if a Stafford Act Disaster Declaration is made).

**Town of Rockport, Maine
Emergency Operations Plan**

ANNEX A6- MASS CARE CHECKLIST

X ACTION

_____ Contact the American Red Cross (207-594-4576) and alert them to possible need for sheltering.

_____ If American Red Cross cannot support a shelter in Rockport, contact the Knox County EMA to determine if the County is establishing any shelters.

_____ If the County is not providing a county-wide shelter, contact local volunteers and activate a shelter. (Cost may be borne by Town.)

_____ Ensure the Shelter is adequately stocked and staffed.

_____ Ensure security is provided for Shelter.

_____ Provide communication links between the Shelter and the EOC.

_____ Maintain status of shelter operations and allocations.

_____ Clean and return the Shelter to original condition.

_____ Submit shelter expenditure statement for reimbursement.

Town of Rockport, Maine Emergency Operations Plan

ANNEX A7 – PUBLIC HEALTH AND MEDICAL

Purpose

This annex will describe the Health and Medical options open to the Town of Rockport.

Situation and Assumptions

The Town of Rockport has a medical facility with medical personnel, no public or environmental health services, and no mortuary services.

If there is a large-scale disaster, in which there is a large number of casualties in the area or county, mutual aid emergency medical services may be able to respond immediately to Rockport.

It is critical that roads be kept clear of debris so that Emergency Medical Services (EMS) personnel can locate and transport casualties.

Concept of Operations

The Fire Chief will coordinate the requirements for medical attention at a localized disaster scene, such as a Hazardous Materials accident or a Terrorist attack.

North East Mobile Health Service will be the primary EMS provider.

If the situation warrants, the Emergency Operations Center (EOC) will request volunteers to assist with Search and Rescue, expedient casualty care, and possible transportation of victims.

A Mortuary Collection Point (MCP) will be established in a safe and secure area near the mass casualty incident scene for storage of the deceased. Volunteers will be used to secure the MCP.

If the incident involves HazMat, the Fire Chief must initiate decontamination measures for the emergency responders, evacuees, victims, and the deceased.

Organization and Assignment of Responsibilities

The Fire Chief is the Incident Commander (IC) for all mass casualty incidents.

The Emergency Management Agency (EMA) Director will coordinate emergency medical assistance through the Knox County EMA.

The EOC will attempt to record the names of all personnel who are injured, killed, or missing.

The Town Manager will request and fund the use of heavy equipment needed for debris clearance.

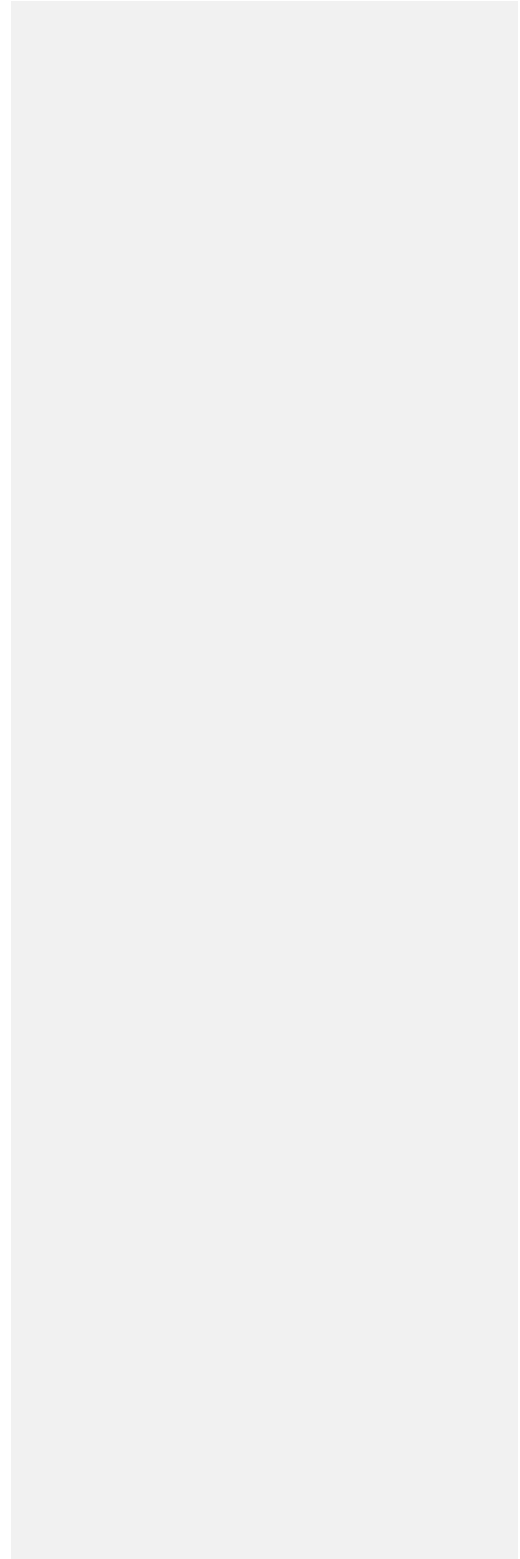
The Police Chief will coordinate with the Camden Police Department, Knox County Sheriff's Department or the Maine State Police to provide security to the disaster scene.

Administration and Logistics

Emergency Medical support may come from the Penobscot Bay Medical Center, Miles Memorial Hospital, and any mutual aid EMS agencies, the Knox County Community Emergency Response Team (CERT), the American Red Cross, the U.S. Coast Guard or the Maine National Guard. See the communications annex for telephone numbers.

**Town of Rockport, Maine
Emergency Operations Plan**

Some Town residents may have limited medical training.



Town of Rockport, Maine Emergency Operations Plan

ANNEX A8 - RESOURCE MANAGEMENT

Purpose

This annex will list some potential sources for additional resources available to the Town of Rockport or in neighboring communities.

Situation and Assumptions

All emergency situations will require manpower, communications, and vehicles.

Primarily, manpower for use in disaster response and recovery will be all volunteer. The initial manpower source will be the Fire Department, Northeast Mobile Health Services, and the Police Department. The Emergency Operations Center (EOC) or Town Manager should contact other Town residents to seek out volunteers. Manpower requests should also be forwarded to the Knox County Emergency Management Agency (EMA).

The Town of Rockport owns vehicles: (See List on the page 36)

Communications consists of telephones in the Town Office and Public Safety Building and several two-way radios maintained by the Fire, Police and Northeast Mobile Health Services. Requests for additional communications equipment should be made to the Knox County EMA and Knox Regional Communication Center (KRCC.)

Forest Fires will require a great deal of manpower and water transportation. Initiate Fire Department mutual aid agreements with area Towns and the Maine Forest Service.

Hazardous Material Incidents will require outside support immediately. The spiller/owner of the HazMat is responsible for cleanup; however, the Fire Department is responsible for establishing hot, warm and cold zones, decontaminating, isolating and evacuating contaminated people, collecting and up-channeling information on the incident, and restricting access. Notify the KRCC and Knox County EMA immediately.

The Town of Rockport has limited resources to respond to a Terrorist Incident. Actions will include extinguishing any fires, searching for explosives, evacuating the injured and closing roads in the area. The Camden Police Department, Knox County Sheriff's Office, or State Police may be called for assistance.

Severe winter storms will require snow removal and debris clearance for local roads, and electrical power generation for the Public Safety Building and Town Office.

Flooding will require emergency road repairs, which could be contracted. Road damage assessment will be completed by the Public Works Director.

Should a need arise that personal equipment is needed, the Town will be responsible for any damage or loss to any equipment. As long as time allows, the Town Manager should approve any personal equipment prior to use.

Concept of Operations

The Town of Rockport will use its local resources and will call upon disaster mutual aid before contacting Knox County EMA for assistance. Knox County EMA then coordinates resource acquisition. Records are kept of the deployment of resources. The Rockport EOC will inventory Town resources, replenish depleted stock, and recondition or replace used equipment after an emergency.

Town of Rockport, Maine Emergency Operations Plan

The storage, maintenance and replacement of equipment and materials borrowed from the County and State are the responsibility of the Town of Rockport. This information will be tracked on a wall-mounted status board or a computer-based spreadsheet.

In a Presidentially Declared Disaster (Stafford Act Declaration), the Federal Emergency Management Agency (FEMA) and the Maine Emergency Management Agency (MEMA) establish Disaster Application Centers (DAC's) in the most seriously damaged areas. Officials at the Federal, State, and County levels decide the final numbers and locations of the DAC's. Individual victims and businesses go to DAC's to apply for assistance.

The Finance Director will attend FEMA assistance briefings to initiate the application process for facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

Organization and Assignment of Responsibilities

This plan identifies the Emergency Management Agency Director (EMA) as the Rockport Resource Management Officer, if another has not been identified. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations. A staging area will be established in the Public Safety Building parking lot.

The Town Manager will establish contracts or expend Town funds to procure emergency supplies, equipment, materials, and services.

The Town Manager administers the community's assistance programs. The Town provides for basic needs of the affected population through local emergency assistance programs. The Town Manager and EMA Director will provide Disaster Assistance information to the Town residents.

The Public Works Director will coordinate resources to reopen blocked or damaged roads and bridges. The EOC will coordinate the receiving of donations and the use of volunteers.

Administration and Logistics

The EOC staff will identify needs that cannot be met with local and mutual aid resources, and track these needs. When it appears, local resources will be exhausted, a request for assistance is made to the Knox County EMA.

**Town of Rockport, Maine
Emergency Operations Plan**

Public Safety Resource Information

| Fire Department | | | | | |
|------------------------|--|-------------------|--------------------------|-------|---------------|
| Contact Information: | Emergency: 911; Station: 236-4437; Jason Peasley, Fire Chief: 446-8620 | | | | |
| Email Address: | jpeasley@rockportmaine.gov | | | | |
| Address: | 85 Main Street, Rockport, Maine 04856 | | | | |
| Radio Communications: | Frequency: 154.190 | | | | |
| # of Mobile Radios: | 15 | | | | |
| # of Portable Radios: | 29 | | | | |
| # of Pagers: | 36 | | | | |
| Personnel: | Full-time: 1 Fire Chief; On-call: 32+/- Firefighters | | | | |
| Portable Pumps: | 2 – 300 GPM pumps | | | | |
| Vehicles & Equipment: | Unit Number | Year/Make/Model | Type | GPM | Tank Size |
| | 21 | 1996 Freightliner | Engine | 1,000 | 1,000 |
| | 22 | 2004 Freightliner | Engine | 1,250 | 1,000 |
| | 23 | 2014 E-One | Engine | 1,250 | 1,000 |
| | 24 | 1986 Ford | Engine | 1,000 | 1,000 |
| | 25 | 2016 E-One Squad | Engine | 1,500 | 768 |
| | Willy's Jeep | 1951 Willy's Jeep | 4x4 | n/a | n/a |
| Hose: | Diameter (in) | | Thread Type | | Length (feet) |
| | 1-1/2" | | NPSH | | 0 |
| | 1-3/4" | | NPSH | | 2,600 |
| | 2-1/2" | | NH | | 5,500 |
| | 3" | | NH | | 0 |
| | 4" | | Stortz | | 6,875 |
| | 5" | | Stortz | | 0 |
| Support Equipment: | Number | | Type | | |
| | 1 | | 2000W Honda Generator | | |
| | 5 | | Thermal Imaging Camera's | | |
| | 2 set | | Jaws of Life | | |
| | 3 | | CO Detectors | | |
| | 0 | | Snowmobile Rescue | | |
| | 0 | | Night Vision Goggles | | |
| Respiratory Equipment: | 16 Scott 4.5 Air Packs with 45, 45-minute bottles | | | | |
| AED Units: | 4 | | | | |

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Town of Rockport, Maine Emergency Operations Plan

| Police Department | | | |
|-----------------------|--|--------------------|------|
| Contact Information: | Emergency: 991; Station: 236-2026; Randy Gagne, Police Chief: 691-2273 | | |
| Email Address: | rgagne@rockportmaine.gov | | |
| Address: | 85 Main Street, Rockport, Maine 04856 | | |
| Radio Communications: | Frequency: 154.800 | | |
| # of Mobile Radios: | 0 | | |
| # of Portable Radios: | 7 | | |
| # of Pagers: | 0 | | |
| Personnel: | Full-time: 1 Sergeant, 4 Officers; Full-time Shared: 1 Police Chief | | |
| Vehicles: | Unit Number | Year/Make | Type |
| | 69 | 2018 Dodge Charger | Car |
| | 70 | 2016 Dodge Charger | Car |
| | 2495 | 2017 Ford Inceptor | SUV |
| AED Units: | 3 | | |

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| Harbor | | | |
|----------------------|--|--|--|
| Contact Information: | Emergency: 911; Bldg.: 236-0676; Abbie Leonard, Harbormaster: 939-1507 | | |
| Email Address: | aleonard@rockportmaine.gov | | |
| Address: | 111 Pascal Ave, Rockport, Maine 04856 | | |
| Personnel: | Full-time: 1 Harbormaster; Part-time (seasonal): 2 | | |
| Equipment: | Patrol Boat 23' Pacific | | |
| AED Units: | ↓ | | |

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**Town of Rockport, Maine
Emergency Operations Plan**

| Public Works | | | |
|----------------------|--|--------------------------------|------------------|
| Contact Information: | Emergency: 911; Office: 236-6245; Michael Young, Director: 596-9393 | | |
| Email Address: | myoung@rockportmaine.gov or bhare@rockportmaine.gov | | |
| Address: | 35 Elwood Ave., Rockport, Maine 04856 | | |
| Personnel: | Full-time: 10 – Part-time 1 | | |
| Vehicles: | Unit Number | Year/Make | Type |
| | 2 | 1998 Oshkosh P2523 | Dump Truck |
| | 15 | 2001 Freightliner FL 80 | Truck |
| | 7 | 2004 Ford F350 | Truck |
| | 16 | 2004 FL 80 Freightliner | Truck |
| | 8 | 2007 M2 Freightliner | Truck |
| | 17 | 2008 Ford F350 w/plow | Truck |
| | 29 | 2009 F550 w/plow | Truck |
| | 5 | 2010 Freightliner M2 | Truck |
| | 19 | 2012 Ford F550 w/plow | Truck |
| | 11 | 2013 Ford F550 w/ plow | Truck |
| | 6 | 2015 Western Star 4700SB | Truck |
| | WW | 2015 Ford F350 w/ plow | Truck |
| | 3 | 2016 Ford F550 w/ plow | Truck |
| | 9 | 2017 Ford F550 w/plow | Truck |
| 1 | 2017 Ford F350 w/plow | Truck | |
| | 1 | 2019 Ford F550 | Truck |
| Equipment: | Year | Information | Special Comment |
| | 2010 | Case Backhoe/loader | |
| | 2019 | Case Backhoe/loader | 621G |
| | 1968 | John Deer JD570 Grader | |
| | 1994 | Ford Vac-All Truck | |
| | 2014 | Doosan Excavator | |
| | 2004 | Eager Beaver Trailer/Tilt | |
| | 1978 | Eager Beaver Trailer | |
| | 1990 | Homemade Oil Tank Trailer | |
| | 1996 | On the Road Trailer | |
| | 1992 | Moback Wood Chipper | |
| AED Units: | 1 | | |

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Town of Rockport, Maine Emergency Operations Plan

ANNEX A9 – EMPLOYEE AND VOLUNTEER CARE

Volunteer Management

The Rockport Emergency Management Agency (EMA) Director and/or EOC coordinates the efforts of Rockport’s volunteer organizations and unaffiliated volunteers. The EMA Director will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The EMA Director will appoint an individual to be the Volunteer Coordinator. This person will work for the Resource Manager. The Volunteer Coordinator will set up a Disaster Volunteer Reception Center in the services area of the Town Office.

The Public Information Officer (PIO) will contact the area Television and radio stations and request they make an announcement regarding the need and type of volunteers.

Residents who show up to the Disaster Volunteer Reception Center will be processed into the Rockport EMA organization using the “Disaster Volunteer Survey” sheet which follows this page. Contact information and special skills will be recorded. The survey sheets will be sent over to the EOC for use in assigning volunteers to specific jobs.

Once assigned to a disaster role, Disaster Volunteers will be issued a Rockport EMA badge that identifies their name and volunteer duty position. They will be integrated into the emergency response organization.

Donation Management

The PIO shall use the media, brochures and phone calls to request the public make financial contributions as much as possible. Cash donations help to avoid the labor and expense of sorting, packing, transporting and distributing donated goods. The Rockport Town Treasurer and Finance Director will open a separate banking account for these financial donations and establish an accounting system to track the contributions.

For material donations, the EMA Director will appoint a Donations Manager, who will work for the Resource Manager. The Donations Manager will use any available space in the West Rockport Fire Station or seek space at another facility to receive, inventory, and distribute donated materials. The Masonic Hall could also be considered.

| Item Received | Quantity Available | Category | Person Donating | Date Received |
|----------------------|---------------------------|-----------------|------------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Town of Rockport, Maine
Emergency Operations Plan**

| ROCKPORT EMERGENCY MANAGEMENT DISASTER VOLUNTEER SURVEY FORM | | | |
|--|--|--|---|
| NAME | | | |
| HOME ADDRESS | | | |
| CELL PHONE | | | |
| E-MAIL ADDRESS | | | |
| <p>The Purpose of this survey is to identify volunteers' special skills. Please indicate the area(s) that apply to you and return this survey to the Volunteer Coordinator when you finish.</p> | | | |
| <input type="checkbox"/> Doctor: _____ <input type="checkbox"/> Nurse: _____ <input type="checkbox"/> EMS: _____ <input type="checkbox"/> First Aid <input type="checkbox"/> CPR <input type="checkbox"/> Mental Health <input type="checkbox"/> Child Care <input type="checkbox"/> Elderly Assistant <input type="checkbox"/> Veterinary <input type="checkbox"/> Animal Care <input type="checkbox"/> Minister/Preacher | <input type="checkbox"/> Emergency Mgmt. <input type="checkbox"/> Shelter Management <input type="checkbox"/> Firefighter <input type="checkbox"/> HazMat: _____ <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Search & Rescue <input type="checkbox"/> ARC Trained <input type="checkbox"/> Food Services <input type="checkbox"/> Social Worker | <input type="checkbox"/> Ham Radio Operator <input type="checkbox"/> Dispatcher <input type="checkbox"/> Phone Operator <input type="checkbox"/> Public Information <input type="checkbox"/> Photographer <input type="checkbox"/> Language: _____ <input type="checkbox"/> Clerical <input type="checkbox"/> Computer User <input type="checkbox"/> Legal Affairs <input type="checkbox"/> Safety Officer <input type="checkbox"/> Accounting | <input type="checkbox"/> Engineer: _____ <input type="checkbox"/> Damage Assessment <input type="checkbox"/> CERT Trained <input type="checkbox"/> Carpenter <input type="checkbox"/> Metal Worker <input type="checkbox"/> Plumber <input type="checkbox"/> Electrician <input type="checkbox"/> Heating <input type="checkbox"/> Equipment: _____ <input type="checkbox"/> Bus Driver <input type="checkbox"/> Material Inventory <input type="checkbox"/> Janitorial <input type="checkbox"/> Other: _____ |
| <p>Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster.</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> | | | |
| <p>Do you have any Health Limitations?</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> | | | |

**Town of Rockport, Maine
Emergency Operations Plan**

I, for myself and my heirs, executors, administrators and assigns, in consideration of the opportunity to volunteer for the Town of Rockport (“Town”), do hereby forever release, waive, discharge, covenant not to sue, and agree to hold harmless the Town, and all its officials, employees, volunteers or agents (the “Releasees”) from any and all claims, demands, or causes of action whatsoever for liability, damages or costs of any kind, including but not limited to claims for negligence, property damage, injury to persons or/or death, or otherwise, without limitation, that may arise or result from my volunteer activities.

I further acknowledge that my acts are voluntary and may expose me or my property to injury, damage or risks. I therefore am volunteering, assuming all risk of injury (or death) to my person or damage to my property arising from said activities and assume and agree to pay all damages and costs that occur as a result of my acts. I will abide by all safety instructions and information provided to me during disaster relief efforts. I am fully aware that by signing this document I am releasing the Releasees from any and all liability. I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.

I further agree to indemnify, reimburse, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that may be asserted, directly or indirectly, including damages, costs and attorneys’ fees, arising from personal injuries (or death) to myself or others, and/or property damage resulting from said volunteer activities. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Maine, and that if any portion thereof is held invalid, it is agree that the balance shall, notwithstanding, continue in full force and effect.

I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release ad my own free act.

| | | |
|-----------|-------|-------|
| Volunteer | Sign: | Date: |
|-----------|-------|-------|

**Town of Rockport, Maine
Emergency Operations Plan**

**STATE OF MAINE
REQUEST for ASSISTANCE FORM**

Part I: REQUEST

| | | | |
|----|---------------------------------------|-------|-------|
| 01 | Requested By: Town of Rockport | Date: | Time: |
| 02 | County: Knox | | |
| 03 | Jurisdiction: Town of Rockport, Maine | | |
| 04 | Resource Requested: | | |
| 05 | Location Requested: | | |
| 06 | Remarks: | | |

Part II: ALLOCATION

| | | | |
|----|--------------------------------------|------------------------------|-----------------------------|
| 07 | Allocator: | | |
| 08 | Resource Available: | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 09 | Resource Provider: | Telephone: | |
| 10 | Type/Quantity of Resource Allocated: | | |
| 11 | Remarks: | | |

Part III: DISPOSITION

| | | | |
|----|---------------------------------|------------|-------|
| 12 | Location of Committed Resource: | | |
| 13 | Resource Arrived: | Date: | Time: |
| 14 | Assigned to (Name): | Telephone: | |
| 15 | Resource Used For: | | |
| 16 | Remarks: | | |
| 17 | Resource Returned to: | Date: | Time: |

Town of Rockport, Maine Emergency Operations Plan

ANNEX A10 - DAMAGE ASSESSMENT

Purpose

This annex will describe the actions to be taken and forms to be completed for the Town of Rockport Damage Assessment Program.

Situation and Assumptions

When extensive property damage, injuries, or loss of life occurs, a damage assessment expedites response and recovery operations.

The Public Works Director will assess damages to Town roads and bridges.

The Fire Department, Town Assessor, and other volunteers, will be organized into Damage Assessment Teams in order to assess damages to homes, etc.

All damage assessments and repair cost estimates will be reported to the Emergency Operations Center (OC), and then up-channeled to the Knox County Emergency Management Agency (EMA) as soon as possible. A verbal report may be completed prior to a written one.

Concept of Operations

There are three phases of damage assessment.

Basic Situation Appraisal (MEMA Form 7): Completed by the Finance Director, EMA Director and Public Works Director to determine the need for immediate aid and to estimate the magnitude and severity of the situation. A Maine Emergency Management Agency (MEMA) Form 7 and instructions for completion follow this page. (1) The EMA director and Public Works Director shall funnel all their estimates to the Finance Director for final tabulation. It is designed to measure impact as it relates to possible Emergency Disaster Declarations by the Governor or the President.

The MEMA Form 7 is sent by e-mail, phone, fax or hand delivered to the Knox County EOC as soon as possible. The Knox County EOC Director reviews the assessment information and forwards it to the (MEMA).

Preliminary Damage Assessment: This assessment is completed by State and Federal damage assessment personnel with input and guidance from local officials. These agencies will assess damages to publicly owned property (bridges and roads). They also verify private damages included on the submitted MEMA Form 7. The Knox County EMA is the liaison between these teams and local officials.

Damage Survey: After Disaster Declaration by the President, State, and Federal personnel conduct a more detailed survey for cost estimates of repairs to public property. The Finance Director, EMA Director, and Public Works Director provides guidance on this process.

Organization and Assignment of Responsibilities

The Town Manager is responsible for assuring an initial situation appraisal is conducted. The Fire Chief and the EMA Director are responsible for coordination with the County, State, and Federal personnel involved in damage assessment.

Town of Rockport, Maine Emergency Operations Plan

Administration and Logistics

Initial damage assessment reports to county may be verbal, but are followed with hard copy information on a Form 7 within 24 hours. Prompt submission of Form 7 is necessary for assistance from the State and Federal governments in recovering from a disaster.

**Town of Rockport, Maine
Emergency Operations Plan**

**MAINE EMERGENCY MANAGEMENT AGENCY (MEMA) FORM 7
DAMAGE and INJURY ASSESSMENT (March 2017)**

| | | |
|--|---|-------------------------------|
| <input type="checkbox"/> Original <input type="checkbox"/> Revision # _____ | | Date: |
| Type of Disaster: | | Date(s) of Occurrence: |
| Jurisdiction (town, county, agency, etc.): ROCKPORT | | County: Knox |
| Population: | | |
| Area Affected (northeast, west side, etc.): | | |
| Point of Contact: | | |
| Name: | | Title: |
| Address: | | Day Phone: |
| | | Evening Phone: |
| Damages to Public Infrastructure: | | |
| A | DEBRIS REMOVAL (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material) | \$ |
| B | EMERGENCY PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, and emergency health measures) | \$ |
| C | ROADS AND BRIDGES (roads, culverts, bridges, and associated facilities) | \$ |
| D | WATER CONTROL FACILITIES (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees) | \$ |
| E | BUILDINGS AND EQUIPMENT (buildings, supplies, inventory, vehicles, and equipment) | \$ |
| F | UTILITIES (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants) | \$ |
| G | PARKS, RECREATIONAL, AND OTHERS (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses) | \$ |
| TOTAL | | \$ |
| PRIVATE NONPROFIT (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.]) | | \$ |
| PUBLIC DAMAGE—GRAND TOTAL | | \$ |

NOTE: Report Individual Damage on the other side of this worksheet.

**Town of Rockport, Maine
Emergency Operations Plan**

| DAMAGES TO HOMES / BUSINESSES | | | | | |
|--|--|---|--|-------------|------|
| Jurisdiction: | | Date: | | | |
| CASUALTIES | Number | PEOPLE DISPLACED | Number | | |
| Deaths | | People evacuated | | | |
| Injuries | | People in community/non-Red Cross shelters | | | |
| Missing | | People served in warming/cooling centers | | | |
| TOTAL CASUALTIES | 0 | TOTAL PEOPLE DISPLACED | 0 | | |
| PRIMARY HOMES IMPACTED | | | | | |
| Homes destroyed | | Mobile homes destroyed | | | |
| Homes with major damage | | Mobile homes with major damage | | | |
| Inaccessible (72 hours or longer) | | | | | |
| TOTAL PRIMARY RESIDENCES IMPACTED | | | 0 | | |
| BUSINESSES IMPACTED | | | | | |
| Businesses with 40% or more physical damage | | | | | |
| Businesses closed (72 hours or more) because of disaster | | | | | |
| TOTAL BUSINESSES IMPACTED | | | 0 | | |
| LIFE / SAFETY SERVICES DISRUPTED FOR 72 HOURS OR LONGER – YES / NO | | | | | |
| Police/fire/EMT services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | Public water/sewer services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Hospitals/clinics/medical services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | Electric/gas/oil delivery services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Details – | | | | | |
| ESSENTIAL COMMUNITY SERVICES IMPACTED (72 HOURS OR LONGER) | | | | | |
| # Schools closed | | # Libraries closed | | | |
| # Day care (child / elder) services closed | | # Social services programs disrupted | | | |
| # Supermarkets closed | | | | | |
| TOTAL ESSENTIAL COMMUNITY SERVICES IMPACTED | | | 0 | | |
| Details – | | | | | |
| OTHER COMMUNITY IMPACTS | | | | | |
| E.g., impacts to employment, tourist destinations, cultural institutions, vulnerable populations, other – | | | | | |
| Call, fax, or email this information to your Knox EMA MANAGEMENT AGENCY as soon as possible (State agencies submit to MEMA) | | Look up contact information: | <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #e0ffff;">County EMAs</td> <td style="background-color: #e0ffff;">MEMA</td> </tr> </table> | County EMAs | MEMA |
| County EMAs | MEMA | | | | |
| | | Submit via e-Mail http://www.maine.gov/mema | | | |

ABBREVIATED INSTRUCTIONS

Town of Rockport, Maine Emergency Operations Plan

Reasonable estimates are acceptable. Information should be reported to the Knox County Emergency Management Agency (EMA) within 24 hours of a request for information from Knox EMA or MEMA. Even if you consider damage in your area to be insignificant, please file this report. A complete picture of the impact of the disaster is necessary for State officials to decide if Federal assistance can be requested. Failure or delay in submission of this information may result in delay or loss of Federal assistance for your county and community.

If you need further assistance, contact Knox County EMA or MEMA.

General Information

Original or revision: Check one only. Each report should contain the current totals (all the damage up to that point). Number each revised report consecutively, i.e., first revision #1, second revision #2, etc.).

Type of disaster: Enter "flooding", "hurricane", "coastal storm", "earthquake", etc.

Information provided by: Person who should be contacted for more information.

Public Damage

Public damages are damages to government-owned properties and facilities. They are based on the cost of returning those properties to their pre-disaster condition. They also include out-of-pocket costs incurred by government in response to the disaster.

A. Debris Removal: The debris must be a direct result of the disaster. Enter costs incurred or projected for removing debris from public property. Do not include debris removal estimates from private property, unless local government has a legal responsibility to so. Include actual and estimated costs to remove debris from public roads and streets in your jurisdiction.

B. Protective measures: These can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety. The disaster must be responsible for your extra costs.

C. Road Systems: Cost to return property to its pre-disaster condition. Include only property owned by the jurisdiction (do not include any State or Federal Aid System roads, streets, bridges, etc.)

D. Water Control Facilities: Facilities owned, operated, or maintained by the local unit of government.

E. Public Buildings, Facilities and Equipment: This should include any equipment directly damaged by the disaster (not those damaged during response), replacement of broken windows, damaged roofs, etc.

F. Schools & School Property: Separate public-school supplies and property from other public facilities and equipment. Do not include private, non-profit schools. They are included under Individual Damage.

G. Public Utility Systems: Enter all costs to repair damages to Town or county owned utilities and utility systems. These can be the emergency repair and/or projected permanent replacement costs.

Total Public: Add totals in all public categories.

Town of Rockport, Maine Emergency Operations Plan

Individual Damage

Individual damages are damages to individuals, businesses and working farms (crops, livestock, buildings or equipment), and private non-profit facilities (for example, churches or private schools).

NOTE: Re-enter name of jurisdiction and current date at top of Page 2.

Residential: Primary homes are those used as reference for filing income taxes and voting. Homes may be considered "primary" which are necessary because of the location of employment. Secondary homes are usually vacation homes. If a secondary home is rented out, then damage to it would be listed under Business. Estimated values are acceptable. (Do not list homes situated on active farms in this section. They will be included under Agriculture.)

- a. Destroyed: Totally uninhabitable and beyond repair.
- b. Severely Damaged: Structural damage that cannot be repaired within 30 days. These houses are uninhabitable without major structural repairs.
- c. Moderately Damaged: Structural damage that can be repaired within a 30-day time period. These houses can be lived in with minor repairs.

Note: The Red Cross does not categorize major/minor damage in the same manner. You should be aware of this if you decide to utilize their damage assessment.

Mobile Homes: Use same categories of damage as houses above. Water above the floor of a mobile home for any significant length of time generally causes severe damage to it, even though some occupants may choose to move back in.

Note: Report numbers of homes damaged even if you do not at present know the value.

Total Residential: Include both Primary and Secondary Residences.

Business: Number Now Unemployed: Include only those who are unemployed due to the disaster. This can be the result of either business damage or their inability to travel to that business.

Agriculture: Include operating farms only. Damage to a rural located "farmhouse" and/or outbuilding that are not part of an operating farm should be listed under Residential.

Crop Land: Estimated dollar value of damage to field crops, fruit trees, and timberlands significantly damaged by the disaster.

Private Non-Profit Facilities: Do not include facilities supported by tax dollars and the responsibility of government. They should be listed in the Public Damage section.

Total Individual: Add Total Residential, Total Business, Total Agriculture and Total Private.

GRAND TOTAL: Add Total Individual Damage and Total Public Damage.

**Town of Rockport, Maine
Emergency Operations Plan**

ANNEX A10 - DAMAGE ASSESSMENT CHECKLIST

X ACTION

-
- _____ Recall all firefighters. Contact the Town Manager Road Commissioner and/or Public Works Director. These people will form the core of the Damage Assessment Team (DAT). Seek out volunteers to assist.
 - _____ Assign roads and/or areas of Town to each (DAT). Hand out damage forms for teams to record information.
 - _____ Assign hand held or vehicle radios or cell phones to each DAT.
 - _____ Dispatch teams with water, food, and foul weather clothing.
 - _____ Issue each DAT a disposable camera or a digital camera.
 - _____ Report damage information to the Rockport EOC at 236-9648. Damage reports will be reviewed by the Town Manager and Finance Director then submitted to the Knox County Emergency Management Agency (EMA) Director.
 - _____ Request public to report damages of businesses and private property to the Rockport Emergency Operations Center (EOC).
 - _____ Consolidate damage assessment information, prepare the Maine Emergency Management Agency (MEMA) Form 7 and send the report to Knox County EMA as soon as possible.
 - _____ If severe or extended event, supply initial report to County and follow up with detailed information.
 - _____ Information should be reported at least daily if major disaster.

Town of Rockport, Maine Emergency Operations Plan

Annex A11 – Mass Feeding and Equipment Reimbursement

Purpose

When the Emergency Operations Center (EOC) is established, additional Personal Protective Equipment (PPE), equipment, food, and other necessary items can be provided at the Town Expense for the duration the EOC is open.

Situational Assumptions

The Town maintains adequate PPE and other equipment to support full time staff. Should we have to hire more staff or use volunteers the Town Manager or designee can authorize the purchase of additional PPE and Equipment. The Town of Rockport recognizes prolonged situations and may need to provide food for staff and volunteers.

Concept of Operations

The Town Manager or designee will coordinate with the Emergency Management Agency (EMA) Director, Department Heads, other staff, and volunteers as needed to determine proper PPE and additional equipment and feeding needs as necessary.

Organization and Assignment of Responsibilities

The EOC will record all additional PPE and equipment purchased and shall also maintain a list of all volunteers and staff that are fed.

Administration and Logistics

The EMA Director, Department Heads, and staff will identify the needs that cannot be met with current PPE and equipment. When it appears that all local resources will be exhausted, a request for assistance can be made to the Knox County EMA.

Town of Rockport, Maine Emergency Operations Plan

ATTACHMENT B1 - SEVERE WINTER STORMS

Nature of the Hazard

The Town of Rockport is very susceptible to severe winter storms. Mid Coast Maine can receive a great deal of snow, ice, and air temperatures can drop to 30-50 degrees F below zero. A portion of Rockport's roads are single lane dirt roads. Some of Rockport roadsides are heavily forested.

Risk Area

It is very easy for Town residents to become trapped in their homes due to totally impassable roads, especially on the single lane dirt roads. The major concern is the difficulty for emergency response by Emergency Medical Services (EMS), Police, and Fire Services.

Another area of concern is for residents who lose the capability to heat their homes and fail to communicate the danger they are in.

Finally, the electrical power distribution system is very susceptible to damage by accumulating ice and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with heating, water supply, sanitation, and food preparation.

Direction and Control

The Town Manager and Emergency Management Agency (EMA) Director should consider activating the Emergency Operations Center (EOC) during an extended severe winter storm. The EOC will organize water supply, heat assistance, emergency food supplies, and disaster volunteers for disaster response, setting up shelters, and collecting damage assessment information.

The Select Board through the Town Manager is responsible for keeping the Town roads open for traffic.

Central Maine Power's outage reporting hotline is 1-800-696-1000.

Resource Management

The EOC will ensure that there is enough heating and generator fuel, flashlights, and First Aid Kits. The EOC should have a portable battery-operated radio, capable of receiving National Weather Service transmissions.

Town of Rockport, Maine Emergency Operations Plan

ATTACHMENT B2 - FOREST FIRES

Nature of the Hazard

Rockport is primarily forest land and fields. Therefore, during long dry periods, the Town is very susceptible to grass fires and forest fires. Most will be minor incidents that the Rockport Fire Department, with mutual aid support will be able to handle. This attachment will deal with a major, large scale wildland fire.

Risk Area

The most severe threat will be to homes and the Town roads. The homes of most residents are completely surrounded by forest land. The Town roads are tree lined over the majority of the mileage. During a large-scale wildland fire, many roads could be blocked by burning trees and brush. Residents could very well be trapped within the forest fire with no way to reach safety. The Rockport Fire Department will be quickly overwhelmed; with many of the volunteers themselves becoming trapped within the fire zone.

Direction and Control

All wildland fires must be reported to the Knox County Regional Communications Center (KRCC). The Rockport Fire Chief and the Fire Warden must quickly assess the situation and determine the scale of support needed. A large-scale wildland fire will require the support of the Maine Forest Service (MFS). The Fire Warden, Town Manager, Emergency Management Agency (EMA) Director, or Fire Chief should immediately request such support through the Maine Forest Service and Knox County EMA. The Emergency Operations Center (EOC) will be activated.

Warning

Residents must be alerted immediately, in order for a safe and orderly evacuation to proceed. The EOC will contact local radio and television stations and request that they broadcast information on the disaster. The warning should contain:

- 1) The nature of the emergency and current situation;
- 2) What areas are affected;
- 3) What actions need to be taken by which residents;
- 4) Roads that are closed;
- 5) Where can volunteers go to help.

Evacuation

The EOC will need to determine what routes will be used in order to evacuate residents. Contact the Town Officials (Camden Town Manager, Rockland City Manager, Hope Town Manager) of neighboring Towns to make sure that you are not evacuating people in another Town's danger zones. Attempt to post the evacuation routes and barricade the closed roads. For residents that are trapped within the danger zones, consider contacting the MFS, the Maine Army National Guard, and the U.S. Coast Guard for helicopter assistance.

Resource Management

The Town has construction equipment. Several Town residents do have equipment and bulldozers that can be used to open emergency evacuation routes and create fire breaks.

Town of Rockport, Maine Emergency Operations Plan

ATTACHMENT B3 - FLOODING

Nature of the Hazard

Rockport is a very hilly area and has lakes, ponds, and goose river. There are several streams in Town. The Town participates in the National Flood Insurance Program (NFIP).

Risk Area

Homes could have flooded basements.

All gravel roads with slopes may face some runoff damage, which are mostly due to inadequate drainage capabilities in the roadways. There are several roads that can become damaged from major flooding.

Direction and Control

The Public Works Director or Town Manager will be responsible for responding to flood damaged roads by initiating repair contracts or by contacting the Maine Department of Transportation (for State-maintained road surfaces).

Warning

The Public Works Director or Town Manager will be responsible for posting any and all roads that they deem unsafe for vehicle or pedestrian traffic.

Resource Management

The Town of Rockport does have a Public Works Department and equipment. The Maine Department of Transportation in Waldoboro or Washington may render assistance in the advent of a life-threatening emergency.

Town of Rockport, Maine Emergency Operations Plan

ATTACHMENT B4 - HAZARDOUS MATERIALS ACCIDENT

Nature of the Hazard

Hazardous materials (HazMat) travel through and are stored in the Town of Rockport every day. A HazMat accident can happen at any time at any location in Town. However, there are certain areas in Rockport that are more susceptible to a HazMat accident than the other parts of Town.

Personnel from the Fire Department may be the first to arrive at the scene of an accident or an incident involving HazMat. Most HazMat materials transported or stored in Rockport are fuel products. Flammability is the most likely hazard to personnel. Environmental contamination will be the most likely result.

Due to the limited amount of training and HazMat response equipment, maintaining the proper level of safety will be a major issue.

Risk Areas

U.S. Route 1 is a primary transportation corridor for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc.).

The largest concentration of stored fuels is at the High School, Elementary School and at several automobile repair facilities. There are gas stations, fuel oil dealers, or propane dealers in Rockport. There are no chemical processing or waste treatment plants in the community.

Due to the fact that every home in Town has a heating system, the potential for carbon monoxide (CO) leaks in homes is moderately high. CO is an inhalation hazard. The Fire Department has a Standard Operating Procedure (SOP) for responding to and resolving residential CO leaks.

Concept of Operations

Fire Department personnel have been trained to recognize the presence of hazardous materials, collect additional information on the HazMat material, implement personal protective actions, call for trained personnel and secure the area.

Personnel will assess the hazards, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present. The Incident Commander (IC) will record the incident information on the Maine (MEMA) AR-1 form and will report the information to the KRCC. The IC will assess the situation from a safe distance. Binoculars are located on the Engine. The (IC) will refer to the 2016 US DOT Emergency Response Guidebook (ERG) for guidance.

The IC will request technical support from the Knox County Regional Response Team (RRT6) and the Maine Department of Environmental Protection (Maine DEP), by contacting Knox County Regional Communication Center (KRCC.) The Maine DEP will have primary responsibility for the recovery efforts of a HazMat spill. All spills, to include fuel lost from an automobile during a vehicle accident will be reported to the Maine DEP.

The IC will assign a Safety Officer for every incident identified as involving HazMat.

Self the Fire Department will implement traffic and crowd control procedures, using road blocks as much as possible. The IC will determine what protective actions (evacuations or shelter-in-place) outside the Hot Zone will be implemented. The 2016 USDOT ERG will be consulted for initial isolation and protective action distances. Evacuees must be moved to a safe place of refuge using routes that will not cause exposure to the HazMat.

Town of Rockport, Maine Emergency Operations Plan

The Fire Department will park far enough from the incident site so as to not introduce an ignition source. All vehicles will be parked facing away from the incident, in the event that an emergency withdrawal is required.

The Department will locate a decontamination area upwind of the scene, beyond the inside perimeter, and in a hazard free area. All equipment and uninjured personnel leaving the "hot zone" will be isolated at the decontamination area and are decontaminated using fire hoses set on a low pressure.

The Volunteer Ambulance Corps will be requested through the Knox Regional Communication Center (KRCC), when the possibility of victims or contaminated personnel exists.

Fire Department personnel will fight fuel and propane fires. Department personnel will perform containment actions for fuel spills that are well outside the hazard areas. An example would be constructing a dike or covering up a storm drain well ahead of the spill.

The Department maintains and trains with Carbon Dioxide (CO) detection equipment and Self-Contained Breathing Apparatus (SCBA). Firefighters will shut off heating appliances and ventilate homes that have CO leaks.

Direction and Control

The Town Manager and EMA Director will consider the activation of the Emergency Operations Center (EOC) during a HazMat incident that causes residents to be evacuated or sheltered-in-place. The Incident Commander (IC) or Emergency Management Agency (EMA) Director will establish communications with the Knox County EMA or KRCC. The NIMS ICS will be utilized at a HazMat Incident.

Administration and Logistics

All Rockport Firefighters receive annual HazMat: First Responder Awareness Training. Training is accomplished in accordance with 29 CFR 1910.120(q). Immediately following a HazMat response, the Fire Chief will debrief the responders to determine the summary of response activities, health and safety issues, any immediate problems and the corrective actions for future responses.

Town of Rockport, Maine Emergency Operations Plan

ATTACHMENT B5 – HOSTILE INCIDENT AT SCHOOL

Nature of the Hazard

Rockport is a very small rural community with very few locations for public gatherings. The primary locations in Town that have a regular public gathering is Camden Hills Regional High School and Camden Rockport Elementary School. Although a political terrorist attack is very unlikely, a domestic incident by an individual or several individuals attacking students is within the realm of possibility. A small improvised explosive device (IED) or an attack with small arms will be the most likely weapons for terrorists to utilize in an attack. Camden Hills Regional High School and Camden Rockport Elementary School have an approved all-hazard Comprehensive Emergency Management Plan.

Risk Area

Our children are very important, so even remote chances for an incident at the Schools must be prepared for in order to safeguard our most precious resource. Rockport has full time law enforcement personnel and will rely on mutual aid. There are no security personnel at the Schools, so school administrators and teachers will be the first line of defense. Internal school policies will attempt to limit weapons from getting into the schools and in the hands of students, but school officials have no way to protect against an attack which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

Direction and Control

At the first indication of trouble, the Knox County Regional Communications Center (KRCC) must be notified. Consideration by the School District should be given to establishing two-way radio communications, since it would be very easy for a terrorist to cut the telephone lines.

The first arriving law enforcement officer will be the initial Incident Commander (IC). School officials will attempt to safeguard the children by evacuating them from the danger zone.

Warning

Close contact between the School Officials and the Rockport Police Department must be established. Any “intelligence” that the Police Department receives that might be linked to possible eventual trouble at the schools should be immediately provided to the School Superintendent.

Evacuation

Careful consideration should be given to developing school policy regarding evacuations during terrorist attacks. A recent incident in a southern U.S. school was organized so that the children would evacuate into a “kill zone” by utilizing the fire alarm system. However, sheltering the children in their classrooms is also a way of trapping the children in the danger zone.

Additionally, an internal method for alerting teachers of the type of danger and what actions should be taken must be established. As mentioned above, using the fire alarm system could make the matters worse.

Locations for students to evacuate to must be established. These locations require a much greater distance from the school than a structure fire, since small firearms and explosives have a much greater danger zone.

Once internal terrorist incident policies are established, drill evacuations should be practiced. Consider implementing a terrorist incident response training program for teachers and administrators.

Town of Rockport, Maine Emergency Operations Plan

ATTACHMENT B6 - PROLONGED POWER OUTAGE

Nature of the Hazard

Due to the rural nature of the community, Rockport is very susceptible to a prolonged power outage. Severe winter or summer storms, ice storms, hurricanes, and wind storms all have the potential to cause a great deal of damage to the overhead power lines that run along tree lined roads. It is extremely likely that such an event would be regional in nature and therefore little help is expected from neighboring communities.

Risk Area

The effects of a prolonged power outage will be that the normal tasks of heating, cooking, water collection, sanitation, waste removal, cleaning, food storage, information gathering, communication and acquiring supplies will be severely restricted or made impossible. The dangers will be greatly increased if the power outage takes place during cold weather.

Direction and Control

The Emergency Operations Center (EOC) will be activated if the power outage goes into a second day. The Public Safety Building and Town Office Building are already equipped with a generator and transfer switch/panel.

The EOC will call in the outage information and community status to the Central Maine Power's outage reporting hotline (1-800-696-1000) and to the Knox County EOC.

The Fire Department will be used as a core of volunteers to coordinate all response and recovery. Additional volunteers should be sought to add to the ranks of the Fire Department.

Emergency Public Information

Information regarding the requirements for and capabilities of the electrical status, mass care, water, food, heating, sanitation, and other supplies will be passed to the Town residents.

Mass Care

Most residents will be able to stay in their own homes. Elderly and special needs individuals should be checked up on by the Fire Department to see if these people will need to be transported to a disaster relief shelter. Contact the Knox County EOC to determine what shelters have been established in the County and which may be used by Rockport residents.

**Town of Rockport, Maine
Emergency Operations Plan**

**C1 - Animal Control Officer – (ACO)
Job Roles**

The person responsible for filling this role will be: Primary – Certified Animal Control Officer, Back-up - Certified Rockport Officer

Supervisor or Reporting Manager: Police Chief

Duties:

1. Coordinates services and assistance provided to animal victims.

Training Requirements:

1. Certified Animal Control Officer
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. PAWS intake sheet
2. Pens, pencils, paper, highlighter, and clipboards.

**Town of Rockport, Maine
Emergency Operations Plan**

**C2 - Assessor/Individual Assistance
Job Roles**

The person responsible for filling this role will be: Primary – Assessor, Back-up – Assistant Assessor

Supervisor or Reporting Manager: Town Manager

Duties:

1. Records all damages in Town to private property, and returns completed forms to the Finance Director.

Training Requirements:

1. Certified Maine Assessor
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Camera
2. Damages to Homes/Businesses Form.
3. Pens, pencils, paper, highlighter, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C3 - Communications Officer
Job Roles**

The person responsible for filling this role will be: Primary - Library Director, Back-up – Deputy Library Director

Supervisor or Reporting Manager: Town Manager

Duties:

1. Oversees communications.
2. Answer calls coming into the Emergency Operations Center (EOC) and complete message form as needed or forward call to the appropriate section. Ensures they are all date and time stamped.
3. Assign priority to the messages and route to proper section(s) for action.
4. Document events on event board and update as appropriate.
5. File all EOC/event messages when returned in time-received order.

Training Requirements:

1. Working knowledge of the radio and phone system.
2. Knowledge of Town roads and locations.
3. Knowledge and training of the Emergency Operations Plan

Materials:

1. Road Maps and Road Book.
2. Carbon copy phone message book.
3. Pens, pencils, highlighters, and clipboard.
4. Phone
5. Radio
6. Contact List with phone numbers and emails.

**Town of Rockport, Maine
Emergency Operations Plan**

**C4 – Emergency Management Agency (EMA) Director/Assistant Emergency
Management Agency (EMA) Director
Job Roles**

The person responsible for filling this role will be: Primary – EMA Director, Back-up – Assistant EMA Director

Supervisor or Reporting Manager: Town Manager

Duties:

1. Establishes and maintains the Town Emergency Operations Center (EOC).
2. Develops all Town Emergency Plans and Procedures.
3. Coordinates with Knox County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC) and School District.
5. Responsible for the tracking and assignment of emergency/disaster resources.
6. Establishes EOC communications and public warning systems.

Training Requirements:

1. Required National Incident Management System (NIMS) Training; IS700 and IS100.
2. Knowledge of Town roads and locations.
3. Complete understanding, knowledge and training of the Emergency Operations Plan.

Materials:

1. Radio.
2. Cell Phone.
3. Note pad, pens, pencils, highlighter, and clipboard.
4. Paper Town maps.

**Town of Rockport, Maine
Emergency Operations Plan**

**C5 – Emergency Operations Center (EOC) Security Officer
Job Roles**

The person responsible for filling this role will be: Primary – Police Administrative Assistant, Back-up – Opera House Manager

Supervisor or Reporting Manager: Police Chief

Duties:

1. Ensure that only authorized personnel gain access to the Emergency Operations Center (EOC).
2. Issues EOC Badges.
3. Post sign so that arriving participants can easily find check-ins.
4. Post sign so that media can easily find Media Center.
5. Records check-in and check-out information.

Training Requirements:

1. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Badges.
2. Note pad/pad.
3. Pens, pencils, highlighter, and clipboard.
4. Signs for check in and Media center.
5. Sign-in/Sign-out form.
6. List of Authorized personnel.

**Town of Rockport, Maine
Emergency Operations Plan**

**C6 - Finance Director
Job Roles**

The person responsible for filling this role will be: Primary – Finance Director, Back-up – Finance Administrative Assistant

Supervisor or Reporting Manager: Town Manager

Duties:

1. Tracks disaster expenditures and pays bills authorized by the Town Manager.
2. Manages insurance claims, to include but not limited to worker's compensation, liability and medical claims.
3. New employee paperwork and volunteer waivers.
4. Federal Emergency Management Agency (FEMA) and Maine Emergency Management Agency (MEMA) reimbursement tracking.
5. Responsible for organizing and oversees the Damage Assessment Program.

Training Requirements:

1. Insurance Management and Workers Compensation Plan training.
2. FEMA and MEMA reimbursement training.
3. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Insurance Documents.
2. Volunteer Waivers, disaster volunteer survey forms.
3. Employment Sheets.
4. Computer with Accounting software.
5. Damage Assessment Forms.
6. FEMA and NEMA reimbursement forms.
7. Pens, pencils, highlighters, notepads, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C7 - Fire Chief
Job Roles**

The person responsible for filling this role will be: Primary – Fire Chief, Back-up – Deputy Fire Chief

Supervisor or Reporting Manager: Town Manager

Duties:

1. Oversees all fire department resources and directs fire department operations.

Training Requirements:

1. Required National Incident Management System (NIMS) Training; IS700, IS100 and IS200.
2. Knowledge and training of the Emergency Operations Plan

Materials:

1. List of all fire department equipment and location.
2. Paper Town maps.
3. Pens, pencils, highlighters, paper, and clipboard.
4. Camera.
5. Safety and Personal Protective Equipment (PPE).

**Town of Rockport, Maine
Emergency Operations Plan**

**C8 - Fire Warden
Job Roles**

The person responsible for filling this role will be; Primary – Fire Warden, Back-up – Deputy Fire Chief

Supervisor or Reporting Manager: Town Manager

Duties:

1. Oversees all fire department resources and directs fire department operations.

Training Requirements:

1. Required National Incident Management System (NIMS); IS700, IS100 and IS200.
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. List of all fire department equipment and location.
2. Paper Town maps.
3. Pens, pencils, highlighters, paper, and clipboard.
4. Camera
5. Safety and Personal Protective Equipment (PPE).

**Town of Rockport, Maine
Emergency Operations Plan**

**C9 - General Assistance Administrator
Job Roles**

The person responsible for filling this role will be: Primary – General Assistance Administrator, Back-up – Assistant General Assistance Administrator

Supervisor or Reporting Manager: Town Manager

Duties:

1. Assists qualified individuals with financial assistance.

Training Requirements:

1. Training in General Assistance Regulations.
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. General Assistance Applications and Guidelines.
2. Vouchers.
3. Pens, pencils, highlighters, paper, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C10 - Harbormaster
Job Roles**

The person responsible for filling this role will be: Primary – Harbormaster, Back-up – Police Adm Asst.

Supervisor or Reporting Manager: Town Manager

Duties:

1. Oversees any on the water emergencies, manages harbor resources and directs harbor operations.

Training Requirements:

1. Basic Harbormaster Certification.
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Tidal Chart.
2. Pens, pencils, highlighters, paper, and clipboard.
3. Online Mooring Chart.

**Town of Rockport, Maine
Emergency Operations Plan**

**C11 - Health Officer
Job Roles**

The person responsible for filling this role will be: Primary – Health Officer, Back-up – Planner

Supervisor or Reporting Manager: Police Chief

Duties:

1. Report on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services.
2. Receive and evaluate complaints concerning nuisances posing a potential public health threat within the Town.
3. Order the suppression and removal of nuisances and conditions posing a public health threat found to exist.

Training Requirements:

1. Knowledge of Town Ordinances.
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Town Ordinances.
2. Pens, pencils, highlighters, paper, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C12 - North East Mobile Health Services
Job Roles**

The person responsible for filling this role will be: Primary Joe Conley–, Back-up – Rockland Fire and EMS

Supervisor or Reporting Manager: Joe Conley

Duties:

1. Oversees all EMS resources and directs EMS operations.

Training Requirements:

1. Knowledge and training of the Emergency Operations Plan.

Materials:

1. As directed by supervisor.

**Town of Rockport, Maine
Emergency Operations Plan**

**C13 - Police Chief
Job Roles**

The person responsible for filling this role will be: Primary – Police Chief, Back-up – Sergeant

Supervisor or Reporting Manager: Town Manager

Duties:

1. Oversees all Police Department resources and directs law enforcement operations.
2. Responsible for initiating and implementing emergency evacuations.

Training Requirements:

1. Graduate of Maine Criminal Justice Academy.
2. Required National Incident Management System (NIMS) Training IS700, IS100, IS200.
3. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Paper road maps.
2. Access to Spillman.
3. Paper, pen, pencil, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C14 - Public Works Director
Job Roles**

The person responsible for filling this role will be: Primary – Public Works Director, Back-up – Senior Staff

Supervisor or Reporting Manager: Town Manager

Duties:

1. Coordinates road repair and maintenance.
2. Provides major input to the Damage Assessment Program.
3. Responsible for temporary construction of all emergency access routes, emergency restoration of critical facilities, including the hospital, nursing homes, and others as needed.
4. Responsible for emergency demolition or stabilization of structures deemed hazardous to public health.
5. Assist in damage assessment including private structural inspections.
6. Coordinates with private resources for emergency delivery of power and fuel to normalize community function.

Training Requirements:

1. Class B or higher license.
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Disposable cameras.
2. Paper road maps.
3. Federal Emergency Management Agency (FEMA) Reimbursement Log Form.
4. Paper, pen, pencil, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C15 - Safety Officer
Job Roles**

The person responsible for filling this role will be: Primary – Safety Officer, Back-up – Finance Director

Supervisor or Reporting Manager: Town Manager

Duties:

1. Maintain Incident Log
2. Identify potentially unsafe situations and pre-plan possible solutions
3. Exercise emergency authority to stop and prevent unsafe acts.
4. Investigate accidents that have occurred within the Emergency Operations Center (EOC) or in conjunction with EOC Operation.

Training Requirements:

1. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Incident Log.
2. Pens, paper, pencil, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C16 - Select Board
Job Roles**

The person responsible for filling this role will be; Primary – Select Board

Supervisor or Reporting Manager: Town Manager

Duties:

1. Assumes responsibility for the overall response and recovery operations by the municipality.
2. Establishes a public disaster assistance program.

Training Requirements:

1. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Paper, pen, pencil, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C17 - Shelter Officer
Job Roles**

The person responsible for filling this role will be; Primary – Shelter Officer

Supervisor or Reporting Manager: Town Manager

Duties:

1. Appointed during emergency by Town Manager to establish a Disaster Shelter or coordinate with a Regional Shelter.
2. Ensure appropriate food and water for shelter occupants is available.
3. Ensure appropriate staffing, security, and communications is in place.

Training Requirements:

1. Knowledge and Training of the Emergency Operations Plan.

Materials:

1. Paper, pen, pencil, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C18 - Town Clerk
Job Roles**

The person responsible for filling this role will be: Primary – Town Clerk, Back-up – Deputy Town Clerk

Supervisor or Reporting Manager: Town Manager

Duties:

1. Documents municipal activities that are occurring.

Training Requirements:

1. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Paper, pen, pencil, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C19 - Town Manager
Job Roles**

The person responsible for filling this role will be: Primary – Town Manager, Back-up – Town Clerk

Supervisor or Reporting Manager: Select Board

Duties:

1. Approves the Emergency Operations Center (EOC) manning assignments recommended by the Emergency Management Agency (EMA) Director
2. Responsible for the Town emergency Public information program and Approves press releases to the media.
3. Conduct initial briefing with staff and volunteers at the EOC.
4. Ensure planning meeting are conducted.
5. Determine information needs, inform staff personnel of those needs, coordinate staff
6. Approve requests for additional resources and requests for release of resources.
7. Coordinate with Select Board on event progress.
8. Provides emergency information to the public.
9. Coordinates with and provides information to the local media.

Training Requirements:

1. Required National Incident Management System (NIMS) Training; ICS/G402 G-191, IS700 and IS100.
2. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Paper, pen, pencil, and clipboard.

**Town of Rockport, Maine
Emergency Operations Plan**

**C20 - Volunteer & Donations Coordinator
Job Roles**

The person responsible for filling this role will be: Primary – Children’s Librarian, Back-up – Circulation Librarian

Supervisor or Reporting Manager: Town Manager

Duties:

1. Coordinates volunteers and donated items.

Training Requirements:

1. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Paper, pen, pencil, clipboard, post it, stapler, and highlighter.

**Town of Rockport, Maine
Emergency Operations Plan**

**C21 - Wastewater Superintendent
Job Roles**

The person responsible for filling this role will be: Primary – Wastewater Superintendent, Back-up – PW Laborer

Supervisor or Reporting Manager: Public Works Director

Duties:

1. Ensures and completes any emergency measures on pump stations or pipes.
2. Monitor systems for any possible back-ups and advises the Town Manager.

Training Requirements:

1. Knowledge and training of the Emergency Operations Plan.

Materials:

1. Paper, pen, pencil, clipboard, post it, stapler, and highlighter.

**Town of Rockport, Maine
Emergency Operations Plan**

| Position | Employee | Phone | Email | |
|--|--------------------------|---------------------|---|--|
| Assessor | Kerry Leichtman | 236-6758 | kleichtman@rockportmaine.gov | Deleted: X5 Deleted: town.rockport.me.us |
| Assistant EMA Director | Abbie Leonard | 939-1507 | aleonard@rockportmaine.gov | Field Code Changed |
| Assistant General Assistance Administrator | Linda Greenlaw | 542-4805 | lgreenlaw@rockportmaine.gov | Field Code Changed Deleted: town.rockport.me.us Field Code Changed Deleted: town.rockport.me.us |
| Animal Control Officer | Scott Entwistle | 236-3030 | sentwistle@camdenmaine.gov | Deleted: Camden Police Officer |
| Children's Librarian | Benjamin Odgren | 236-3642 | bodgren@rockport.lib.me.us | |
| Circulation and Technical Services Librarian | Laura Poole | 236-3642 | lpool@rockport.lib.me.us | Deleted: Meservey Field Code Changed Deleted: meservey |
| Deputy Fire Chief | Todd Philbrook | 236-4437 | | |
| Deputy Library Director | Keith Drago | 236-3642 | kdrago@rockport.lib.me.us | |
| Deputy Town Clerk | Wyatt Summers | 322-5966 | wsummers@rockportmaine.gov | Deleted: Brenda Kurr Deleted: 236-9648 |
| EMA Director | Jason Peasley | 446-8620 | jpeasley@rockportmaine.gov | Deleted: bkurr@town.rockport.me.us Deleted: town.rockport.me.us |
| Finance Administrative Assistant | Molli Bennett | 323-4038 | mbennett@rockportmaine.gov | Field Code Changed Field Code Changed Deleted: town.rockport.me.us |
| Finance Director | Megan Brackett | 322-3708 | mbrackett@rockportmaine.gov | Field Code Changed |
| Fire Chief | Jason Peasley | 446-8620 | jpeasley@rockportmaine.gov | Deleted: town.rockport.me.us Field Code Changed |
| Fire Warden | Jason Peasley | 446-8620 | jpeasley@rockportmaine.gov | Deleted: town.rockport.me.us Field Code Changed |
| General Assistance Administrator | Diane Hamilton | 478-6278 | dhamilton@rockportmaine.gov | Deleted: town.rockport.me.us Field Code Changed Deleted: town.rockport.me.us |
| Harbormaster | Abbie Leonard | 939-1507 | aleonard@rockportmaine.gov | Field Code Changed Deleted: town.rockport.me.us |
| Health Officer | Scott Bickford | 818-0161 pager | sbickford@rockportmaine.gov | Field Code Changed Deleted: town.rockport.me.us |
| Library Director | Ben Blackmon | 944-4228 | blackmonben@rockport.lib.me.us | |

**Town of Rockport, Maine
Emergency Operations Plan**

| | | | | |
|-----------------------------------|----------------------------------|-------------------------|--|--|
| North East Mobile Health Services | Joe Conley | 510-0073 | jconley@nemhs.com | |
| Opera House Manager | Andrew Weber | 542-3555 | aweber@rockportmaine.gov | Deleted: town.rockport.me.us Field Code Changed |
| Planner | Bill Najpauer | 680-8984 | bnajpauer@rockportmaine.gov | Deleted: mceddme.org |
| Police Administrative Assistant | Craig Cooley | 236-2026 | ccooley@rockportmaine.gov | Field Code Changed Field Code Changed |
| Police Chief | Randy Gagne | 691-2273 | rgagne@rockportmaine.gov | Deleted: town.rockport.me.us Deleted: town.rockportme.us Field Code Changed |
| Police Sergeant | James Moore | 691-7082 | jmoore@rockportmaine.gov | Field Code Changed |
| Public Works Director | Mike Young | 596-9393 | myoung@rockportmaine.gov | Deleted: town.rockport.me.us Field Code Changed |
| Rockport Police Officer | Travis Ford | 236-2026 | tford@rockportmaine.gov | Deleted: town.rockport.me.us Field Code Changed |
| Rockport Police Officer | Jonathan Poole | 557-9333 | jpoole@rockportmaine.gov | Deleted: town.rockport.me.us Deleted: Chris Taylor |
| Rockport Police Officer | Antonio Del Vecchio | 236-2026 | adelvecchio@rockportmaine.gov | Deleted: 236-2026 Deleted: ctaylor@town.rockport.me.us |
| Rockport Police Officer | Jacob Powers | 236-2026 | jpowers@rockportmaine.gov | Field Code Changed Deleted: town.rockport.me.us |
| Safety Officer | Diane Hamilton | 478-6278 | dhamilton@rockportmaine.gov | Field Code Changed |
| Select Board Chair | Debra Hall | 202-746-1303 | dhall@rockportmaine.gov | Deleted: town.rockport.me.us Field Code Changed |
| Select Board Vice-Chair | Denise Kennedy-Munger | 303-668-7528 | dkmunger@rockportmaine.gov | Deleted: town.rockport.me.us Deleted: Douglas Cole |
| Select Board Member | Mark Kelley | 596-9258 | mkelley@rockportmaine.gov | Deleted: 975-2780 Field Code Changed |
| Select Board Member | Douglas Cole | 975-2780 | dcole@rockportmaine.gov | Deleted: cole@town.rockport.me.us Deleted: Kenneth McKinley |
| Select Board Member | Jeffrey Hamilton | 715-213-7198 | jhamilton@rockportmaine.gov | Deleted: 236-2814 Deleted: kmckinley@town.rockport.me.us |
| Public Works Staff | James Aldus | 446-7421 | | Deleted: town.rockport.me.us Field Code Changed |
| Public Works Staff | Greg Howard | 975-7214 | | Deleted: Debra Hall Deleted: 202-746-1303 |
| Public Works Staff | Russell Fuller | 505-1702 | | Field Code Changed Deleted: hall |
| Public Works Staff | Daryl Libby | 930-0714 | | Deleted: town.rockport.me.us Field Code Changed |
| Public Works Staff | Kevin Grierson | 542-5557 | | Deleted: town.rockport.me.us |
| Public Works Staff | Devin Field | 832-1317 | | |

**Town of Rockport, Maine
Emergency Operations Plan**

| | | | | |
|---------------------------|-----------------------|-----------------|--|---|
| Public Works Staff | <u>Glen Adolphsen</u> | <u>691-0272</u> | | Deleted: Michael Gagne Deleted: 542-0522 |
| <u>Public Works Staff</u> | <u>Mike Brown</u> | <u>596-1687</u> | | Formatted: Highlight Formatted: Not Highlight |
| <u>Public Works Staff</u> | <u>Mike Grant</u> | <u>699-8682</u> | | |
| Shelter Officer | | | | |
| Town Clerk | Linda Greenlaw | 542-4805 | lgreenlaw@rockportmaine.gov | Field Code Changed |
| Town Manager | <u>Bill Post</u> | 701-1993 | wpost@rockportmaine.gov | Deleted: town.rockport.me.us Deleted: Rick Bates |
| Wastewater Superintendent | Andy Field | | afield@woodardcurran.com | Deleted: rbates@town.rockport.me.us |

**Town of Rockport, Maine
Emergency Operations Plan**

STRAY ANIMAL INTAKE FORM
P.A.W.S. ANIMAL ADOPTION CENTER
 146 Camden St. Rockport ME 04856
 207-236-8702
CAT / DOG

Deleted: ¶

| Personal Information (please complete all information) | ANIMAL CONTROL ONLY |
|---|--|
| Name: | Animal Control Office Name: |
| Street Address: | Town / Municipality: |
| City, State, Zip | Tags: YES / NO |
| Telephone: | Contact #: |
| ___ I have found this animal Where did you find the animal(s)? Street: _____ Town: _____ How long have you seen animal hanging around? ___ Days ___ Weeks ___ Months ___ Years Are you aware of this animal biting anyone? NO Yes. Explain: _____ | Animal Found in the area of: In the town of _____ Other info: Date: _____ |

I confirm that the information I have provided about **this stray / lost animal(s)** is, to the best of my knowledge, a true and accurate depiction of its health, temperament and behavior. I am verifying the truth of the above information, and I understand that I can be held legally responsible for any false or misleading information on this form. I understand that if this animal(s) is found to be my own animal I can be held legally responsible for reimbursing P.A.W.S. for any medical treatments done to the said animal(s) or any injuries that result from false or misleading information. *By signing, I agree to the statements above.*

Surrendering Persons Signature: _____ Date: _____ Shelter: _____

STAFF USE:

| | |
|--|-------------------|
| Gave flea control: _____ | Shelter ID# _____ |
| Scanned for microchip: _____ # _____ | |
| Lost & Found checked: _____ | |
| General Health: _____ | |
| Description of Animal(s)? (Colors, markings, tattoos etc.) | |
| | |

**Town of Rockport, Maine
Emergency Operations Plan**

**MAINE EMERGENCY MANAGEMENT AGENCY (MEMA) FORM 7
DAMAGE and INJURY ASSESSMENT (March 2017)**

| | | |
|--|---|-------------------------------|
| <input type="checkbox"/> Original <input type="checkbox"/> Revision # _____ | | Date: |
| Type of Disaster: | | Date(s) of Occurrence: |
| Jurisdiction (town, county, agency, etc.): ROCKPORT | | County: Knox |
| Population: | | |
| Area Affected (northeast, west side, etc.): | | |
| Point of Contact: | | |
| Name: | | Title: |
| Address: | | Day Phone: |
| | | Evening Phone: |
| Damages to Public Infrastructure: | | |
| A | DEBRIS REMOVAL (trees, building wreckage, sand, mud, silt, gravel, vehicles, and other disaster-related material) | \$ |
| B | EMERGENCY PROTECTIVE MEASURES (sandbagging, barricades, signs, extra police and fire, and emergency health measures) | \$ |
| C | ROADS AND BRIDGES (roads, culverts, bridges, and associated facilities) | \$ |
| D | WATER CONTROL FACILITIES (dams, reservoirs, shore protective devices, pumping and irrigation facilities, drainage channels, and levees) | \$ |
| E | BUILDINGS AND EQUIPMENT (buildings, supplies, inventory, vehicles, and equipment) | \$ |
| F | UTILITIES (water treatment plants and delivery systems, power generation and distribution facilities, sewerage collection systems and treatment plants) | \$ |
| G | PARKS, RECREATIONAL, AND OTHERS (playground equipment, swimming pools, bath houses, tennis courts, boat docks, piers, picnic tables, cemeteries, and golf courses) | \$ |
| TOTAL | | \$ |
| PRIVATE NONPROFIT (education, medical, custodial care, emergency [fire departments, search and rescue, and ambulances], utility, and other [museums, community centers, libraries, homeless shelters, senior citizen centers, health and safety services.]) | | \$ |
| PUBLIC DAMAGE—GRAND TOTAL | | \$ |

NOTE: Report Individual Damage on the other side of this worksheet.

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¶

DAMAGES TO HOMES / BUSINESSES

**Town of Rockport, Maine
Emergency Operations Plan**

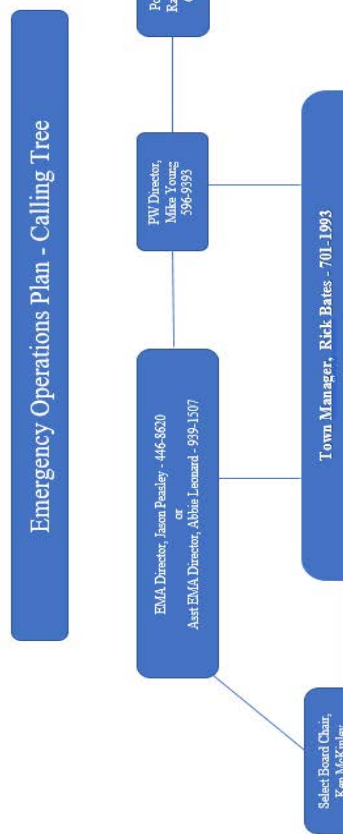
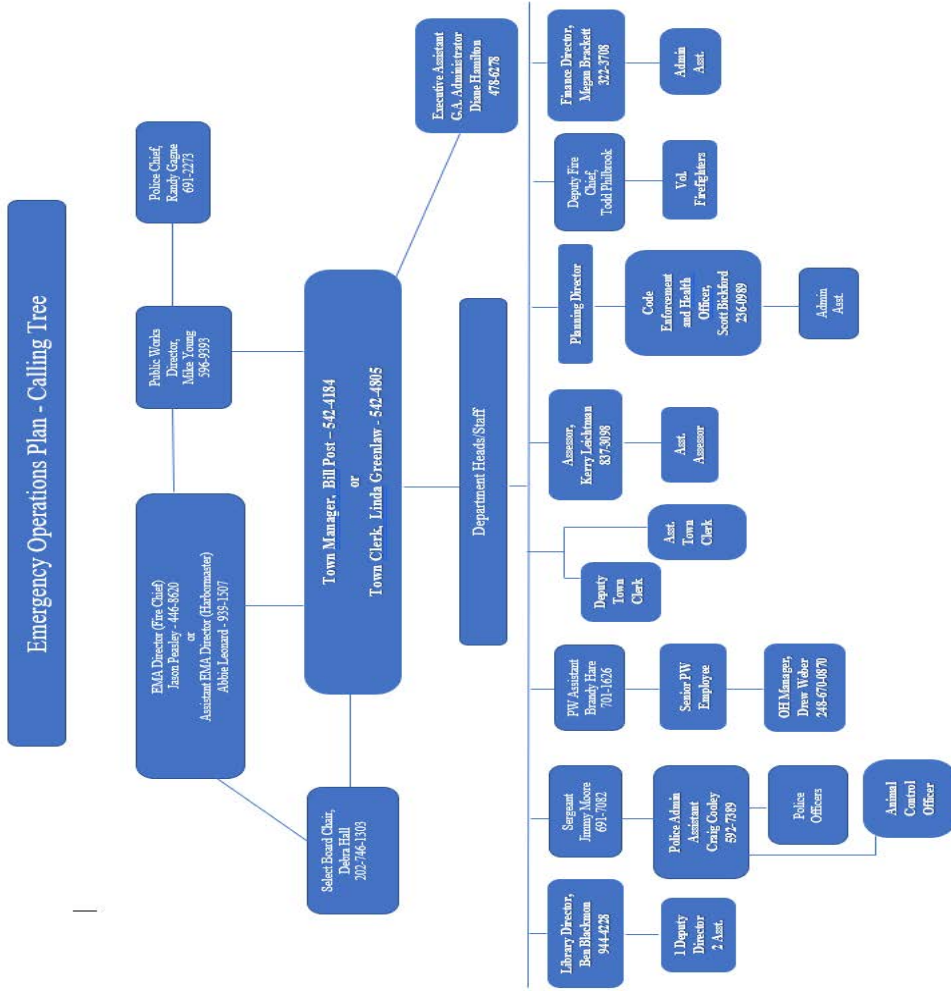
| | | | | | |
|--|--|--|--|-------------|------|
| Jurisdiction: | | Date: | | | |
| CASUALTIES | | PEOPLE DISPLACED | | | |
| | Number | | Number | | |
| Deaths | | People evacuated | | | |
| Injuries | | People in community/non-Red Cross shelters | | | |
| Missing | | People served in warming/cooling centers | | | |
| TOTAL CASUALTIES | 0 | TOTAL PEOPLE DISPLACED | 0 | | |
| PRIMARY HOMES IMPACTED | | | | | |
| Homes destroyed | | Mobile homes destroyed | | | |
| Homes with major damage | | Mobile homes with major damage | | | |
| Inaccessible (72 hours or longer) | | | | | |
| TOTAL PRIMARY RESIDENCES IMPACTED | | | 0 | | |
| BUSINESSES IMPACTED | | | | | |
| | | Businesses with 40% or more physical damage | | | |
| | | Businesses closed (72 hours or more) because of disaster | | | |
| TOTAL BUSINESSES IMPACTED | | | 0 | | |
| LIFE / SAFETY SERVICES DISRUPTED FOR 72 HOURS OR LONGER – YES / NO | | | | | |
| Police/fire/EMT services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | Public water/sewer services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Hospitals/clinics/medical services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | Electric/gas/oil delivery services disrupted | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Details – | | | | | |
| ESSENTIAL COMMUNITY SERVICES IMPACTED (72 HOURS OR LONGER) | | | | | |
| # Schools closed | | # Libraries closed | | | |
| # Day care (child / elder) services closed | | # Social services programs disrupted | | | |
| # Supermarkets closed | | | | | |
| TOTAL ESSENTIAL COMMUNITY SERVICES IMPACTED | | | 0 | | |
| Details – | | | | | |
| OTHER COMMUNITY IMPACTS | | | | | |
| E.g., impacts to employment, tourist destinations, cultural institutions, vulnerable populations, other – | | | | | |
| Call, fax, or email this information to your Knox EMA MANAGEMENT AGENCY as soon as possible (State agencies submit to MEMA) | | Look up contact information: <table border="1" style="display: inline-table; margin: 0 10px;"> <tr> <td style="background-color: #e0ffff;">County EMAs</td> <td style="background-color: #e0ffff;">MEMA</td> </tr> </table> | | County EMAs | MEMA |
| County EMAs | MEMA | | | | |
| | | Submit via e-Mail http://www.maine.gov/mema | | | |

**ABBREVIATED INSTRUCTIONS
Volunteer Sign In/Sign Out Form**

**Town of Rockport, Maine
Emergency Operations Plan**

| ROCKPORT EMERGENCY MANAGEMENT DISASTER VOLUNTEER SURVEY FORM | | | |
|---|--|--|---|
| NAME | | | |
| HOME ADDRESS | | | |
| CELL PHONE | | | |
| E-MAIL ADDRESS | | | |
| The Purpose of this survey is to identify volunteers' special skills. Please indicate the area(s) that apply to you and return this survey to the Volunteer Coordinator when you finish. | | | |
| <input type="checkbox"/> Doctor: _____ <input type="checkbox"/> Nurse: _____ <input type="checkbox"/> EMS: _____ <input type="checkbox"/> First Aid <input type="checkbox"/> CPR <input type="checkbox"/> Mental Health <input type="checkbox"/> Child Care <input type="checkbox"/> Elderly Assistant <input type="checkbox"/> Veterinary <input type="checkbox"/> Animal Care <input type="checkbox"/> Minister/Preacher | <input type="checkbox"/> Emergency Mgmt. <input type="checkbox"/> Shelter Management <input type="checkbox"/> Firefighter <input type="checkbox"/> HazMat: _____ <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Search & Rescue <input type="checkbox"/> ARC Trained <input type="checkbox"/> Food Services <input type="checkbox"/> Social Worker | <input type="checkbox"/> Ham Radio Operator <input type="checkbox"/> Dispatcher <input type="checkbox"/> Phone Operator <input type="checkbox"/> Public Information <input type="checkbox"/> Photographer <input type="checkbox"/> Language: _____ <input type="checkbox"/> Clerical <input type="checkbox"/> Computer User <input type="checkbox"/> Legal Affairs <input type="checkbox"/> Safety Officer <input type="checkbox"/> Accounting | <input type="checkbox"/> Engineer: _____ <input type="checkbox"/> Damage Assessment <input type="checkbox"/> CERT Trained <input type="checkbox"/> Carpenter <input type="checkbox"/> Metal Worker <input type="checkbox"/> Plumber <input type="checkbox"/> Electrician <input type="checkbox"/> Heating <input type="checkbox"/> Equipment: _____ <input type="checkbox"/> Bus Driver <input type="checkbox"/> Material Inventory <input type="checkbox"/> Janitorial <input type="checkbox"/> Other: _____ |
| Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster. | | | |
| Do you have any Health Limitations? | | | |
| <p>I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the Town of Rockport and the County of Knox from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I will abide by all safety instructions and information provided to me during disaster relief efforts. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Maine, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.</p> <p>I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me.</p> <p>I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.</p> | | | |
| Volunteer | Sign: _____ | Date: _____ | |

Town of Rockport, Maine Emergency Operations Plan



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Discussion Items

- a. 2A Architects Presentation (and discussion) regarding West Rockport Fire Station with Amanda Roberson Austin

Manager's Comments: Discussion item

Amanda will provide an overview of the design process for the West Rockport Fire Station with a focus on the first two tasks: schematic design and preliminary cost estimating. Amanda and I are proposing that the process will include a bond question for funding the project in June 2021.

Date: December 12, 2019 (Revised 1/30/20)

To: Town of Rockport
85 Main Street
Rockport, ME 04856

Attn: William Post, Town Manager

Re: Fee Estimate for West Rockport Fire Station
Architectural/Engineering and Cost Estimating Services – New Building Schematic Design

Mr. Post:

It is our pleasure to provide this service description and fee estimate for your review and for consideration at the February 10, 2020 Selectboard meeting. We are providing this document as an outline for discussion purposes. If approval to proceed with the project is granted, we can finalize this document for use as a contract for the final project scope and list of services requested.

Project Description

It is our understanding that this project is for a new West Rockport Fire Station building at the intersection of Route 90 and Route 17. The initial site work phase of the project has been completed (designed by Gartley & Dorsky Engineering & Surveying, Engineer Bill Lane) which required extensive re-grading of the site to provide a level pad for the new building and parking area and new access from Route 17. We understand permits were obtained only for the sitework associated with this first phase of site work.

The next phase of the project will be focused on the completion of the new building design. We have met with the Client and have reviewed the overall site plan as well as the preliminary floor plan and exterior elevation sketches provided to us by the Town which depict the overall project requirements. The current building sketches consist of a first floor (approximately 4,600sf) to be used for (2) truck and equipment bays and support spaces including Meeting Room with kitchenette, Office, Toilet Room with shower, Storage, and Mechanical Room. The partial second floor (approximately 800sf) will consist of Men's / Women's Sleeping Quarters, Closets, and Bathroom.

In addition to 2A Architects as project architect, the design team as proposed below includes:
Civil, Structural, and Mechanical Engineer: Gartley & Dorsky Engineering & Surveying
Construction Cost Estimator: Albertson Builders & Services

This fee estimate is for schematic design only. This estimate does not include the future phases of architectural and engineering consultant design work including: design development, construction drawings, bidding and contract negotiation services, and construction administration.

Scope of Services

For this project, 2A architects, llc would propose providing the following services:

Task 1: Schematic Design Phase:

Architectural Task Outline:

A. Development and confirmation of building program and design goals.

- B. Schematic design of floor plans and exterior elevation design to meet Client project goals and requirements and code requirements.
- C. ADA, Zoning, NFPA 101, and MUBEC code evaluation of proposed design.
- D. Provide drawings for Client review to include: Floor Plans, Preliminary Building Section, and Exterior Elevations.
- E. Design meeting(s) and communication with Client, Fire Chief, and Selectboard as needed to discuss project design and incorporate feedback (Assume 4 meetings).
- F. Preliminarily discuss project with permitting agencies (Town of Rockport and State Fire Marshal) for early feedback on design with respect to code compliance (if required based on code research.)
- G. Coordination with consulting engineers, as needed.
- H. Provide drawings and basic list of project materials to estimator for use in preliminary cost estimate.
- I. Review cost estimate and provide to Client.

Civil Engineer Task Outline:

- A. Prepare a Civil base map with setbacks.
- B. Provide site layout of fire station building and associated site improvements based on building design provided by architect.
- C. Depict utility connections and subsurface wastewater disposal configuration.
- D. Layout site drives, parking, and accessible routes.
- E. Coordinate and depict exterior lighting, signage, and Client selected ancillary site features.

Mechanical Engineer Task Outline:

- A. Based on architectural plans provided by architect, review building thermal envelope specifications and insulation R-values and identify compliance requirements with State Energy Conservation Code (IECC-2009).
- B. Estimate building heat loss.
- C. Perform preliminary sizing of a hot-water boiler (oil or propane gas fired) and specify an appropriate boiler and equipment auxiliaries for estimating purposes.
- D. Perform preliminary layout and sizing of a hot water, radiant floor heating system or hot water unit heaters (garage bays) and baseboard convectors (meeting space / office.)
- E. Perform preliminary sizing and specifications for a dedicated outdoor air system to serve the building to meet code ventilation requirements per ASHRAE 62.1.
- F. Summarize the proposed mechanical HVAC system in a written document with equipment descriptions, quantities and sizes. Provide a markup sketch of the floor plan with preliminary mechanical equipment locations.

Structural Engineer Task Outline:

- A. Review architectural Schematic Design plans to be developed by 2A Architects.
- B. Identify applicable structural design criteria including building loads and associated load factors for conventional and pre-engineered products.
- C. Identify typical structural assemblies, including roof structure (likely pre-engineered trusses), floor / attic structure, slab-on-grade and foundation.
- D. Perform preliminary analysis and design of primary structural elements (e.g. carrying beams, slab-on-grade, etc.)
- E. Develop and issue a written structural design narrative summarizing the proposed / recommended primary structural systems.

Task 2: Preliminary Cost Estimating (Services provided by Albertson Builders & Services):

- A. Site visit to review existing conditions.
- B. Review architectural drawings and documents as well as engineering design narratives.
- C. Provide draft of preliminary cost estimate for review by design team and provide revisions as required.
- D. Finalize detailed estimate of costs for review by Architect and Client.

Fees

Our fees for providing these services shall be as follows:

Task 1: Schematic Design Phase: Estimated fee of **\$11,800.00**
(Includes Architectural estimated fee of \$5,950.00)
(Includes Civil Engineer estimated fee of \$2,300.00)
(Includes Structural Engineer estimated fee of \$1,150.00)
(Includes Mech./Plumb. Engineer estimated fee of \$2,400.00)

Note: As West Rockport residents, we have offered a 30% reduced rate (reflected in the architectural fees above) from our standard hourly rates for this public service project. Standard architectural fee rate would result in an estimated fee total of approximately \$8,500.00.

Task 2: Preliminary Cost Estimating: Estimated fee of **\$2,300.00**

Note: Fee above is for up to 20 hours of services. Services above 20 hours will be billed at \$115/hour (including 2A mark-up.)

Reimbursable Services

Refer to Exhibit 'A' for Reimbursable costs. These expenses are in addition to the fees outlined above. The only anticipated reimbursable costs include mileage, mailing, and printing expenses and consultant expenses.

Services Not Included

The following services are not included:

- A. Work resulting in changes to the project scope after acceptance of the approved design or modifications to the scope outlined above.
- B. Architectural and Consulting Engineering design and drawings for the future design phases including: Design Development, Construction Drawings and Specifications, Contractor Bidding and Contract Negotiation, and Construction Administration.
- C. Electrical Engineering Design and Drawings. (To be contracted for future phases.)
- D. Landscape Design and Planting Selection.
- E. Surveys, soils tests, permits, or special inspections.
- F. Permit Applications and Fees.
- G. Security, Fire Alarm, and Fire Protection systems designs.

Client Supplied Documents

A sketch has been provided by the Client showing initial concept for floor plan and exterior. Site plan drawing to be provided in CAD format by Civil Engineer. Final survey of property to be provided in CAD and PDF format by Surveyor.

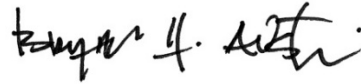
Closing

Thank you for the opportunity to provide you with this estimate and work scope summary. If this document meets with your approval, we will provide a contract for final approval. Please feel free to let us know if you have any questions or concerns. Thank you for your time and consideration.

Sincerely,
2A architects, LLC



Amanda Roberson Austin
Principal | Maine Licensed Architect



Bryan H. Austin
Principal | Maine Licensed Architect

Proposal Acceptance by:

Please sign below to accept this proposal and return a signed copy to us via email or US Mail.

Client (or Authorized Agent) Name

Signature

Date

2A Architects, LLC
Exhibit A
Hourly Charge Rate and Expense Reimbursement Schedule

| <u>Category:</u> | <u>Hourly Rate</u> |
|-------------------------------|---------------------------|
| Project Architect / Principal | \$85.00/Hour |
| Administrative | \$40.00/Hour |

Reimbursable Expenses:

Includes (but may not be limited to): Mileage and other costs of transportation, shipping, mailing, printing / copying of drawings and other documents, use of outside consultants under 2A architects' contract, and miscellaneous supplies and materials.

Approval of Client will be granted prior to hiring of outside consultants if not identified in signed proposal.

Miscellaneous (In-House) Costs – Materials

| | <u>Charge</u> |
|---------------------------------|---|
| Prints and Copies (Bond Paper): | |
| 8.5" x 11" | \$0.10/Each |
| 11" x 17" | \$0.75/Each |
| 18" x 24" | \$3.00/Each |
| 24" x 36" | \$4.50/Each |
| Mileage | \$0.58/Mile <i>(Based on Current Federal Mileage Rate at time of contract)</i> |

Please note: Charges for in-house costs are only for expenses directly related to project such as documents given to Client. Reimbursable printing costs will include (but may not be limited to): (1) record copy of issued drawing sets and project submittals for architect's record (as applicable).

Other Reimbursable Costs

| | |
|---|---------------|
| All Reimbursable Expenses (Other than in-house costs) | Cost plus 15% |
|---|---------------|

Consultant Fees

Consultant Fees Included in Contract: Rates reflect consultant fee plus standard 15% markup.

Please note: Rates shown are current for all projects contracted through December 31, 2020.

Discussion Items

- b. Discuss Short-Term Rental Regulations Timeline and Process

Manager's Comments: Discussion item

Included in your materials is a timeline outlining the recommended process for the short-term rentals project. The timeline is proposing a vote on regulations or ordinance in November 2020.

Short-Term Rental Regulations

Process & Timeline

| <u>Date</u> | <u>Item</u> |
|-------------------|---|
| March to April 22 | Staff Research other municipalities regulations, permit structure, ordinances |
| April 27 | Staff present research to Select Board and receive direction |
| April 28 – May 20 | Staff prepare draft regulations |
| May 26 | Staff present draft regulations/ordinance to SB |
| June 8 or 22 | Workshop/public hearing on draft regulations |
| June – July 8 | Staff make changes after public comments, further SB direction |
| July 13 | 2 nd and final workshop (if necessary) |
| August 10 | Select Board vote to approve regulations/ordinance and place on November ballot |
| August 25 | Ballots ordered |
| October 3 | Absentee ballots available |
| November 3 | Election/Special town meeting |