

Select Board Regular Meeting/Budget Workshop
March 21, 2022 – 6:00 p.m.
GCPR – Rockport Opera House

NAME	ATTEND
Michelle Hannan, Chair	✓
Mark Kelley, Vice-Chair	✓
Denise Munger	✓
Eric Boucher	✓
John Strand	✓
Jonathan Duke, Town Manager	✓
Rockport AV Staff	✓
General Public	
Mark Haley	✓

Consent Agenda

a. Meeting Minutes

- February 14, 2022
- March 7, 2022, Executive Session

Suggested Motion:

I move the Board approve the Consent Agenda as presented.

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

Action Item

- a. Act on Opera House Fee Schedule

Manager's Comments: Action item

Given feedback received from potential renters of the Opera House space, we are revising our fee schedule requests downward.

Suggested Motion:

I move the Board approve the Opera House Fee Schedule as presented (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair						6:23 p.m.
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher				✓		
John Strand		✓		✓		

Additional Comments:

Action Items

- b. Act on Park Bench Policy

Manager's Comments: Action item

The Parks and Beautification Committee worked diligently on a revised policy for the Park Bench plan they first initiated years ago. The revised effort places more control in the hand of the committee and Town in the placement of each bench.

Suggested Motion:

I move the Board approve the Park Bench Policy as presented (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:28
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:

Action Items

- c. Act on Accepting a Gift – Sally Cook

Manager’s Comments: Action item

As the Town addressed the agreement with Memorial Park last fall, Sally Cook has graciously stepped forward to support the care and maintenance of Goodridge Park. Sally has offered a gift of \$2500 to fund a maintenance agreement the Town would have with Jackson Landscape Services, in kind with our previous Memorial Park agreement. I have attached a copy of the proposed agreement.

Suggested Motion:

I move the Board accept a gift from Sally Cook and thank her for her generosity.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:31 p.m.
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:

Action Item

d. Act on Parking Task Force Mission - Orion

Manager's Comments: Action item

Orion will be present to share the findings of the Parking Task Force which fell during his tenure and that of Bill Najpauer.

This information was in our previous agenda from when we tabled this conversation:

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

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

Suggested Motion:

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

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

Additional Comments:

table to March or April - We need materials
from Orion.

Action Item

a. Act on Committee Application

Manager's Comments: Action item

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

Mark also serves on the Planning Board.

There has been a vacancy on the BAR for a while, so it will be nice to get a full board in advance of the property valuation equalization effort undertaken this spring.

Suggested Motion:

***I move the Board* approve Mark Haley to the Board of Assessing Review with a term ending June 2025.**

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:18 p.m.
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:

Action Items

- b. Act on MMA Workers' Compensation Safety Incentive Program

Manager's Comments: Action item

The Maine Municipal Association developed this Workers' Compensation Safety Incentive Program to help reduce the incidents and impact of workplace injuries by implementing workers compensation best practices. MMA provides necessary written program information and assistance to participants in this program. There are three tiers of compliance in the program, and each includes a percentage reduction in workers' compensation insurance rates.

Because of the Town's current safety plans and SHAPE compliance status, the Town is automatically qualified for tier 3, which provides the Town with a 10 % reduction in workers' compensation insurance premiums.

This annual paperwork needs signatures from the Select Board.

Suggested Motion:

***I move the Board approve the MMA Workers' Compensation Safety Incentive Program
Resolve as submitted.***

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:20
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger	✓			✓		
Eric Boucher				✓		
John Strand				✓		

Additional Comments:

Action Item

- c. Act on Rockport Parks and Beautification Committee Workplan

Manager's Comments: Action item

In your packet is the Rockport Parks and Beautification Committee Workplan for your approval.

Each committee is required to have a workplan approved by the Select Board each year so we can plan for any upcoming budgetary items. The Select Board has the opportunity to alter and adjust the committee's proposed workplan to account for items and priorities in line with the vision the Select Board has for the committee's efforts over the next year. This is the Board's opportunity ensure the direction the Board has in mind for this committee is memorialized into this document.

Suggested Motion:

I move the Board approve the Rockport Parks and Beautification Committee Workplan as presented (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:45
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand				✓		

Action Item

d. Act on Planning and Codes Fee Schedule Revisions

Manager's Comments: Action item

As part of the Board's FY 23 budget, increases to the fee schedule were proposed and these are the adjustments suggested. Overall, these adjustments amount to a 33% increase in permit fee income, but as the memo from Orion suggests, these changes now fall in line with neighboring communities. With 18 new housing starts in the last year, not to mention a series of renovations, it is important the Town is covering its own costs to meet the needs of town ordinances, the state building code, and explore grant opportunities in the future.

Suggested Motion:

I move the Board approve the revised Planning and Codes Fee Schedule as ~~presented~~.

with amended

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:33 PM
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Action Item

e. Act on Newsletter Policy Amendments

Manager's Comments: Action item

With adjustments in the proposed Select Board budget for FY 23, I've made necessary adjustments to the Newsletter Policy. We will move from publishing every other month to a seasonal publication and aim to get a newsletter out prior June 1 and the annual town meeting.

Suggested Motion:

I move the Board approve the amendments to the Newsletter Policy as presented.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:49
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger				✓		
Eric Boucher		✓		✓		
John Strand				✓		

Action Item

f. Act on Outdoor Seating Request – Sara Jenkins, Nina June

Manager’s Comments: Action item

At the outset of the pandemic, Sara Jenkins, owner of Nina June, spoke with the Board to request the ability to utilize a portion of the sidewalk in front of her business on Central Street for streetside dining. Sara wishes to continue the use of this space while the Town eventually considers a change to the Land Use Ordinance for a more permanent solution.

Suggested Motion:

I move the Board approve the request of Sara Jenkins, on behalf of Nina June, to utilize a portion of the sidewalk in front of her business to offer street side seating so long as such seating does not encumber the use of the sidewalk by pedestrians.

Consistent with the attached memo.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:56
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Action Item

g. Act on Unassigned Fund Balance Policy Amendment

Manager's Comments: Action item

Again, in kind with the adjustments to the FY 23 budget, this is a proposed amendment to the Unassigned Fund Balance Policy. This proposal suggests using the Government Finance Officers Association's recommendation of withholding 3 months of the Town's expenses in reserve to ensure adequate cash flow, working capital to operate the municipality, and the ability to withstand "rainy days" when they occur. Further, the policy suggests solid fiscal recommendations as to where excess funds above the 3-month reserve can be spent including capital needs and reserve accounts.

Suggested Motion:

I move the Board approve the amended Unassigned Fund Balance Policy as presented. *to represent a 20% goal with a future goal of 25%.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:05 p.m.
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger				✓		
Eric Boucher		✓		✓		
John Strand				✓		

Adjourn

Suggested Motion:

I move the Board adjourn the Regular Select Board Meeting

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:15
Mark Kelley, Vice-Chair		✓		✓		
Denise Munger				✓		
Eric Boucher	✓			✓		
John Strand				✓		