

**Wastewater Executive Session  
 March 21, 2022 – 5:00 p.m.  
 Green Room – Rockport Opera House**

NAME	ATTEND
Michelle Hannan, Chair	
Mark Kelley, Vice-Chair	
Denise Munger	
Eric Boucher	
John Strand	
Jonathan Duke, Town Manager	
Phil Saucier	
Nate McLaughlin	

**Board Michelle Hannan, Chair called the meeting to order at \_\_\_\_\_ p.m.**

**Executive Session**

- a. Convene in Executive Session Pursuant to 1 M.R.S. § 405 (6)(E) to Discuss a Legal Matter

**I move the Board enter executive session Pursuant to 1 M.R.S. § 405 (6)(E) to Discuss a Legal Matter**

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

***Suggested Motion:***

**I move the Board exit the executive session.**

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

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

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

**Select Board Wastewater Executive Session**

Monday, March 21, 2022 – 5:00 p.m.

Green Room – Rockport Opera House

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**I. Wastewater Commissioners Executive Session**

- a. Convene in Executive Session Pursuant to 1 M.R.S. § 405 (6)(E) to Discuss a Legal Matter
- 

**Public Meeting**

**Rockport Select Board Meeting and Budget Workshop**

Monday, March, 21, 2022 6:00 p.m.

GCPR – Rockport Opera House

Streamed at <https://livestream.com/Rockportmaine>

**AGENDA**

**I. Call Meeting to Order**

**II. Town Manager’s Report/Update**

**III. Public Input on Non-agenda Items**

**IV. Amendments to the Agenda**

**V. Consent Agenda**

- a. Meeting Minute(s):
  - February 14, 2022
  - March 7, 2022, Executive Session

**VI. Action Items**

- a. Act on Committee Application(s):
  - Mark Haley, BAR
- b. Act on MMA Worker’s Compensation Safety Incentive Program
- c. Act on Committee Workplan
  - i. Parks and Beautification
- d. Act on Planning and Codes Fee Schedule Revisions
- e. Act on Newsletter Policy Amendment
- f. Act on Outdoor Seating Request – Sara Jenkins, Nina June
- g. Act on Undesignated Fund Balance Policy Amendment

**VII. Discussion Items**

- a. None

**VIII. Select Board Liaison Reports**

**IX. Adjourn**

**X. Budget Workshop**

**XI. Executive Session**

- a. Discussion of contracts connected with the use of real or personal property pursuant to 1 M.R.S. Section 405(6)(C)

**Future Meetings, Office Closures, Etc.**

Monday, April 11, 2022 – Select Board Meeting

Friday, April 15, 2022 – Nomination Papers due back

Monday, April 18, 2022 – Town Offices closed Patriot’s Day

Monday, May 9, 2022 – Select Board Meeting/Public Hearing

Tuesday, June 14, 2022 – Election Day – Town Office Closed for Business

Wednesday, June 15, 2022 – Annual Town Meeting, SB Organizational Meeting



## Town of Rockport, Maine

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### Town Manager's Office

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

### Jonathan Duke, Town Manager

Email: [jduke@rockportmaine.gov](mailto:jduke@rockportmaine.gov)

### Diane Hamilton, Executive Assistant and General Assistance Administrator

Email: [dhamilton@rockportmaine.gov](mailto:dhamilton@rockportmaine.gov)

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## Town Manager's Report & Update March 21, 2022

### Town Office:

Due to changes with U.S. CDC guidance concerning mask requirements, all town buildings are now mask optional. This change is an adjustment after two years of the COVID-19 pandemic, but our staff and residents have adjusted quite well to this change. We will continue to follow the directives and guidance as conditions warrant, but at least for the moment, it appears the health of our community is such that we can support such a change.

Additionally, group settings such as committee meetings or programming at the library are once again able to occur. We have made a series of strides technologically to allow for "hybrid" meetings in the Parker Room at the Opera House where meeting participants can be in person or remotely via technology such as Zoom. While the preference is for meetings to occur in-person, the flexibility this provides committees to involve members or participants who are out of the area to stay engaged regardless of their location. In 2022, balancing the needs of open meeting laws and how residents of community work is critical.

Our committees have been tasked with establishing work plans for the coming year which outline the focus for their efforts. The Select Board will review each work plan, adjust where needed to ensure the committee's work encompasses the needs of the Select Board, and finally adopt the plan to provide a road map for the committee's work over the next year.

### FEMA:

Following President Biden approving of a federal disaster declaration, the Town of Rockport will be eligible to receive reimbursement for damages inflicted to our roads due to the October 31<sup>st</sup> storm event. Town officials will be working with FEMA to supply the necessary documentation to receive full reimbursement to cover damages such as the Robinson Drive entrance and a series of issues on Mount Pleasant Road.

### Assessing:

Revised valuation letters should be circulated soon to Rockport residents. Assessor Kerry Leichtman has been out of the office due to knee surgery, but thankfully his recovery has been incredibly quick, and he will be working with our contractor, KRT Associates, to assist residents with questions concerning these new values.

In addition, Kerry has accepted a position with the Town of Camden to serve as their full-time assessor starting July 1. Presently Camden and Rockport have an agreement to share the position 50/50, which is funded accordingly. Camden has pledged they wish to see the agreement continue with Rockport contracting with Camden to attain assessing services. Obviously, we are in the midst of the annual budget process where many of these details will be worked out.

For those concerned with pressures related to increasing values impacting their ability to remain in their homes, the state has a new tax deferral program which may be of some benefit. This program allows residents to apply to the state to enter into the program, and if included, the state will pay the local property taxes until such time as the property is sold or transferred, at which time the state would seek payment from the estate. For more details contact the Town's assessing office, who can assist our residents in applying for this program.

### **Town Clerk:**

#### **Elections:**

Nominations papers available on March 7<sup>th</sup> and due back April 15<sup>th</sup>.

#### **Openings:**

3-year term Select Board – Denise Munger

3-year term Budget Committee – Jeffrey Charland, Geoffrey Parker, and Mark Kelley

3-year term for Library Committee – William Chapman, and Stephanie Kumble

3-year term for Director of SAD #28 – Brianna Gutierrez

Foreclosure notices were sent out last month for those with unpaid taxes from 2020. Effectively, state law provides a property owner 18 months to pay in full from the time a lien is placed on a property for unpaid property taxes. Thankfully, the vast majority of these notice concern time share units at the Samoset, but we are working with homeowners to try to avoid foreclosure from affecting them.

### **Fire Department:**

Despite a slower time of year for car accidents, our fire department has been quite involved with accidents over the past month.

Chief Peasley is working on maintenance needs around the public safety building, including the installation of 32 4' LED lights and replacing an exterior door.

### **Harbor:**

Harbormaster Abbie Leonard is beginning her preparations for the boating season by working with contractors to complete a replacement of the roof on the Harbormaster's building and investigating options for float replacement.

A new webcam will be installed soon onto the Harbormaster's building which will provide anyone on the internet a live view of Rockport Harbor. The more that we can open our doors to avenues like this, the more we can share our harbor with the world.

### **In Lieu of Taxes:**

With much gratitude, we received a payment in lieu of taxes from Coastal Mountains Land Trust in the amount of \$750.00 to account for the services we provide their programs despite the tax-exempt nature of their efforts.

**Library:**

Library Director Ben Blackmon has been working with the Library Committee to review policies to ensure our current policies work within the setting the new library provides.

In programming news, with the changes in COVID rules, we are able to restart kids programming and story walks to the harbor. Also, the library is establishing a community cookbook and they are looking for recipes. Residents who would like to take part in the cookbook should contact library staff for more information.

**Opera House:**

Opera House Booking Agents Nancy Albertson and Kari Luehman are working to book events and acts in the Opera House. Kari is working with Harbormaster Abbie Leonard and the Parks and Beautification Committee to support a summer concert series with Happenings on the Harbor that utilizes the Marine Park, Mary Lea Park, and the Opera House.

We are hoping to book more events at the Opera House this summer like the wedding booked last week. Revising the fee schedule last month following action by the Select Board should be helpful in ensuring we are accessible for all those who wish to book their event.

**Planning:**

The RES Survey has completed, and we will hold a pair of public meetings to share the results of the survey and provide feedback on those results. This initial meeting will be followed by meetings with stakeholder groups with specific expertise to provide in shaping the future of property. Lastly, the second public meeting will be the opportunity for residents to provide feedback on proposals generated from the public process. At last count we have received almost four hundred responses to the survey and the thoughtful manner so many residents have tackled this concept should help greatly in finding a path forward.

The Planning and Codes Department recently circulated an advertisement for a new full time administrative assistant who will assist the planner/development director and the code officer. With some of the changes forthcoming in this department, this position is in an excellent vantage point to reset the structure and processes in place and assist our residents as they improve and develop their properties. For more information, please contact Planner Orion Thomas.

**Police Department:**

Our Police Department has been actively engaged in a missing persons search over the last few weeks. Jared Paradee was last seen at Rockport Suites on February 19<sup>th</sup>. Those with any information concerning his whereabouts should contact the Rockport Police Department.

Our officers have been conducting a speed detail on Pascal Avenue over the last couple of weeks. Motorists should take particular attention to their speed as judging by the number of tickets written in this neighborhood, many are unaware of the speed they are traveling.

**Public Works:**

Plowing and sanding has been a frequent activity for our public works department with a busy February/early March, but as the calendar turns into mid-March, pothole season begins so the crew

will be filling those holes. All of the town's roads are posted at the moment, but those with vehicles over the weight limit should reach out to the Public Works garage for assistance. We try to limit damage to roads in this incredibly tenuous time for roads, but we also want to accommodate where we can avoid weight limits being an unbearable burden for any property owner.

With assistance from Planner Orion Thomas, the Town was awarded by Maine DEP two grants totaling a combined \$250,000 to replace a pair of culverts in West Rockport. One, gained great notoriety, as the culvert which was washed out at the intersection of Robinson Drive and Route 90. The other, Rockport residents are somewhat familiar with, sits in the midst of the swamp that is West Street Extension.

In early February, Aaron Annis was hired to fill a vacancy in public works as a full-time employee. Aaron is a long time Rockport resident, and we are so glad to have him join the team.

**Recreation Committee:**

With spring around the corner, Five Town Little League softball and baseball fields are filling up fast for the spring. If you want to schedule the use of a field, email [rockportrec@rockportmaine.gov](mailto:rockportrec@rockportmaine.gov).

**Safety:**

Representatives from the Bureau of Labor Standards' Safety Works division visited two weeks ago to inspect town records and buildings as part of our effort to remain in the SHAPE program. SHAPE is the highest level of workplace safety in the state of Maine for public entities like town and city government. Proudly, I can state we passed our inspection with flying colors with only a handful of items suggested to improve our ability to keep our employees safe. Our involvement in the SHAPE program provides the Town with preferential insurance and workers compensation rates, which in turn saves our taxpayers. Many thanks to Diane Hamilton, the chair of our safety committee, who works incredibly hard to assist our department heads and staff to keep every safe.

The Town received \$4713.27 from three Maine Municipal Safety Enhancement Grants, toward security cameras and fire department safety gear.

## 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.*

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

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



**February 14, 2022 – 6:00 p.m.**

**ZOOM/Livestream**

## Consent Agenda

- a. **General Assistance Donation**
- b. **Committee Resignation(s)**
  - Kurt Penney – Comprehensive Plan
- c. **Meeting Minutes**
  - June 9, 2021 – Organizational Meeting
  - January 10, 2022

***Suggested Motion:***

***I move the Board approve the Consent Agenda as presented.***

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

## 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.

NAME	ATTEND
Michelle Hannan, Chair	✓
Mark Kelley, Vice-Chair	✓
Denise Munger	✓
Eric Boucher	✓
John Strand	✓
Jonathan Duke, Town Manager	✓



**March 7, 2022 – 5:30 p.m.**

**Green Room - Rockport Opera House**

Board Chair, Michelle Hannan call meeting to order at 5:30 p.m.

*Suggested Motion:  
I move the Board exit the executive session.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		6:00 p.m.
Mark Kelley, Vice-Chair				✓		
Denise Munger				✓		
Eric Boucher	✓			✓		
John Strand		✓		✓		

## 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						
Mark Kelley, Vice-Chair						
Denise Munger						
Eric Boucher						
John Strand						

Additional Comments:


# APPLICATION FOR COMMITTEE SERVICE

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

Name: Mark X. Haley II

Home Address: 181 Mill Street, Rockport Work Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: (Mobile): (617) 487-3665

E-mail Address: [mxhaleyii@gmail.com](mailto:mxhaleyii@gmail.com)

Committee you wish to serve on: Board of Assessment Review

*Why do you want to serve on this committee?*

I moved to Rockport in 2020 and wanted to get involved in the community by offering my expertise in real estate and experience serving on nonprofit boards to benefit the town. I joined the Planning Board in mid-2020 and have enjoyed my appointment very much. I am the Planning Board's liaison with the Ordinance Review Committee. I would like the opportunity to be of continued service to Rockport and considered for a position on the Town's Board of Assessment Review. My listening and processing skills coupled with my knowledge, objectiveness and fairness make me a strong candidate. My ability to process and analyze the issues at hand and clearly and concisely communicate my thoughts as they relate to the properties under review, will make me a good candidate. My impartiality will provide the board with a reasoned, fair approach to evaluating the applications for review. I'm capable of managing a wide variety of situations, people and problems with patience, tact and diplomacy.

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

I have many years of experience in real estate investments and development – residential, commercial and land. This work would often intersect with town/city, state and federal boards and agencies. I launched a renewable energy company that designed and built solar photovoltaic arrays on former landfill sites – from site selection, land use and permitting, meeting with municipal boards and environmental agencies, financing, and construction to commissioning. I assisted my parents in the planning stages of successfully rebuilding their house in Cape Cod – presenting proposals and meeting with the conservation commission, board of health, planning board and zoning board of appeals.

*Land Use philosophy:*

To protect and retain the personality and vitality of the town with a focus on measured development as it relates to the character of Rockport for the long term with a balanced approach in line with the guiding principles of the town. Proposals should be considered on a case-by-case basis on their merits and mesh with the feel of the town to ensure the overall compatibility with the master plan and an eye towards the future. Decision makers must, within the constraints of the law, allow for development which is consistent with the existing or planned character of the community and reject that which is not. Advocates for development and preservation have common goals – most of the time, both seek better use of the land from their own perspectives; the developer to protect his or her financial interest, and the neighbors to maintain their quality of life.

## **APPLICATION FOR COMMITTEE SERVICE – continued**

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*Are there objectives you wish to see accomplished?*

Insightful and balanced evaluation of the property assessments up for review with fair and impartial mediation within the constraints of the law, and in keeping with the traditions of the past, the character of the present and with foresight towards the future.

*Are you interested in serving on other committees?*

Not at this time.

## 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						
Mark Kelley, Vice-Chair						
Denise Munger						
Eric Boucher						
John Strand						

Additional Comments:


**MMA WORKERS' COMPENSATION SAFETY INCENTIVE PROGRAM  
RESOLVE FORM**

**WHEREAS,** the Town of Rockport is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and

**WHEREAS,** Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and

**WHEREAS,** MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and

**WHEREAS,** MMA will provide necessary written program information, and offer assistance to participants; and

**WHEREAS,** WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and

**WHEREAS,** the Town of Rockport is committed to providing a safe environment for its employees, citizens, and visiting public; and

**WHEREAS,** the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

**NOW THEREFORE BE IT RESOLVED BY THE** Town of Rockport to elect to participate in the MMA Workers' Compensation Safety Incentive Program.

**DATED THIS** 21<sup>st</sup> **DAY OF** March, 2022

**ATTEST by Governing Board (signatures or e-signatures):**

Mark C. Krumm

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## 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						
Mark Kelley, Vice-Chair						
Denise Munger						
Eric Boucher						
John Strand						



## Rockport Parks and Beautification Committee

207-236-9648 101 Main Street Rockport, Maine 04856

Date: December 20, 2021 - Draft  
To: Jonathan Duke, Town Manager  
Rockport Budget Committee  
Rockport Select Board  
Re: Five Year Forecasting Plan

### **Committee Mission**

To foster in Town residents, businesses, and employees a spirit of ownership and caring for the Town's landscaping, parks and infrastructure by coordinating the efforts of multiple Town departments, committees, and Townspeople who are interested in the appearance of the Town, and provide stewardship for the Town's eight (8) parks: (Mary Lea, Goodridge, Cramer, Memorial, Walker, Harbor, Kononen and Glen Cove), as well as other public areas with gardens and landscaping. This is a living document.

### **Committee Goals**

#### **Current Fiscal Year Update (2021-2022)**

1. Solicit donations from town nurseries for Memorial Park and Library landscaping, to complete the design concept plan prepared by Keith Smith. This will provide the final step in the Library Construction project so that taxpayers can enjoy the beauty of the park and library campus without expending significant town funds. Budgetary funding \$3,000 [Due to the anonymous donations for the park and library campus, soliciting donations from nurseries was not necessary - however, Anna Remsen of Seasons Downeast Designs provided a substantial amount of soil and compost and plants at cost which was paid for from a donation reserved for Memorial Park.](#)
2. Replacement of town historical signs. Budgetary funding [Legacy Rockport is also working on this - this will be pushed into the next fiscal year.](#)
3. Initiate maintenance work at Walker Park and purchase a "Walker Park" sign. This would increase the usability and enjoyment of the park for families, continuing to create memories for Townspeople as has been done at this park for generations. Cost to taxpayers would be the cost of the sign which we estimate to be about \$2,000. We would request that Public Works employees complete maintenance to reduce direct costs. Budgetary funding \$2,000 [We are currently working on ordering this. In addition the committee would like to see signage directing people from Harbor Park to Walker Park for the playground, as well as signs in both directions on Pascal directing the same.](#) Additional Budgetary impact for signage \$500

4. Address the Lime Kilns in conjunction with Legacy Rockport, to include cost estimates and work plans.  
We will request funding from Legacy Rockport, but move this item into Year 2.
5. Buy one (1) Memorial/Honorary bench to then be sponsored by community members per the Memorial/Honorary Bench Policy (location to be determined). This will continue the process of standardizing the approximately 20 benches throughout Rockport's Parks and allow taxpayers and visitors to sit and enjoy the view. The sponsoring of the bench will cover the cost. Budget \$3,000 expense and revenue. This is an ongoing project which we feel is successful, but needs marketing - we are launching a marketing project.
6. Plant additional plants in Goodridge Park if necessary - which we will seek donations for so there is no expected impact to the taxpayers. This would provide a more complete garden for the enjoyment of taxpayers and visitors. The perennial plants planted in 2019 will grow much larger, however we did add rose bushes late in the fall. We will reassess annually to see if additional plants are necessary. A local resident also took the initiative and planted spring bulbs for all in the town to enjoy.
7. Identify and "beautify" one additional site outside the village, the cost of which would be minimal. This would send a message to taxpayers that our commitment goes beyond the formal parks, most of which are in the village. Perhaps from the list identified by the previous beautification committee, which is attached, again this cost would be minimal. The committee agrees that we should focus on our existing parks and get them up to the standard we have set before we seek improvement outside the parks, with the exception of the intersection of Route 1 and Route 90 where the Welcome to Rockport sign is located. In the past we have planted "leftovers" there - we will focus on improving this intersection's beauty in the spring. We will change the focus of this item to updating plantings and trees in parks.
8. Develop a "town-wide" master park plan identifying where trees are needed, possibly even identify the type of tree, and where trees may need to be removed. This will address the idea that townspeople may (and do) want to donate memorial trees. We could then identify exactly where they are needed - no budgetary impact. We have opted to abandon this plan as we currently have other opportunities for townspeople to contribute to the parks.
9. Address the high sidewalk on Pascal under the handrail - planting is ineffective since there is no water, cover the area with black fabric or plastic and cover with stone. Budgetary impact - nominal - Public Works and volunteers to complete. It is our understanding that Public Works is not equipped to complete this job and it is very difficult for volunteers to complete. Public Works is waiting on a quote from Farley Landscaping.

**Year One (Fiscal Year 2022-2023): Estimated total budgetary impact: \$37,200**

1. The committee would like to see signage directing people from Pascal to Walker Park for the playground, (held over from last year and modified). Budgetary impact \$1,000
2. Update/improve the playground equipment at Walker Park and bringing it up to ADA compliance. Budgetary funding: \$12,000 (per year for Walker Park equipment)
3. Cramer Park capital improvement - open up park area by doing some clearing, fencing at the top of the lime hill which is currently a safety issue. These would provide better enjoyment and use of the park. This project has little budgetary impact (Carried forward from last year)
4. Replace and/or paint picnic tables at Harbor Park and Walker Park as well as repair/replace existing shelters. This would make the picnic tables in these parks uniform - thereby more attractive. \*\*\*\* we need to quantify\*\*\* DPW has begun to work on this as time permits - again, little budgetary funding - DPW can complete this work. Volunteers would also be available to paint picnic tables.
5. Replace picnic tables in Cramer Park and add two (2) more, which would provide additional Town picnic areas for enjoyment of all, as currently there is not enough. - cost - Public Works to build?
6. Buy two (2) Commercial Benches for Walker Park to allow taxpayers and visitors to sit and enjoy the view and the playground – Budgetary impact \$6,000 (per the new bench policy)
7. Additional printing of trifold pamphlets to be available at Glen Cove and Harbor Park, highlighting the parks, historical sights, and other highlights of Rockport including a map of the town. Budgetary impact \$500
8. Buy a bulletin board for the Community Garden at Marge Jones. Budgetary impact \$200
9. Install terracing at Mary Lea Park for better use of the park as well as offering small concerts and or live performances for the enjoyment of the taxpayers and visitors. This will be a joint project with Stuart Smith – with a plan designed by Asa Peat, Landscape Designer. We would also favor enlarging the stage and purchasing an awning for performers. Budgetary impact \$10,000 (Town portion of project) The Parks Committee will also solicit private donations.
10. Purchase sign “Welcome to Rockport” for Route 1 south of Glen Cove heading northbound on or near the town line. Budgetary impact \$1,200
11. Purchase two additional bistro tables and eight chairs for Goodridge Park. Budgetary impact \$1,500
12. Professional planting and maintenance of Pascal Island (too dangerous to be done by parks members which was done in the past. **Annual funding of \$2,000** \* In the past, the town budgeted and paid for this. We are not sure why it was discontinued.

13. Updating plantings and trees in parks. **Annual funding of \$1,000**

**Year Two (Fiscal Year 2023-2024): Estimated total budget impact: \$22,000**

1. Continue to budget for improving playground equipment at Walker Park. See item 3 Year One. Budget impact \$12,000
2. Buy one (1) Weatherend Memorial/Honorary bench to possibly be sponsored by community members per the Memorial/Honorary Bench Policy, (location to be determined). This will continue the process of standardizing the approximately 20 benches throughout Rockport's Parks and allow taxpayers and visitors to sit and enjoy the view – this a change from preview proposal – currently sponsoring has not been well received by community – we are restructuring the type of bench at each park – it will be an ongoing project – This will complete the benches at Memorial Park. Budgetary impact - \$4,000
3. Improve the landscaping/beauty of the Welcome to Rockport sign at Route 1 and Route 90 – (Carried over from last year). Budgetary-impact \$4,000
4. Place a sign at Glen Cove and one at Harbor Park with a map identifying the locations of everything highlighted in the pamphlet created in year 1. Budgetary impact – approximately \$1,000
5. Professional planting and maintenance of Pascal Island **Annual funding of \$2,000**
6. Updating plantings and trees in parks. **Annual funding of \$1,000**

**Year Three (Fiscal Year 2024-2025): Estimated total budget impact: \$23,900**

1. Continue to budget for improving playground equipment at Walker Park. See item 1 Year Two. Budgetary impact \$12,000
2. Replace picnic tables in Glen Cove. We would also like to add signage. The sign that had identified the park is no longer there. This picnic area is often used by residents and visitors to sit and enjoy lunch while enjoying the view of the cove. Budgetary Impact – Sign \$1,200 Picnic tables – cost of Public Works to build
3. Purchase sign “Welcome to Rockport” for Route 1 heading southbound from Camden on or near the town line. Budgetary impact \$1,200

4. Establish a rotating sculpture program in town parks (by contacting local sculptors to participate in the program) for the enjoyment of the taxpayers and visitors. There could be potential costs to construct a pad for the sculptures to be placed on, this cost is currently unknown. Insurance costs about \$500 annually depending on pieces. We feel that this could be a highlight of Rockport –The committee is working to identify a citizen to take over the management of this project -they would contact local artists to show their art –
5. Buy two (2) Commercial Benches for Walker Park to allow taxpayers and visitors to sit and enjoy the view and the playground – Budgetary impact - \$6,000
6. Professional Planting and maintenance of Pascal Island. Budgetary impact - **\$2,000 annually**
7. Updating plantings and trees in parks. **Annual funding of \$1,000**

**Year Four - (Fiscal Year 2025-2026): Estimated total budget impact: \$19,000**

1. Update playground equipment at Walker Park. This is necessary as the playground equipment while in decent shape in 2019, it is dated. New equipment has better safety standards, and might provide a wider variety of options for children and families to enjoy. MUST BE ADA compliant. Budgetary impact \$12,000
2. Buy one (1) Commercial Bench - This will continue the process of standardizing the approximately 20 benches throughout Rockport's Parks and allow taxpayers and visitors to sit and enjoy the view – this a change from preview proposal – we will have restructured the type of bench at each park – it will be an ongoing project - Budgetary impact - \$4,000
3. Professional Planting and maintenance of Pascal Island. Budgetary impact - **\$2,000 annually**
4. Updating plantings and trees in parks **Annual funding of \$1,000**

**Year Five – Fiscal (2026-2027) – Estimated total Budget impact \$19,000**

1. Update playground equipment at Walker Park. This is necessary as the playground equipment while in decent shape in 2019, it is dated. New equipment has better safety standards, and might provide a wider variety of options for children and families to enjoy. MUST BE ADA compliant. Budgetary impact \$12,000 (if actual cost has not been met)

2. Buy one (1) Commercial Bench - This will continue the process of standardizing the approximately 20 benches throughout Rockport's Parks and allow taxpayers and visitors to sit and enjoy the view – this a change from preview proposal – we will have restructured the type of bench at each park – it will be an ongoing project - Budgetary impact - \$4,000
3. Professional Planting and maintenance of Pascal Island. Budgetary impact - **\$2,000 annually**
4. Updating plantings and trees in parks **Annual funding of \$1,000**

### **Budgetary Impact of Committee Goals**

The Parks and Beautification Committee intends to complete as much as possible with donations and volunteerism. In fact, we hope to foster the idea that our community members will have awareness, pride, ownership and a sense of joy around the various parks in Rockport. To this end we have had two citizens step up and sponsor the annual spring and fall cleanups of Memorial and Goodridge Parks. We hope that this will set a precedent for others to step forward. This being said, some of the goals will require some funding.

### **Closing Remarks**

Rockport is a beautiful Town often featured in articles and magazines as the jewel of the Mid Coast. Much of its beauty is attributable to its parks. The Parks and Beautification Committee believes that with a relatively small investment provided by the town budget, and by potential donors, The Town of Rockport will enjoy significant return in beautifying the town, improving the vibrancy of the town, and keeping it beautiful for the enjoyment of the residents and our visitors.

## 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.*

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



## Town of Rockport, Maine

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**Planning and Development  
Directors Office**  
Town Office  
101 Main Street  
Rockport, Maine 04856  
Telephone: 207-706-4070

**Orion Thomas, MCRP**  
**Planning and Development Director**  
Email: [planning@rockportmaine.gov](mailto:planning@rockportmaine.gov)

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Date: Thursday, March 17, 2022

To: Rockport Select Board

RE: Planning and Codes Fee Schedule

Hello Select Board Members,

Enclosed in this letter you all will find a proposed amendment to the Planning and Codes current fee schedule. This amendment is being proposed to bring Rockport not only to be more competitive with its neighboring municipalities but to also increase revenues to help mediate the expense in this office. The current fee schedule is not robust enough to cover inspection expenses, in addition to covering the expenses of all hands that touch and review applications. The proposed amendment to the fee schedule is a substantial raise, but one that is needed to ensure this office can compete with the neighboring municipalities.

The goals with the proposed amendments is not be more costly to the applicants and residents, rather to ensure proper work is being done in a time efficient manner and having the ability to afford to pay the employees doing the respective work.

Kind regards,  
Orion

Orion Thomas  
Planning and Development Director  
Town of Rockport  
207-706-4070

# Town of Rockport

## Planning, Use and Development Fee Schedule for Building/Land Use Permits

### **BUILDING FEES – by square foot**

Minimum fee \$50 (Fifty Dollars) for items charged by square foot

**Additional service fee of \$50 for each repeat/unnecessary return trip for the same inspection.**

#### **Residential**

Application Fee	\$50
Permit fee in addition to application fee:	
Finished living space (6' headroom or greater)	.55/sq.ft.
Unfinished living space (6' headroom or greater)	.40/sq.ft.
Accessory structures (attached or detached)	.30/sq.ft.
Covered porches/decks	.35/sq.ft.
Renovations	.40/sq.ft.
Modular home / New Mobile homes	.45/sq.ft.
Cellars – full or half -unfinished	.35/sq.ft.
Cellars – full finished	.55/sq.ft.
After the fact multiplier	3

#### **Commercial**

Application fee	\$100
Permit fee in addition to application fee:	
Commercial and industrial structures – new construction	.80/sq.ft.
Commercial and industrial structures – renovations	.55/sq.ft.
Commercial and industrial accessory structures	.55/sq.ft.
After the fact multiplier	3

### **BUILDING FEES – flat fees**

Blasting	\$50 \$75 n/a
Demolition of Entire Structure	\$165
E/911 Entrance Permit	\$55
Fabric canvas like shelters	\$55
Flood Hazard Permit – Minor	\$55
Flood Hazard Permit – Major	\$160
Filling and Excavating (>100 CY in 12 months, 10 CY in Shoreland Zone)	\$85
Home Occupation.	\$55
Moving Mobile Home	\$65 + public safety services
Moving Structure	\$65 + public safety services
Peddlers Permit	\$50 + \$10 per day after fifteen consecutive days
Food Truck Permit	\$500 for Season <sup>1</sup> \$800 for Year <sup>2</sup>
Private Way Plan	\$55
Road Cut	\$55
Signs	\$85
Swimming Pools	\$65
Timber Harvesting	\$85
Vegetative Clearing	\$90
Use Permit	\$55
Copy/Printed Copy	\$3.00 per sheet
Digital Copy	\$5.00 per request

<sup>1</sup> Season is from April 1<sup>st</sup> to August 31<sup>st</sup> of each year.

<sup>2</sup> Year renews on March 31<sup>st</sup> of each year.

### **PLANNING BOARD FEES**

Private Way Plans	\$220 flat fee
<b>Subdivision Review</b>	
Pre-Application Meeting	\$110 flat fee
Preliminary Plan Review	\$220 per lot or unit
Final Plan Review	\$165 per lot or unit
Revision to Approved Plan	\$220 flat fee

## Town of Rockport

### Planning, Use and Development Fee Schedule for Building/Land Use Permits

Public Hearing Fee	\$150
Abutter Notice Fee (admin and mail cost)	\$15 per abutter
<b>Site Plan Review</b>	
Pre-Application Meeting	\$110 flat fee
Full Site Plan Review	\$220 flat fee
Change of Use	\$200 flat fee
Public Hearing Fee	\$150
Abutter Notice Fee (admin and mail cost)	\$15 per abutter
After the fact multiplier	3

#### **ZONING BOARD OF APPEALS FEES**

Administrative Appeals of CEO or PB decisions	\$400
All other ZBA matters	\$250
Public Hearing Fee	\$150
Abutter Notice Fee (admin and mail cost)	\$15 per abutter
After the fact multiplier	3

#### **MUNICIPAL ROAD ACCEPTANCE FEES**

Municipal Road Acceptance Application	\$500
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**Town of Rockport**  
**Planning, Use and Development Fee Schedule for Plumbing, Septic/Sewer**

There may be an extra \$50 service fee for each return inspection trip beyond the requirements in State law and rules.

*Note: Starting plumbing, building or new land use without the appropriate permit or approval **shall** result in a double fee as provided in the plumbing rules table 3-A and Section 607 of the LUO.*

**INTERNAL PLUMBING FEES**

A minimum permit fee of \$40 plus \$10 for each additional fixture after 4 fixtures.

**PUBLIC SEWER CONNECTION FEES**

Sewer Hook-Up (physical connection)	\$40
Sewer Buy-In Fee	\$1,000 – Per equivalent user if residential

**SUBSURFACE WASTEWATER DISPOSAL SYSTEM (SSWD) FEES**

Engineered system	\$200 plus \$15 for the D.E.P.
Non-engineered systems	\$250 plus \$15 for the D.E.P.
Primitive system (includes one alternative toilet) -	\$100
Separate grey water disposal field	\$35
Seasonal conversion permit	\$50
First time system variance	\$20

**FEES FOR SEPARATE PARTS OF SSWD SYSTEM**

Alternative toilet (only)	\$50
Disposal field only (engineered-system)	\$150
Disposal field only (non-engineered)	\$150
Treatment tank only (engineered)	\$80
Treatment tank only (non-engineered)	\$150
Holding tank	\$100
Other components (complete pump station, piping, etc)	\$30

	Rockport		Camden	Rockland
	Current	Proposed		
<b>Residential</b>				
Application Fee		\$ 50.00	\$ 50.00	Current \$ 60.00
Finished Living Space	\$ 0.40	\$ 0.50	\$ 0.50	\$ 0.50
Unfinished Living Space	\$ 0.25	\$ 0.35	\$ 0.35	n/a
Accessory Structures	\$ 0.25	\$ 0.25	\$ 0.30	\$ 0.25
Covered porches	\$ 0.25	\$ 0.30	\$ 0.30	n/a
Renovations	\$ 0.25	\$ 0.35	\$ 0.30	\$5 per \$1,000 value of construction
Modular Home / New Mobile Home	\$ 0.20	\$ 0.40	\$ 0.35	n/a
Cellars - Full or Half unfinished	\$ 0.30	\$ 0.30	n/a	n/a
Cellars - full finished	\$ 0.40	\$ 0.50	n/a	n/a
After the fact multiplier		3	\$ 2.50	n/a
<b>Commercial</b>				
Application fee		\$ 100.00	\$ 100.00	Current \$ 100.00
Commercial and industrial structures - new construction	\$ 0.50	\$ 0.75	\$ 0.75	\$ 0.75
Commercial and industrial structures - renovations	\$ 0.30	\$ 0.50	\$ 0.50	\$8 per \$1,000 value of construction
Commercial and industrial accessory structures	\$ 0.30	\$ 0.50	\$ 0.50	\$ 0.75
After the fact multiplier		3	\$ 2.50	n/a
<b>Building Fees - Flat Fees</b>				
Blasting	\$ 50.00	\$ 50.00	\$ 75.00	n/a
Demolition of Entire Structure	\$ 50.00	\$ 150.00	\$ 250.00	\$100 + additional fees
E/911 Entrance Permit	\$ 50.00	\$ 50.00	n/a	n/a
Fabric Canvas like shelters	\$ 30.00	\$ 50.00	n/a	\$50 + \$0.50/sq.ft.
Flood Hazard Permit - Minor	\$ 50.00	\$ 50.00	\$ 100.00	\$ 50.00
Flood Hazard Permit - Major	\$ 150.00	\$ 150.00	\$ 200.00	n/a
Filling and Excavation (>100 CY in 12 months, 10 CY in Shorter)	\$ 50.00	\$ 75.00	\$ 75.00	\$ 75.00
Home Occupation	\$ 50.00	\$ 50.00	\$ 25.00	\$ 60.00
Moving Mobile Home	\$ 50.00	\$ 60.00	\$ 75.00	n/a
Moving Structure	\$ 50.00	\$ 60.00	\$ 50.00	\$75 + public safety services
Peddlers Permit	\$ 1.00	10 per day	n/a	n/a

	Rockport		Camden Current	Rockland Current
	Current	Proposed		
Food Truck Season only	\$ -	\$ 500.00	n/a	n/a
Food Truck Yearly	\$ -	\$ 800.00	n/a	n/a
Private Way Plan	\$ 50.00	\$ 50.00	\$ 200.00	n/a
Road Cut	\$ 50.00	\$ 50.00	n/a	n/a
Signs	\$ 50.00	\$ 75.00	\$ 30.00	\$ 75 + \$35 for each additional
Swimming Pools	\$ 50.00	\$ 60.00	n/a	n/a
Timber Harvesting	\$ 75.00	\$ 75.00	n/a	n/a
Vegetative Clearing	\$ 75.00	\$ 80.00	\$ 50.00	n/a
Use Permit	\$ 50.00	\$ 50.00	\$ 50.00	\$150 w/o PB. \$180-\$225 in PB.
Copy/Print Copy - per sheet		\$ 3.00	n/a	n/a
Digital Copy - per request		\$ 5.00	n/a	n/a
<b>Planning Board Fees</b>				
Private Way Plans	\$ 200.00	\$ 200.00	n/a	
Subdivision Review				
Pre-Application Meeting	\$ 100.00	\$ 100.00	\$ 125.00	\$ 100.00
Preliminary Plan Review	\$ 200.00	\$ 200.00	\$ 160.00	\$180 + \$110 per lot/unit
Final Plan Review	\$ 150.00	\$ 150.00	\$ 160.00	\$ 50.00
Revision to Approved Plan	\$ 200.00	\$ 200.00	\$ 160.00	\$ 120.00
Public Hearing	\$ -	\$ 150.00	\$ 150.00	n/a
Abutter Notice Fee (admin and mail cost) per abutter	\$ -	\$ 15.00	\$ 15.00	n/a
<b>Site Plan Review</b>				
Pre Application Meeting	\$ 50.00	\$ 100.00	\$ 100.00	\$ 100.00
Full Site Plan Review	\$ 200.00	\$ 200.00	\$ 275.00	\$210 + Fee. Not to exceed \$1,000
Change of Use	\$ -	\$ 200.00	n/a	n/a
Public Hearing Fee	\$ -	\$ 150.00	\$ 150.00	n/a
Abutter Notice Fee (admin and mail cost) per abutter	\$ -	\$ 15.00	\$ 15.00	n/a
After the fact multiplier		3		n/a

	Rockport		Camden Current	Rockland Current
	Current	Proposed		
<b>Zoning Board of Appeals Fees</b>				
Administrative Appeal of CEO or PB decisions	\$ 400.00	\$ 400.00	\$ 225.00	\$ 180.00
All other ZBA matters	\$ 250.00	\$ 250.00	n/a	n/a
Public Hearing Fee		\$ 150.00	\$ 150.00	n/a
Abutter Notice Fee (admin and mail cost) per abutter		\$ 15.00	\$ 15.00	n/a
After the fact multiplier		3	n/a	n/a
<b>Municipal Road Acceptance Fees</b>				
Municipal Road Acceptance Application		\$500	n/a	n/a

## Action Item

e. Act on Newsletter Policy Amendments

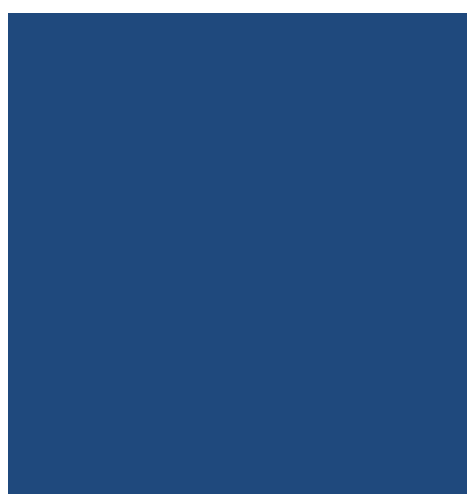
### Manager's Comments: Action item

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						
Mark Kelley, Vice-Chair						
Denise Munger						
Eric Boucher						
John Strand						



The Rockport  
Resource Newsletter  
Policy



Rockport, Maine – May 10, 2021  
Amended March 21, 2022

**Table of Contents**

**Purpose..... 3**  
**Newsletter Purpose ..... 3**  
**Publication Procedures..... 3**  
    **Submission Deadlines ..... 3**  
    **Editorial Guidelines ..... 3**  
**Adoption and Signatures ..... 4**



## Purpose

The purpose of this policy is to set clear guidelines regarding publication procedures for *The Rockport Resource* Newsletter.

## Newsletter Purpose

The primary purpose of *The Rockport Resource* is to provide the community with non-partisan information from and about Rockport's municipal government and activities by providing the Town, its employees, Boards and Committees an opportunity to publish information regarding governmental and community items of public interest.

The following guidelines are intended to provide equitable and standardized publication procedures to ensure that publications in *The Rockport Resource* are accurate and reflect public and group activities of public interest that are focused on the Town of Rockport or provide information to assist Rockport residents.

## Publication Procedures

Articles and other information submitted for publication in *The Rockport Resource* are published at the determination of the Town Manager, or his or her designees. The Town Manager also reserves the right to request the Select Board to act and/or advise on materials submitted for publication. [The Rockport Resource is intended to be printed four times annually, occurring seasonally.](#)

### Submission Deadlines

All submissions intended to be printed in *The Rockport Resource* must be provided to the Town staff prior to the deadlines below for such submissions. [The deadlines for submission are as follows:](#)

<u>To be printed:</u>	<u>Deadline for Submission:</u>
January/February	December 1
March/April	February 1
May/June	April 1
July/August	June 1
September/October	August 1
November/December	October 1

[The deadline for submission shall be the first day of the month prior for intended publication.](#)

### Editorial Guidelines

The Town Manager or designee(s) shall have the ability and responsibility to reject submissions that do not conform to these guidelines or to make such general editorial

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changes to all submissions and to publish them within The Rockport Resource in the most effective and cost-effective manner. The Town Manager has final editorial control of all submissions. Submissions will not be permitted if they are partisan or political, advocate for or against one position or another in a political manner, that advocate for or against any political candidate, whether a national, state or local candidate, or advocate for or against any religious or fraternal group or organization.

### Adoption and Signatures

The Rockport Newsletter Policy was adopted by the Rockport Select Board on May 10, 2021, and amended on March 21, 2022.

~~Debra Hall~~ Michelle Hannan, Chair

~~Denise Munger~~ Mark Kelley Vice-Chair

Member

~~Mark Kelley~~ Denise Munger, Select Board

Member

~~Jeffrey Hamilton~~ Eric Boucher, Select Board

Board Member

~~D. Michelle Hannan~~ John Strand, Select

## 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.*

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



## Town of Rockport, Maine

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**Planning and Development  
Directors Office**  
Town Office  
101 Main Street  
Rockport, Maine 04856  
Telephone: 207-706-4070

**Orion Thomas, MCRP**  
**Planning and Development Director**  
Email: [planning@rockportmaine.gov](mailto:planning@rockportmaine.gov)

---

Date: 3/18/2022

To: Select Board

RE: Nina June and outdoor seating

Dear Select Board members,

A few months ago I met with Sara Jenkins, of Nina June, to discuss an option to keep her outdoor dining tables on the sidewalk in front of her restaurant in a more permanent capacity. This would ultimately have to be achieved through an ordinance amendment, however I do not believe we have sufficient information to pursue this venture at this time because there is a lot of unknown about pedestrian traffic flow.

What I would like to propose is for Sara Jenkins, of Nina June, to have another temporary approval for her outdoor seating until October 31, 2022 with the same requirements as presented before. That four feet of sidewalk be unencumbered to allow for pedestrian use and that all state liquor laws are followed. I would also support extending the outdoor liquor license for Nina June for the same duration of time.

During this time, the Planning Office would study the pedestrian traffic flow and use the data collected to assist with the drafting a formal ordinance amendment. This summer is expected to be in full swing, so it will better represent the conditions the Town will have to contend with in the future.

With regards,  
Orion

Orion Thomas  
Planning and Development Director  
Town of Rockport  
207-706-4070

## 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.*

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

TOWN OF ROCKPORT  
UNASSIGNED FUND BALANCE POLICY

1 PURPOSE

- 1.1 This policy establishes guidelines for preserving an adequate Unassigned Fund Balance in order to sustain financial stability for the Town and to provide for prudent management of the Town's financial reserves. The Town's Unassigned Fund Balance is a surplus of funds which have accrued from any unexpended operating budgets and any unanticipated excess revenues.
  
- 1.2 The Unassigned Fund Balance provides the Town with a "rainy day" fund for use in unforeseen, unbudgeted emergency situations, such as rapidly declining real estate values and tax collection rates; the loss of a major taxpayer; sudden changes in revenues or spending requirements imposed by the state or federal government; natural disasters or emergency infrastructure failures; or unplanned litigation. The Unassigned Fund Balance also provides proof of financial stability to bond holders and credit rating agencies, which offers the potential for lower interest costs on long-term financing.
  
- 1.3 The Town of Rockport therefore recognizes the importance of maintaining an appropriate level of Unassigned Fund Balance. After evaluating the Town's operating characteristics, diversity of tax base, reliability of non-property tax sources, working capital needs, impact on bond rating, State and local economic outlooks, emergency and disaster risk and other contingent issues, the Town establishes the following goals regarding the Unassigned Fund Balance for the Town of Rockport, Maine:
  - 1.3.1 The level of fund balance that the Town strives to maintain as Unassigned is an amount equal to twenty five percent (25%) of the Town's annual property tax commitment, i.e., an amount equal to three (3) months operating expenditures from the current operating budget. The calculation will be based on the Unassigned Fund Balance number as reported in the Town's audited June 30 fiscal year-end financial report.
  
  - 1.3.2 Once the Town achieves its goal of an appropriate level of Unassigned Fund Balance, any excess funds may be utilized for other municipal fiscal purposes, including, without limitation, additional capital improvement needs or debt reduction purposes. In accordance with prudent budgeting practices, the Unassigned Fund Balance should specifically not be used on a routine or one-time basis to lower taxes or to offset normal operating expenditures.
  
- 1.4 This policy has been adopted by the Town's Board of Selectmen to recognize the financial importance of a stable and sufficient level of Unassigned Fund Balance. However, the Town reserves the right to appropriate funds from the Unassigned Fund Balance for emergencies

and other requirements the Board of Selectmen believes to be in the best interest of the Town.

# Adjourn

*Suggested Motion:*

*I move the Board adjourn the Regular Select Board Meeting*

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



## COMMITTEE REPORT – Town of Rockport

**START TIME:** 6:00 pm

**COMMITTEE:** Budget Committee

**CHAIR:** Jeffrey Charland

**DATE:** 03/15/2022

**LOCATION:** GCPR, Rockport Opera House

**IN ATTENDANCE:** Megan Brackett, Clayton Tolman, Jonathan Duke, Geoffrey Parker, Jeffrey Charland, Benjamin Lantz, Gregory Domareki, Bruce Hilsmeier, Mark Kelley, Linda Greenlaw, Helen Shaw

### ITEMS DISCUSSED:

- A. Call Meeting to Order
- B. Approve Minutes from 09/01/2021 Meeting
- C. Overview from Jon Duke, Town Manager
- D. Budget Review
- E. Discuss letter to be issued by the Chair to the Select Board, if changes are recommended

### COMMITTEE RECOMMENDATIONS/DECISIONS:

Motion: Jerod Cronkite moved the FSA be reduced to \$1,000 per employee from \$2,250.

Second: Clayton Tolman

Discussion: Jon Duke stated that part of the Select Board conversation was to fully fund the FSA in the future. Jerod stated that he understands this will happen but might not agree with it.

Vote: 7-1-0 – the vote against was Geoffrey Parker

Motion: Gregory Domareki moved to wait on the purchase of the Patriot Software, line 3015 in the Assessing Budget.

Second: Jerod Cronkite

Discussion: Geoffrey Parker voices concerned that this may not allow us to move at the same time with Camden.



Vote: 7-1-0 – the vote against was Geoffrey Parker

Note: Benjamin Lantz left at 8:13 p.m.

Motion: Jerod Cronkite moved that Camden Reimbursement for \$16,000 be added to revenues for the Harbor.

Second: Geoffrey Parker

Discussion: None

Vote: 7-0-0

Motion: Helen Shaw moved to zero out line 5380 in the Parks Budget, to remove the purchase of the signs.

Second: Clayton Tolman

Discussion: None

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Vote: 7-0-0

**END TIME:** 10:47 pm

**NEXT MEETING:** not set

**LOCATION:**

Please return form to Diane Hamilton or email to [dhamilton@rockportmaine.gov](mailto:dhamilton@rockportmaine.gov), or fax to 207-230-0112.



## Town of Rockport, Maine

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### Budget Committee

Town Office Building  
101 Main Street  
Rockport, Maine 04856

**Jeff Charland, Chair**

[jcharland@rockportmaine.gov](mailto:jcharland@rockportmaine.gov)

Telephone: 207.230.0180 x6

Fax: 207.706.4999

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Date: March 16, 2022

To: Rockport Select Board

RE: Budget Committee Recommendations

Dear Rockport Select Board:

As you are aware, the Rockport Budget Committee met last night, March 15<sup>th</sup>, 2022 at 6:00 p.m. at the Rockport Opera House. The purpose of this meeting was to review the Select Board's proposed budget for fiscal year ending 2023. The Budget Committee has agreed to the Select Board's proposed changes to the budget. In our discussions of the budget, we had four recommendation that we felt necessary to pass onto the board, which are explained below:

Recommendations –

1. Reduce the employee FSA to \$1,000 per employee down from \$2,250.
2. Wait on purchasing the Patriot Software for the Assessing department, line 3015. The backup material does not specifically identify the cost of this software, so that would need to be reviewed with the Assessor.
3. Add to the Harbor revenues \$16,000 for reimbursement from Camden, for the Harbormasters time at the Snow Bowl during the winter.
4. Remove the funding for the signs requested from the Parks Committee, in line 5380 in the Parks Budget.

We would like to thank the Select Board for their work on the budget, it certainly made the job of the Budget Committee a little easier. Further, we would like to express our appreciation for the hard work that all of the staff have put into this budget, with special acknowledgement of Jon and Megan's contributions.

Respectfully Submitted,

Jeff Charland, Budget Committee Chair

# Adjourn

*Suggested Motion:*

*I move the Board adjourn the Budget Workshop*

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

**Executive Session  
March 21, 2022  
Green Room – Rockport Opera House**

NAME	ATTEND
Michelle Hannan, Chair	
Mark Kelley, Vice-Chair	
Denise Munger	
Eric Boucher	
John Strand	
Jonathan Duke, Town Manager	

Board Michelle Hannan, Chair called the meeting to order at \_\_\_\_\_ p.m.

**Executive Session**

- a. Discussion of contracts connected with the use of real or personal property pursuant to 1 M.R.S. Section 405(6)(C)

**Suggested Motion:**

I move the Board enter executive session for a discussion of contracts connected with the use of real or personal property pursuant to 1 M.R.S. Section 405(6)(C)

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

**Suggested Motion:**

**I move the Board exit the executive session.**

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