

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

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**April 11, 2022 – 6:00 p.m.**

**GCPR – Rockport Opera House**

Committee Members

Recreation - Jason Peasley

Library - Helen Shaw + Ben Blackmon

Harbor Committee - Abby Leonard + Sam Temple

Conservation Committee - Bill Bow + Meggan Dwyer

## Consent Agenda

- a. Committee Resignation(s):
  - Thomas Kennedy – Zoning Board of Appeals
- b. Meeting Minute(s):
  - March 21, 2022
  - March 21, 2022, Executive Session
  - March 21, 2022, WW Executive Session

***Suggested Motion:***

***I move the Board approve the Consent Agenda as presented. (or amended)***

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		<i>Ce: 15pm</i>
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

## Action Item

- a. Act on Committee Workplan(s):
- Recreation Committee
  - Library Committee
  - Harbor Committee
  - Conservation Commission

### Manager's Comments: Action item

In your packet are workplans for five committees 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.

Recreation Committee: This group has excelled at creating goal and achieving it. Urging this group to look a bit more broadly and beyond immediate needs would be beneficial. Additionally, looking for alternative sources for funding to fund large capital needs such as expansion of the fields or resurfaced courts would be helpful. A use policy for all fields would be a good use of time for this committee this summer.

Library Committee: The proposed work plan is sufficient in meeting the needs of the committee's base line. The relationship between the committee and the Select Board does not provide the Board oversight of their activities. However this process for adoption of a workplan is meant to support synergy between the Board and the various committees. Perhaps this occurs through a communication of goals through this process.

Harbor Committee: The Harbor Committee has a list of few words, but it is the mix of policies and projects which could be rather time consuming. The changing nature of our harbor puts this committee at the forefront of ensuring the culture remains unchanged while evolving with the times.

Conservation Commission: This proposed work plan is an outstanding example of identifying needs and establishing realistic strategies to achieve them. If we can maintain a regular November adoption cycle for workplans, budget needs will be easier to support and recognize. The Board mentioned a desire during the budget process to see the commission investigate pollution concerns at the beach at Glen Cove. This beach had been suitable for clamming decades ago. Further, the commission plans to share a powerpoint at the meeting with further details on their plan for the coming year and how the proposed sample municipal resolution attached to their work plan aids their efforts. Subsequent adoption of the resolution would be required to make the Town eligible for grant funding for climate resilience needs.

***Suggested Motion:***

***I move the Board approve the Workplans as presented (or amended)***

<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		<del>✓</del>		✓		
Eric Boucher				✓		
John Strand				✓		

Additional Comments:


## Action Items

- b. Act on Liquor License for Nina June

### Manager's Comments: Action item

As noted in your prior meeting to address sidewalk use for tableside service, Nina June's liquor license requires renewal. We have not received any complaints or concerns.

Will need to be signed by the Board

### Suggested Motion:

*I move the Board approve the Liquor License for Nina June as presented (or amended)*

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

Additional Comments:


## Action Items

d. Act on Annual Renewal of Special General Assistance Warrant Disbursement Policy

### Manager's Comments: Action item

We occasionally run into some issues with providing emergency housing to General Assistance clients. There is only one motel currently in Town that allows these individuals to stay, and they are seeking payment in advance by check or by having a credit card on file (which is not advisable). Staff have developed the Special General Assistance Warrant Disbursement Policy so that these payments can be made without a signature of a municipal official. This process shall only be used in emergency situations or when the vendor is requiring payment prior to rendering the service and shall only pertain to General Assistance issues.

When requested by the General Assistance Administrator, the Finance Director can issue and release the check without the signature of the Town Manager or Select Board designee on the warrant. The maximum amount for this process shall not exceed \$5,000 per occurrence. The request from the General Assistance Administrator to the Finance Director shall be in writing and shall be included with the warrant to be signed when the other regular warrants are signed.

This policy was last approved by the Select Board on April 26, 2021 and requires annual approval by the Board.

### Suggested Motion:

*I move the Board approve the Special General Assistance Warrant Disbursement Policy as presented. (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:32
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:


## Action Item

e. Act on Election Clerk Appointment

### Manager's Comments: Action item

Every two years, state law requires municipalities to appoint ballot clerks to serve over that two-year window. The political party caucuses each March are meant to generate lists of willing members of each party willing to participate. Due to the nature of how ballots are counted, the process requires nearly equal representation from Republicans and Democrats, as it takes teams comprised of one of each party to count ballots.

### Suggested Motion:

*I move the Board approve the Election Clerks Appointments as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:33 p.m.
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:


**Action Item**

f. Act on F550 Super Duty Lease Purchase Agreement

**Manager’s Comments: Action item**

An RFP was circulated last month for financing on a F550 and a Western Star 4700. The Town received one bid from Androscoggin Savings Bank and I recommend we accept their bid. Unfortunately, interest rates have increased since our budget was approved last summer and thus the costs to finance these purchases is higher than anticipated.

**Suggested Motion:**

*I move the Board approve the F550 Super Duty Lease Purchase Agreement with Androscoggin Bank as follows:*

*VOTED by the Select Board for the Town of Rockport, Maine as follows:*

*VOTED: (1) That a Capital Acquisition Project (the "Project") consisting of the lease purchase of new F550 Super Duty vehicle with associated equipment, is hereby approved; and*

*(2) That the financing for the Project in the principal amount of \$114,500.00 is awarded to Androscoggin Bank at an interest rate of 3.15%; and*

*(3) That the Town Manager is hereby authorized to execute a Lease Purchase Agreement for the Project, and all other documents reasonably necessary to accomplish the purpose of this vote in his capacity as Town Manager or in his capacity as Town Treasurer, as the documents may require; and*

*(4) That the Select Board hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project; and*

*(5) That said Lease is hereby designated a “bank qualified tax-exempt obligation” of the Town for the 2022 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:35 P.M
Mark Kelley, Vice-Chair	✓			✓		
Denise Munger		✓		✓		
Eric Boucher				✓		
John Strand				✓		

Additional Comments:

(3) That to finance the first year's payment for the Project, an expenditure in the amount equal to the first year's payment, is hereby appropriated and authorized from the Fire Department Equipment Reserve Fund; and

(4) That the Town Manager is hereby authorized to execute a Lease Purchase Agreement for the Project, and all other documents reasonably necessary to accomplish the purpose of this vote in his capacity as Town Manager or in his capacity as Town Treasurer, as the documents may require; and

(5) That the Select Board hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project; and

(6) That said Lease is hereby designated a "bank qualified tax-exempt obligation" of the Town for the 2022 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				✓		7:54 pm.
Mark Kelley, Vice-Chair				✓		
Denise Munger	✓			✓		
Eric Boucher		✓		✓		
John Strand				✓		

Additional Comments:


## Action Item

h. Act on Utility Fire Truck Lease Purchase Agreement

### Manager's Comments: Action item

As mentioned in my report, we received the unwelcome news at the inspection of engine 24 that the frame was cracked laterally in such a significant fashion that the vehicle is unable to be used as a fire truck. This vehicle was 34 years old, but we had hopes that it's responsibility as the Town's primary forestry truck would allow us to use it on a limited basis for a few more years, but that will not be possible.

As a result, the officers of the fire department have met several times over the last 10 days to investigate the options available to meet the department's needs in the near and long term. The officers have determined the best option would be the purchase of a utility vehicle with a 10-12-foot bed which will not only serve the prior forestry needs but also contain so much of the equipment and signage needed on the calls seen on a daily basis. Because this vehicle won't hold water, it will be able to be used even in the coldest temperatures and will serve as the Town's primary vehicle to respond to mutual aid concerns. Replacing 24 with this vehicle represents the changing character of the calls our department is responding to.

The list of items which will be included on this unit includes: a 4 man cab to move fire fighters to the scene, 4 air packs/spares/masks, 2 sets of tools for interior fire fighting, 4 portable radios, 4 handheld flashlights, an AED, basic EMS equipment for 'code' calls, a set of power tools, SpeedyDry and absorbent pads for car accidents, 8-10 traffic codes, traffic barricades, portable scene lights, and a chainsaw for trees. In addition, seasonal items for forestry needs include jackets, helmets, forestry hand tools, and "Indian" portable water tanks. In the winter months, the forestry items will be removed in favor of 4 cold water rescue suits/helmets, 2200' of floating rope, 6 life jackets, and a MARSAR rescue sled.

In terms of funding, we will be able to fund the first-year payment on a vehicle using our existing truck replacement schedule. However, we will be forced to adjust the funded amount in future years to account for filling that need now.

Chief Peasley will be present to answer any questions you may have.

### **Suggested Motion:**

***I move the Board approve the following:***

***VOTED by the Select Board for the Town of Rockport, Maine as follows:***

***VOTED: (1) That a Capital Acquisition Project (the "Project") consisting of the lease purchase of a new fire truck with associated equipment, is hereby approved; and***

***(2) That the financing for the Project in the principal amount of up to \$250,000.00 over a maximum 10-year term is hereby approved; and***

*\$250,000  
1st payment  
Made for  
Reserve*