

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



April 14, 2025 – 6:00 p.m.

GCPR – Opera House

- PUBLIC MEETING -
Rockport Select Board
Monday, April 14, 2025
GCPR – Opera House - 6:00 p.m.

AGENDA

I. Call Meeting to Order

II. Amendments to the Agenda

III. Public Comment on Non-Agenda Items

IV. Town Manager’s Report/Updates

V. Consent Agenda

- a. Accept Donations for Library Parking and Marge Jones Basketball Courts
- b. Approve Meeting Minute(s):
 - March 10, 2025
 - March 25, 2025
 - April 7, 2025

VI. Action Items

- a. Act on Committee Application(s):
 - Susie Laidlaw – Rockport Parks and Beautification Committee
- b. Act to create a mission and structure for Sewer Ordinance Task Force
- c. Act on Warrant for June 2025 Election
- d. Act on Lease for Mini Pumper
- e. Act on Town Office Solar Panel Purchase
- f. Act on Committee Bylaw(s):
 - Budget Committee
 - CR Pathways Committee
 - Conservation Commission
 - Comprehensive Plan Committee
 - Recreation Committee
 - Economic Development Committee
 - Rockport Parks and Beautification Committee
 - Zoning Board of Appeals
- g. Act on Committee Workplan(s):
 - Economic Development Committee

VII. Discussion Items

- a. Town Professional Consultation discussion

VIII. Select Board Liaison Reports

IX. Executive Session

- a. Contract Negotiations

X. Adjourn

Future Meetings, Office Closures, Etc.

Monday, April 21, 2025 – Patriot’s Day

Monday, May 12, 2025 – Select Board Meeting

Monday, May 26, 2025 – Memorial Day

Tuesday, June 10, 2025 – Election Day

Wednesday, June 11, 2025 – Select Board Organizational Meeting

Monday, June 23, 2025 – Select Board Meeting

Monday, June 30, 2025 – Town Office Closed – Year End

Friday, July 18, 2025 – Employee Barbeque

Town of Rockport, Maine



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

Diane Hamilton, Executive Assistant and General Assistance Administrator

Email: dhamilton@rockportmaine.gov

Town Manager's Report & Update April 14, 2025

Donations:

Readers of this report over the last few months may recall a request for financial support to reconstruct the basketball courts at Marge Jones Field. The Town plans to resurface the court last fall were dashed when the condition of the underlying pavement was proven to be so poor that the courts had to be deemed unsafe for playing and a full reconstruction of courts would be necessary to make them usable once again. With incredible thanks and gratitude, Grif and Linda Leshar have stepped forward to support this effort and put these courts into fine working order! The Select Board at Monday's meeting will vote to approve accepting this incredibly generous gift and, on a personal note, as a parent of kids in our community who play basketball, I am incredibly appreciative of Griff and Linda Leshar once again stepping forward to support our community.

And speaking of collaborations and generosity, Monday's Select Board meeting will also include a vote to accept two gifts of \$20,000 each from the Library Committee, whose funds are separate from the Town's operations and the Rockport Library Foundation. These gifts will be used to support a Town project to add seven parking spots at the library and improve the drainage on Limerock Street and through the Memorial Park.

Town Clerk:

Property Taxes Due. The second property tax payment is due April 15th. While we can accept tax payments at the Town Office during regular business hours, our online tax payment system is live on the Town website 24 hours a day at <https://apps1.web.maine.gov/cgi-bin/ePayment/online/disclaimer?sid=2207>

Special Town Meeting – Tuesday, April 15th at 5pm:

A special town meeting will be held on Tuesday, April 15, 2025, at 5:00 p.m. at the Geoffrey C. Parker Room. The purpose of this meeting is to clarify the reference in state law from which municipalities utilize to manage wastewater matters. In the process of working with the Town of Camden on an agreement for disposal of Rockport's wastewater, our Town Attorney found this issue and has asked the Town to consider this change. The updated reference does not provide or limit additional powers in the process of making this change, but it is a necessity to ensure the management of the wastewater system is consistent with current state laws.

This is the question the voters would be asked to consider:

Shall the Town approve the revision to Article V, Wastewater, Section 1 of the Town Charter – Section 1 Organization - The Town is authorized and empowered to acquire, construct, reconstruct, improve, extend, enlarge, equip, repair, maintain, and operate a revenue-producing wastewater facility consisting of a sewer system or part thereof within or without or partly within and partly without the corporate limits of the Town, in accordance with MRSA Title 30-A, Part 2, Subpart 5, Chapter 161 and Title 38, Chapter 10 12.

All ordinances, rules, and regulations presently existing pertaining to the wastewater facility shall remain in full force and effect until amended. The Town's current Sewer Use Ordinance and Appendices serves as primary municipal regulation.

June Election Ballot: The June 10th ballot is now set for those running for offices in the town government.

Select Board: (1) three-year term

John Viehman

Library Committee: (2) three-year terms

Laura Bonazzoli

Douglas Cole

Budget Committee: (3) three-year terms

Craig Mitchell

MSAD28/Five Town CSD: (1) one-year term

Christine (Cricket) Fuller

MSAD28/Five Town CSD: (1) 3-year term

Brieanna Gutierrez

Ellen Reynolds

Stacey Contakos

Bureau of Motor Vehicle Plate Changes: On May 1st, 2025, the Maine Bureau of Motor Vehicles will begin replacing all existing Chickadee plates with a new design. Residents with a Chickadee plate should prepare for their vehicle registration to take a bit longer than it has this year.

Anyone who currently has plates with the chickadee design will be required to obtain new plates **when they renew their registration** or obtain a new registration on or after May 1, 2025.

This means municipalities will be issuing a new plate when registrants with a chickadee plate **“renew their registrations.”**

For new registrations and renewals in the Passenger Class (PC) class code, registrants can choose:

- a Pine Tree Plate (existing PC class code) for **no additional costs** or;



- a “no tree plate” (new NT class code) for **no additional costs** or;



- one of the current specialty plates (**normal fees apply**).

Plate Reservations:

Registrants who would like to keep their current chickadee plate numbers may reserve their plate number for a \$25 one-time fee. This includes people with vanity, low digit, and National Guard (PC class code) plates.

You can reserve your plate online at maine.gov/online/reservemyplate. Registrants with questions about reserving platereserve.bmv@maine.gov.

Annual Town Meeting/June Elections:

All items on our Annual Town Meeting warrant will be decided at the polls on Tuesday, June 10th at the Rockport Public Library. The school budgets will be part of this election, and all ballot information will be available on our town website at rockportmaine.gov once those ballots have been finalized. Absentee ballots for the June election will be available beginning on Monday, May 12th.

In Lieu of Taxes:

Many

thanks to Coastal Mountains Land Trust who contributed \$1,046.05 in lieu of paying taxes to help assist with Town provided services. Though it is not a requirement, it is appreciated non-profits see such value in how the Town supports them.

Assessing:

Revaluation:

Representatives from KRT Appraisal have largely completed their inspections of homes in Rockport for the forthcoming revaluation process. In the coming weeks KRT Appraisal will review sales data and begin the process to establishing values for properties. Later this spring, letters will be circulated to property owners to inform them of their new valuation and provide an opportunity to discuss this new valuation. As a reminder, the rate of increase in valuation does not equal the rate of increase of your tax bill. We hope to be able to clarify that matter for residents this summer, but again this process of revaluation is merely created to ensure the Town is equitably valuing properties in our community and like all property in the state of Maine, using that as a basis to levy a property tax derived from costs at the school, county and municipal levels.

Buildings and Grounds:

Our staff are assisting Maple Street Design in a feasibility study review of town buildings in terms of their existing conditions and needs for future development. The Opera House, Town Office Building, Public Safety Building, and Public Works Garage are all under this review. The findings of this study should greatly help the Town prioritize its needs in the coming years and ensure the Town's infrastructure is being maintained in a cost-effective manner. The findings of this effort will be reviewed by the Select Board and the Budget Committee once complete in the Fall of 2025.

In addition to the regular maintenance schedule, our crew has been working at Public Works, making long overdue improvements to the break room area.

Maine Municipal Association Scholarships:

MMA is currently offering five (5) \$1,000 scholarships for Maine high school seniors planning to enter post-secondary education at a community college, trade school or university, which is located in Maine that will be pursuing a career in municipal government or public service.

Applications are being accepted now with the deadline at noon on **Wednesday, April 30, 2025**:
<https://www.memun.org/About/Awards>

Fire Department:

Our new West Rockport Fire Station is almost complete, we are hoping in the next few months to have an open house so everyone can come tour our new station.

We are also working on some new programs to help assist our residents. Stay tuned...

EMS Service:

As of April 1st, Rockport Fire and EMS are now the primary transporting EMS authority in Rockport. We will now be able to transport patients in need immediately and without delay. We will continue to utilize Northeast Mobile Health Services as a mutual aid partner when needed, and we will provide mutual aid support for our neighboring communities when needed.

Residents should continue to dial 911 in an emergency and the dispatcher will ensure the proper service responds as quickly as possible.

Want to join the Fire Department?

Rockport Fire and EMS are always looking for individuals who want to join our crew! We are always looking for Per Diem Paramedics and Per Diem Firefighters EMT/AEMT and volunteers of all types!

For those interested in learning more about joining the fire department, please contact Chief Jason Peasley at jpeasley@rockportmaine.gov.

Cemeteries:

We open our Town cemeteries for the season on May 15th, but that opening is weather dependent. We need time for our contractors to complete their spring clean-up and remove debris accumulated through the winter, but rest assured we will have our cemeteries in excellent shape prior to Memorial Day.

Harbor:

Commercial Floats are now in the water, and we are starting to add more floats when the weather cooperates. Not unlike our cemeteries, the harbor and Marine Park take many weeks to take shape and resemble what we wish of them for the summer season. It's natural to hope to see all of the spring clean-up completed in short order, but our process takes several weeks and consecutive days of good weather to get us back in tip top shape.

**Reminder:**

Online Mooring payments need to be received by May 1st.

Summer Concert Series:

Stay tuned for more details to come.

Planning and Codes:**Planning and Codes Clerk Position:**

We are currently in the process of interviewing candidates for the Planning and Codes Clerks position. This position will be responsible for the administrative and clerical work in support of both the Planning and Town Clerk departments and is the primary point of contact for incoming phone calls and walk-in traffic for the Town office. This position has been vacant since Scott retired and Andrew became our new Code Enforcement Officer, so Andrew has been juggling both positions.

Business Ordinance Licenses:

As some may recall, the Town ballot in November included an ordinance change which institutes licensing for businesses who provide lodging and/or serve food. The process of beginning this licensing effort is underway and letters to these businesses are being sent out this month. In summation, this letter is an introduction to the ordinance and helpful information regarding what

to expect and who to contact. This also includes a self-check list for businesses to start this process in preparation of their inspection.

Any questions you can email our planning and codes department at codes@rockportmaine.gov

Comprehensive Plan:

Comprehensive Plan is done with the final recommendation from the Comprehensive Planning Committee. This has been a long process with a diligent committee working to ensure the community has a plan that is implementable, non-controversial, and will push the community in the right direction. The committee has received feedback from state agencies and their suggestions for improvement are include in the draft voted upon in June.

The Comprehensive Plan “draft” document is available on the Towns website for review <https://rockportmaine.gov/index.asp?SEC=DB74EC4A-7378-49A1-B567-9900E4FAC5F4&DE=F71ADA78-7127-4886-8D71-3B9BB9C4ECCE>

Harbor Strategic Plan Task Force:

The Harbor Strategic Plan is underway, and the Town has engaged Richardson and Associates and WSP Engineering to draft this plan. The consultants will be working on creating a plan for our harbor and how to best combat climate change with our existing assets. There will be public meetings, which will be posted on the Town Calendar and circulated through Civic Ready. The final presentation will be made to the Select Board and is tentatively scheduled for July.

Follow on our website <https://rockportmaine.gov/index.asp?SEC=62932F1B-DCA5-4D99-8C55-3F145F623420>

Our first public meeting was held on April 1st and you can watch that meeting here: https://www.youtube.com/watch?v=hPv_JEfOizY

Next meeting is scheduled for May 29th at 5:00 p.m. at the Rockport Opera House.

VPI Task Force/Bridge Advisory Group:

The Village Partnership Initiative task force has met with the MDOT bridge department, and we will be receiving a bridge and sidewalk on both sides of the new Goose River Bridge. We do not yet have a final design worth sharing at this point, but once MDOT has more final plans and accompanying dates we will upload to our Projects page the details for the public to follow along.

Follow on our website <https://rockportmaine.gov/index.asp?SEC=D4319890-242B-42E7-831F-54D886F329B7>

Public Works:

Road Postings:

As of today, all road postings have been removed. Mother Nature has not been helpful in providing us with warm, windy days to dry out our roads, but we are now far enough into the warm season where those issues have subsided.

We appreciated all your patience when we had to close Mt Pleasant Street due to the rain. It is important to try and not create even more damage to the roads if we can, to prevent even longer closures.

Brush Cutting Season:

Among other areas in town, we will be working in Glen Cove to clean up many dead trees and the mess it leaves us every spring, so please be cautious and aware of your surroundings when our crew is in the area working.

Marge Jones Fields:

The Marge Jones Fields are still closed, but once the road is in condition capable of handling the spring traffic we will open for the season. We expect it will be approximately another two weeks before the fields are open. Please follow our Facebook page for updates as to when the fields are open.

If you would like to plan ahead and reserve the use of a field for this year, email rockportrec@rockportmaine.gov.

Tennis/Pickleball Court Reservation Policy:

- Reservations can be made for a single month/month or an entire season.
- Anytime when the tennis/pickleball court is not reserved it is "first come first serve play."
- The usage fee will be \$250 per month, up to \$1000 for the entire season. •
- No reservations on Sundays. This day will remain first come, first serve all day. •
- Tennis/pickleball groups that pay the monthly or annual fee may reserve the full court area or half (one tennis court) up to three hours of court time per day each week Monday - Saturday, not to exceed 15 hours total per week. No more than three total hours in a day, and you cannot reserve the same time block for more than 3 days in one week. This allows others to utilize these time slots for first come first serve play.

Donut Festival:

The town is excited to announce the 3rd Annual Donut Festival will be on June 13 and 14, 2025. We served up 13,410 donuts during our second annual event and we are going even BIGGER in 2025! Save the date! <https://rockportmaine.gov/rockportdonutfestival> - follow our website for upcoming updates. Admission is FREE!

Library:

Library Cards:

Sometimes it gets lost in the shuffle, but even the most basic items of how our Town operate require a reminder now and again. Our library is free for computer use, browsing, reference, and program attendance, but to borrow materials, you must register for a library card (or present a valid library card from one of the libraries in Maine's Reciprocal Borrowing Program to view the list of participating libraries.

https://www.maine.gov/msl/libs/directories/reciprocal_borrowing_libraries.shtml

Free cards are available to all Rockport residents and taxpayers, to all who work in Rockport, and to all children and students in Knox and Waldo Counties. Proper ID verifying residency is required. Nonresident cards are available for a \$20 annual fee for individuals, and \$10 for short-term visitors. Proper identification required such as a valid driver's license, or photo ID and proof of mailing address.

Books, magazines, audio- books, DVDs, and ukuleles circulate for a three-week period. Items

may be renewed two times unless another borrower has requested the item. You can request renewals in person or by telephone and get confirmation. If you request by sending an email to rpl@rockport.lib.me.us, we will reply to confirm the renewal or let you know that the item cannot be renewed. You can also renew your borrowed items online.

Book Sale:

We are excited about the first big Friends of the Rockport Public Library Book Sale of the year, happening Friday, April 25th and Saturday April 26th. The Friends need YOU to help make it a success!! If you would like to volunteer for a few hours to help set-up, run, or break down the book sale, your time and energy would be much appreciated! Stop by the library to sign up for a shift, or call 207-236-3642.

Events:

For information on our events, check out the library website <https://www.rockport.lib.me.us/>

Fun Contest:

The library is hosting a "NAME THE ROOSTER" contest during the months of March and April. The Rooster is located in the Marine room on the upper level of the library. The sculptor G. Bion Richards will select the winner on April 30th.

Tech Help:

A staff member is available to assist you with whatever your tech needs are. We can help with anything from basic computer questions to using your iPad with the Maine Download Library. This free service is available every Thursday at 4:00 p.m. in the marine room.

Computers & More:

The library has a raft of desktops and laptop computers for your use in the building. The desktops are located by the main circulation desk. The laptops are located behind the main circulation desk. If you would like to use a laptop in the building, ask a librarian.

There is also free Wi-Fi throughout the building. No password is required. Simply find the Rockport Public Library's network in your Wi-Fi settings and connect.

We have a copier, a scanner, and a black-and-white printer for public use. Printing and copies cost ten cents per page.

Donations:

The friends of Rockport Public Library are once again accepting donations of books, DVDs, CDs, audiobooks, and puzzles in good condition. They ask that donations be limited to three boxes/bags per person.

Volunteer Opportunities:

We are often looking for volunteers to assist with shelving, shelf-reading, assisting the Friends of the Library with their book sales, craft prep for children's programs, CD cleaning, and more. If you are an adult, please contact Julia, our Deputy Director at jpierce@rockportmaine.gov or call 207-236-3642.

If you are a teen between ages 14-18 and are interested in volunteering with the library, please contact Stephanie, our Youth Services Librarian at scurcione@rockportmaine.gov or call 207-236-3642.

Opera House:

Events:

For information on our events, please check out the Opera House website:

<https://rockportoperahouse.org/rockportoperahouse>

We also have Yoga or Dance classes several days a week, click here for more information:

<https://rockportoperahouse.org/rockport-village-yoga-and-dance-1>

Sponsorships:

If you wish to participate in helping make these shows part of our calendar in 2025, please visit RockportOperaHouse.org/Sponsorship to learn more. Your sponsorship *will* make a difference and *will* bring even more vibrancy to our ongoing programming!

Take a moment right now to give to the **Rockport ACE Annual Fund – Arts, Culture and Entertainment** for all. Make a potentially tax-deductible donation of any amount to support the work we are doing to revitalize the arts in Rockport and bring the community together.

Individuals or businesses can choose to make a one-time donation or recurrent monthly contribution of any amount using the custom feature on our giving page. Businesses may also choose from already crafted levels which each include visibility for your business as a gesture of gratitude for giving.

Civic Ready:

We encourage all residents to sign up for this, if you are interested in knowing what is happening in the Town of Rockport. What is great about this system is that you decide which types of information you will receive whether it is a reminder when property taxes are due to information on an upcoming event at the library, opera house or when a public works project is happening in your neighborhood; Civic Alert can keep you informed. Those interested can also sign up for alerts on our website at <https://rockportmaine.gov/civicready>

Maine Water Assistance Program:

This is a federally funded program to help support eligible households in having access to drinking water and wastewater utility services. Households will be required to have water liability to be eligible for the drinking water/wastewater program. To receive an application, you can call 888-623-6762 or email water@mainehousing.org.

Rockport Resource Newsletter:

If you would like to receive the Rockport Resource Newsletter via email you can sign up through our website.

Consent Agenda

- a. Accept Donations for the Library Parking and Marge Jones Basketball Courts
- b. Approve Meeting Minutes
 - March 10, 2025
 - March 25, 2025
 - April 7, 2025

Suggested Motion:

I move to approve Consent Agenda as presented.

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

Additional Comments:



Town of Rockport, Maine

Select Board
Town Office
101 Main Street
Rockport, Maine 04856

Denise Munger, Chair
Michelle Hannan, Vice-Chair
Kimberlee Graffam
Michael Thompson
John Viehman

April 14, 2025

Dear Grif and Linda,

We are writing to express our sincere gratitude for your generous donation to the development of our outdoor Basketball courts at Marge Jones. Your contribution is invaluable to our project, and we are deeply appreciative of your support.

Your gift will directly impact the community by enabling us to complete the reconstruction of the Basketball courts at Marge Jones. We envision the basketball courts as a vital space for families, youth children, adult leagues, and community members to gather, play, and enjoy the outdoor activities. Your contribution makes this vision a reality.

We understand that your support is a significant investment, and we are committed to ensuring that your donation is used wisely and effectively. We will keep you updated on the progress of the project and the positive impact it is having on the community.

Thank you again for your generosity and for believing in our vision for a vibrant and active recreational field.

Sincerely,

Select Board - Town of Rockport

Denise Munger, Chair

Michelle Hannan, Vice Chair

Kimberlee Graffam

Michael Thompson

John Viehman



Town of Rockport, Maine

Select Board
Town Office
101 Main Street
Rockport, Maine 04856

Denise Munger, Chair
Michelle Hannan, Vice-Chair
Kimberlee Graffam
Michael Thompson
John Viehman

April 14, 2025

To the Rockport Library Foundation and Library Committee,

We want to thank you for your assistance in supporting the long-term vision of the Rockport Public Library. Through your generous donations of \$20,000 from each group, the Town will be able to finally move forward on construction of seven additional parking spaces on Limerock Street and make some considerable stormwater improvements in that area. Not unlike the effort to build the library itself, an undertaking of that magnitude requires many hands to turn a dream into reality.

Through the four years of operations, we've seen our library continue to set new records for attendance, patronage, and programming. We hope the addition of these parking spots will make this building more accessible to the entire community and aid in supporting the mission of the Rockport Public Library.

Once again, we thank you for your generosity and contributing to our shared vision of a vibrant and active library.

Sincerely,

Select Board - Town of Rockport

Denise Munger, Chair

Michelle Hannan, Vice Chair

Kimberlee Graffam

Michael Thompson

John Viehman

Minutes

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

.....

March 10, 2025 – 6:00 p.m.

GCPR – Opera House

Amendments to The Agenda

move to change Resolution of ORC future
and Task Force Creation to Action Item.

Michael Thompson - motion

Kim Graffam - 2nd

5-0 vote in favor of motion

Consent Agenda

- a. Approve Meeting Minutes
 - February 10, 2025

Suggested Motion:

I move to approve the Consent Agenda as presented.

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

Additional Comments:

Action Item

a. Act on Comprehensive Plan Certification

Manager's Comments: Action item

This action item was tabled from the Board's February meeting due to a lack of clarity regarding the ability to make adjustments to the Comprehensive Plan document at this stage. After consultation with our Town Attorney, it is clear that Comprehensive Plan Committee is the entity who will approve the final draft of the document the voters will consider. The Select Board may send recommendations on changes to the document for the Comp Plan Committee to consider for adoption in the final draft. Once that draft is complete, the Select Board's sole authority is in deciding to place it on the Annual Town Meeting Warrant in June. A subsequent public hearing for all items on that warrant will be scheduled for May which will satisfy all matters concerning a need for a hearing.

Therefore, I would recommend the Board discuss potential amendments from the existing draft and vote on each recommended amendment for the Comp Plan Committee to consider. Again, I would caution the Board from making broad stroke amendments given the incredible amount of effort and public engagement which has been poured into the existing document, but given the discussions at the Board's last meeting, those are relatively minor adjustments which would not meaningfully alter the direction of the overall document.

Here is the draft completed by the Comprehensive Plan Committee at present:

https://rockportmaine.gov/vertical/sites/%7B6F0724F7-400D-4D0B-B299-FF5E21F5B92A%7D/uploads/CompPlan_FINAL_2.5.2025.pdf

Motion:

I move that we recommend to the Comprehensive Planning Committee that they remove the following segments from the draft Comprehensive Plan in anticipation of placing it before voters in June 2025:

Page 35/Seasonal Homes

There are a significant number of seasonal homes in Rockport. There is an increasing trend in the number of non-owner-occupied homes which are being converted into short-term rentals offered during the spring/summer months, resulting in a decrease of the available inventory of housing for the year-round workforce.

Page 37/Goals & Implementation Strategies/H-7

Collect Short Term Rental Data as it relates to housing stock. Timeline: Immediate

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

Regardless of motions made to amend the document, the Board must vote to certify the comprehensive plan was prepared with the intent to follow the Growth Management Act and is an accurate depiction of our plan. I believe the Board can vote on this motion even independent of whether the Comprehensive Plan Committee adopts any/all of the Board's recommendations because those likely recommendations are not substantive to the overall document.

Motion:

I move to certify that this comprehensive plan was prepared with the intent of complying with the Growth Management Act, (30 M.R.S.A. 4312-4350), that it includes all applicable required elements of the Maine Comprehensive Plan Review Criteria Rule (07-105 CMR 208, and that it is true and accurate as amended.

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

Action Item

- b. Act on Lease Purchase of 2025 F550/Horton Ambulance

Manager's Comments: Action item

This language is drafted by Bernstein Shur to authorize the lease purchase of the new ambulance which should arrive within the month.

Suggested Motion:

I move to approve the lease 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 one (1) 2025 F550/Horton Ambulance outfitted with Stryker power stretcher and power lift and one new Zoll X-series cardiac monitor/defibrillator with related accessories, is hereby approved; and

(2) That the financing for the Project in the principal amount of \$568,916.92 is awarded to Androscoggin Bank at an interest rate of 6.44%; 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 2025 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
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam	✓					
Michael Thompson		✓				
John Viehman						

Action Item

- c. Act on Order to Town Clerk for 2025 Annual Town Meeting Warrant Articles

Manager's Comments: Action item

Attached is a memo asking the board to order the Town Clerk to draft warrant articles for inclusion on the June 2025 Annual Town Meeting referendum election. The memo calls out four areas of articles to be drafted:

- FY 26 Budget Related Article(s)
- Engagement with the Land and Water Conservation Fund for the creation of the new park at the former RES property.
- Approval of the Comprehensive Plan
- Amendments to the Harbor Ordinance concerning pier height/length.

As a reminder, this item does not require the language or include specifics regarding these areas. Nor does this confirm these items will stand on the warrant, but the order allows the Town Clerk to generate a ballot from these warrant articles. Then the Board will have final authority on the warrant at its April meeting where all or any of these articles can be amended or even removed.

Suggested Motion:

I move to approve the Town Clerk to draft warrant articles for inclusion on the June 2025 Annual Town Meeting referendum election as presented. (or amended)

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

Additional Comments:

Action Item

d. Resolution of ORC future and Task Force Creation

Manager's Comments:

The Board briefly discussed the potential of changing its process regarding ordinance amendment and creation. Effectively the discussion surrounded the idea of dissolving the formal creation of the Ordinance Review Committee as a standing body and delegating the responsibilities of that group to either task forces created to handle high profile or challenging areas of ordinance authority or the Town Planner. Land Use Ordinance review would continue to be handled collaboratively between the planner and the Planning Board. The Board didn't make final decisions on this topic but wished to move this matter to this month for ultimate resolution.

Motion:

I move that we dissolve the ORC.

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

Additional Comments:

Staff will create a mission and structure for sewer ordinance task force for April Meeting.

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

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

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

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

Minutes

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



March 25, 2025 – 6:00 p.m.

GCPR – Opera House

Action Item

- a. Act on the nomination period for MSAD 28/Five Town CSD Schoolboard representative for a one-year term.

Manager's Comments: Action item

The Board will be asked to hold an emergency meeting tonight to reduce the period for the circulation of nomination papers for the now vacant position of school board representative. After consultation with the Town Attorney, a revised resignation to the school board was received on Monday, but the Select Board must vote to reduce the time for nomination papers to be circulated to allow this position to be placed on the ballot in June. This position will be assume the remaining 1 year of this term on the school board.

Suggested Motion:

Move to open nomination papers effective Wednesday, March 26 through Friday, April 11th.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						6:00
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						
John Viehman						

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						6:03
Michelle Hannan, Vice-Chair	✓	✓				
Kim Graffam	✓	✓				
Michael Thompson						
John Viehman						

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



April 7, 2025 – 6:00 p.m.

GCPR – Opera House

Action Items

- a. Act to reduce reserve line 7560 and remove the private line R1006.

Suggested Motion:

I move to reduce reserve in line 7560 from \$45,250 to \$10,000, and to remove the private donation in line R1006, so that line is \$0, for a net reduction in the recreation budget by \$15,250.

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

Additional Comments:

b. Act to Approve Fiscal Year 2026 Budget

Manager's Comments: Action item

Suggested Motion:

I move to approve the Fiscal Year 2026 budget as amended.

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

Additional Comments:

Executive Session

- c. Discussion with Town Counsel pursuant to 1 M.R.S. Section 405(6)(E) (Legal Matter)

Suggested Motion:

I move to enter into executive session for a discussion with Town Counsel pursuant to 1 M.R.S. Section 405(6)(E) (Legal Matter)

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

Suggested Motion:

I move to exit executive session back to regular session.

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

Action Item

- d. Act on Special Town Meeting on Tuesday, April 15th at 5:00 p.m.

Suggested Motion:

I move to approve Special Town Meeting for Tuesday, April 15th at 5:00 p.m. at the Rockport Opera House.

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

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

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

Action Item

- a. Act on Rockport Parks and Beautification Committee Application(s):
- Susie Laidlaw - Alternate

Manager's Comments: Action item

We are not yet certain if Susie will be at the meeting to answer any questions you may have.

Suggested Motion:

I move to approve Susie Laidlaw application for the Parks and Beautification Committee as an Alternate with term ending in June 2028.

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

Additional Comments:

APPLICATION FOR COMMITTEE SERVICE

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

Name: Susie Landlaw not yet living there.

Home Address: 129 Russell Ave. Rockport Work Address: _____

Mailing Address (if different): 42 Timberliffe Dr, Camden 04843

Phone Number: (Home) _____ (Work) _____

E-mail Address: Susieshapiro@icloud.com

Committee you wish to serve on: Parks + Rec

Why do you want to serve on this committee?

I would like to participate in an effort focused on the greater good of Rockport, and be a part of the community.

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

I was a producer of events and fundraising for several years (2000-2010) and have owned a catering company (2000-2010)

Land Use philosophy: (if applicable)

Protecting and improving the Wild Coast is of high priority to me.

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Help preserve, improve & protect
our community.

Are you interested in serving on other committees?

Not at this time.

Interview comments:

Appointment Date: _____

Action Item

- b. Act on create a mission and structure for Sewer Ordinance Task Force

Manager's Comments: Action item

As an outgrowth of the Board's efforts to repurpose the efforts of the former Ordinance Review Committee toward task forces singularly focused on a given topic area, the first such effort concerns the sewer ordinance. Last year's effort toward constructing a WRRF and extending sewer lines along Route 90 opened several areas of concern and question with the existing sewer ordinance. As such, a concerted effort is needed to examine the current ordinance and streamline the ordinance's intent while accommodating the knowledge gained through 30 years of operating a wastewater collection system in Rockport.

Suggested Motion:

I move the Board approve the creation of the Sewer Ordinance Task Force with a mission statement as follows:

The Task Force is formed to update and revise the Rockport Sewer Ordinance. The Ordinance is governed by the enabling provisions of Article VIII, Part 2, Section 1 of the Maine Constitution, and provisions of 30-A, M.R.S.A Section 3001.

Operation and management of the sewer system in Rockport has taken on a more significant role from when the current Sewer Ordinance was developed, one that is essential to support current and future economic growth, and ensuring that the health, safety and welfare of Rockport residents and our waters are protected by eliminating existing pollution, preventing further pollution and controlling the sewer system through regulation.

The current sewer ordinance should be reviewed and revised so that it addresses the current and future needs of the Rockport sewer system, as well as ensuring that the resulting ordinance is clearly written and enforceable as written. This evaluation should consider the design, installation, operations and maintenance of the sewer system to protect public health and welfare, as well as the economics and allocation of the costs of the sewer system among its users and other beneficiaries of the sewer system. This includes consideration of incentives and requirements for residents to hook up to the sewer when it is available, extension of the sewer system, evaluation of allocation of debt service among equivalent users, fair sewer rates for all users, and consideration of mechanisms to support affordable housing and economic development.

Given the technical and legal nature of the sewer ordinance it is desired that the members of the Sewer Ordinance Task Force have technical or legal backgrounds to assist the Town in developing an updated sewer ordinance. This Task Force shall be assisted by the town Planning and Community Development Director and consist of three or five members

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

Additional Comments:

Action Item

- c. Act on Annual Town Meeting Warrant for June 2025 Election

Manager's Comments: Action item

The proposed warrant includes the articles the Board directed to be drafted at its March meeting. Article 3 is the final draft of the comprehensive plan, as approved by the Comprehensive Plan Committee. This draft includes feedback from state agencies from the review of the plan submitted earlier this winter as indicated from the letter attached to this packet from Orion. As the letter notes, the State found the draft plan complete and consistent with the requirements of comprehensive plans in Maine.

Article 4 is an article which would authorize the Town Manager to apply for funding from the Land and Water Conservation Fund to support construction of the new park at the former RES property. Grants from this fund are up to \$500,000 and the funds would be used to construct the park and assist in the development of the conservancy which will fund the park's ongoing maintenance and upkeep. To gain funding, the Town must dedicate the use of that parcel for park needs in perpetuity. Representatives from the Leshner Family Foundation will be present to answer any questions the Board may have on this matter.

Article 5 would amend the Harbor Ordinance to increase the allowable size of piers and wharves as recommended by the Harbor Committee. Sam Temple, chair of the Harbor Committee, will be present to explain this recommended change to the ordinance.

Articles 6 and 7 consist of the FY 26 municipal budget which gained the Select Board's approval last Monday. As the Board is aware, the Budget Committee did not approve any recommendations for changes to the Town Manager's budget and there was unanimous consent from all involved to remove funding for the basketball court reconstruction from this budget.

There are two actions asked of the Board for this item. First, the Board must vote to approve the warrant as amended or presented. Then, the Board goes article by article to vote their recommendations.

We will then reprint a copy of the warrant with the recommendations and the Board will need to come into the office and sign the final version.

Suggested Motion:

I move to approve the Warrant for June 2025 Election as presented. (or amended)

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

Additional Comments:



9 April 2025

Members of the Select Board,

This letter is on behalf of the Comprehensive Planning Committee regarding the Complete and Consistent letter from the State of Maine Bureau of Resource Information & Land Use Planning, which included recommendations to help strengthen the document. This letter, attached, indicates that the Comprehensive Plan is satisfactory with the requirements of the State of Maine. Now, all that is needed is a Town vote before for formal adoption.

The Comprehensive Planning Committee met on April 3rd, 2025, to discuss this letter and determine what feedback to incorporate. Overall, the Committee felt much of this feedback should be incorporated as it represented largely terminology differences, and adding/updating data that did not exist at the time the Data Package was requested. The letter from the State indicated that no further review from them was necessary. The Committee agrees.

These non-substantive changes have been incorporated into the document and are now available on the Town's website front page: https://rockportmaine.gov/vertical/sites/%7B6F0724F7-400D-4D0B-B299-FF5E21F5B92A%7D/uploads/CompPlan_Book_FINAL_4.8.2025.pdf

Thank you,

Comprehensive Planning Committee

Orion Thomas

A handwritten signature in black ink that reads 'Orion Thomas'. The signature is written in a cursive style with a large initial 'O'.

Orion Thomas
Director of Planning and Development
Town of Rockport



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
BUREAU OF RESOURCE INFORMATION & LAND USE PLANNING

93 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

March 27, 2025

Orion Thomas, Dir of Planning & Development
Town of Rockport
101 Main Street
Rockport, ME 04856

Dear Orion,

The Department of Agriculture, Conservation & Forestry thanks the Town of Rockport for submitting its Comprehensive Plan for review for consistency with the Growth Management Act in accordance with our Comprehensive Plan Review Criteria Rule (the Rule).

As soon as the plan was accepted for review, we invited other state agencies, neighboring municipalities, and your regional planning organization to review it and submit written comments. By the end of the comment period, we received written comments from the Maine Beginning with Habitat Program, Maine Drinking Water Program, Maine Department of Transportation, and the Maine Department of Marine Resources. Those written comments are attached to this letter. The comments contain suggestions for improving and strengthening the plan. We urge the Comprehensive Planning Committee to consider how the plan might be revised to incorporate suggestions found in the comments.

We are now happy to report that we find the **2025 Rockport Comprehensive Plan** to be **complete and consistent**. This means that we have found all sections of the plan, including the future land use section, to be consistent with the Growth Management Act. Our finding of consistency is not conditional; however, we urge the Committee to consider amending the plan to incorporate the attached agency comments. We also recommend including a summary of your Capital Improvement Plan in your Fiscal Capacity Chapter. At a minimum the comp plan should include a newly updated table showing planned municipal expenditures of \$20,000 or more to purchase assets of land, machinery, equipment, or buildings over the next 10 years. This should include an estimated timeframe, estimated expense, and estimated source of funds. Alternatively, the plan could reference an updated CIP. Per Chapter 208 the town may incorporate any of these changes as well as changes as a result of any of the attached agency comments without resubmitting the Plan to the state.

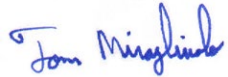
MUNICIPAL PLANNING ASSISTANCE PROGRAM
22 STATE HOUSE STATION
18 ELKINS LANE, HARLOW BUILDING
AUGUSTA, ME 04333



PHONE: (207) 419-8661
WWW.MAINE.GOV/DACF/MUNICIPALPLANNING

We appreciate the efforts of community members and municipal staff who contributed to this plan. All involved clearly dedicated a lot of time and discussion to draft this very complete plan. Thanks to the skill and hard work of all involved, this plan will provide important guidance to the community's decision-makers for years to come. Please don't hesitate to contact me at 441-1288 or tom.miragliuolo@maine.gov if you have any questions.

Sincere Best Wishes,

A handwritten signature in blue ink that reads "Tom Miragliuolo".

Tom Miragliuolo, Senior Planner
Municipal Planning Assistance Program

Attachments:

- Public comments (4 state agencies)

cc: Max Johnstone, MCOG



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

Dear Tom,

MaineDOT finds the Rockport Comprehensive Plan – 2025 to be consistent with MaineDOT programs and policies and the requirements of Title 30-A §4326 regarding transportation. The Plan outlines their public engagement process, provides an accurate inventory of the existing transportation system, addresses the impacts of natural hazards and climate change – including sea level rise and flooding, mentions regional transportation and transit options, and identifies a set of goals, policies, and strategies.

Some potential edits/revisions are listed below:

- Page 94
 - Consider mentioning updates to the status of the bridge replacement project, including which town committee is reviewing its aspects.
- Page 95
 - Consider mentioning that the Traffic Infrastructure Study was carried out in partnership with MaineDOT as part of our Village Partnership Initiative.
- Page 96
 - Clarify if the Comprehensive Plan is recommending that Rockport implement the Gateway 1 recommendations for corridor communities to implement or simply stating that those are the recommendations from the plan.
 - The Action Plan is referred to as “The Action Plane” above Figure 3
- Page 97
 - This was a Village Partnership Initiative effort, not a Planning Partnership Initiative.
 - The Maine Department of Transportation currently uses MaineDOT as a shorthand for the agency, not MDOT.
 - A quotation mark is used in place of an apostrophe referencing the Department
- Page A85
 - The legend of Figure 1 appears to be represented twice within the legend space.
- Page A86
 - An inventory of bridges is present, but conditions are not mentioned beyond reference to Bridge 2724. Consider adding information on other bridge conditions.

Best Regards,
Michael Hori



To: Tom Miragliuolo, Senior Planner, DACF
From: Ashley Hodge, Source Water Protection Coord., Maine CDC Drinking Water Program
Re: Review of 2025 Town of Rockport Comprehensive Plan
Date: March 18, 2025

On behalf of the Maine CDC, Drinking Water Program (MEDWP), I have reviewed the Town of Rockport 2025 Comprehensive Plan and have provided the following comments.

As you are aware, The Drinking Water Program works to ensure safe drinking water in Maine, to protect public health, by administering and enforcing drinking water and subsurface wastewater regulations, providing education and technical and financial assistance.

I. General Comments:

- a. Currently, there are a total of 7 Public Water Systems (PWSs) in the Town of Rockport (*please see below for a screenshot of all currently active PWSs for Rockport*). This includes: 2 Non-Community (NC) Water Systems, 4 Community (C) Water System, 1 Non-Transient, Non-Community (NTNC) Water System. These PWSs should be included in the Comprehensive Plan.

Water System No.	Water System Name	Type	Status	Pri. Cnty/City Served	Pri. Src. Water Type
ME0094551	ASHWOOD WALDORF SCHOOL <small>CET FIT</small>	NTNC	A	KNOX	GW
ME0095015	CENTER FOR FURNITURE CRAFTSMANSHIP <small>CET FIT</small>	NC	A	KNOX	GW
ME0009242	OAKLAND PARK BOWLING CENTER <small>CET FIT</small>	NC	A	KNOX	GW
ME0092711	VILLAGE AT ROCKPORT #1 <small>CET FIT</small>	C	A	KNOX	GW
ME0192711	VILLAGE AT ROCKPORT #2 <small>CET FIT</small>	C	A	KNOX	GW
ME0292711	VILLAGE AT ROCKPORT #3 <small>CET FIT</small>	C	A	KNOX	GW
ME0392711	VILLAGE AT ROCKPORT #4 <small>CET FIT</small>	C	A	KNOX	GW

- b. There are many emerging factors working against safe drinking water in Maine (and nation-wide) including groundwater contamination from per- and polyfluoroalkyl substances (PFAS), impacts of extreme weather events (flooding, drought, etc.), supply chain disruptions, etc. The city should continue to work with PWSs towards mitigating these factors in support of safe drinking water.
- c. The town should continue to maintain, enact, and/or amend protections for all public wellheads, groundwater, and surface water in the Town of Rockport. Taking proactive measures to protect Rockport's wellheads, groundwater, and surface water will continue to support safe drinking water now and in the future.

Please feel free to contact me should you have any questions regarding this information.



Date: March 17, 2025
To: Tom Miragliuolo, Municipal Planning Assistance
From: Greg LeClair, MDIFW and Lisa St. Hilaire, MNAP
Re: Rockport Comprehensive Plan Review

On behalf of Beginning with Habitat (BwH), the Maine Department of Inland Fisheries and Wildlife (MDIFW) and the Maine Natural Areas Program (MNAP), we have reviewed the town of Rockport’s 2025 Comprehensive Plan.

Beginning with Habitat equips Maine communities, landowners, and conservation partners with tools to protect, restore, and connect important habitats and ecosystems in a changing climate. Housed within the Maine Department of Inland Fisheries and Wildlife, Beginning with Habitat staff work with species experts, ecologists, and conservation partners to translate biodiversity information into conservation action at both a local and statewide scale.

Comments provided below represent two BwH public agency partners (MDIFW and MNAP) but are guided by the overall conservation principles of the BwH program. Feedback and recommendations included in this memo are based on the Maine Municipal Planning Assistance Program at the Department of Agriculture, Conservation and Forestry (DACF) instructions for agency comments.

Appropriate Use of Data Provided by BwH

MDIFW and MNAP data were not appropriately used in the Rockport Comprehensive Plan and significant changes are needed. We provide suggestions below for correcting and editing language in natural resources discussion. BwH provides natural resource data to all Maine municipalities on behalf of MNAP and MDIFW. Information regarding rare plants and natural communities is provided by MNAP within DACF. MDIFW data depict high-value animal occurrences, wildlife habitats, and Critical Natural Resources.

Beginning with Habitat recommends updating maps on an annual basis to ensure that land use decisions are based on the best available information. The Town may request updated paper and digital BwH maps from MDIFW as often as needed during Plan completion and implementation at the following link:
<https://www.maine.gov/ifw/fish-wildlife/wildlife/beginning-with-habitat/request-form.html>

Additional mapped information on stream habitats and barriers is available on the Maine Stream Connectivity Workgroup’s Maine Stream Habitat Viewer:
<https://webapps2.cgis-solutions.com/mainestreamviewer/>

Consistency of Plan with BwH Programs and Policies



JUDITH CAMUSO
COMMISSIONER

AMANDA E. BEAL
COMMISSIONER



The policies and implementation strategies proposed are consistent with BwH programs and policies. Beginning with Habitat staff would be happy to provide further assistance as the Town works to implement the Plan, such as providing updated maps, education about natural resources, technical assistance with ordinance revisions, or open space planning. We have included suggestions below that are intended to help improve the policies and strategies outlined within this Plan.

Critical and Important Natural Resources

Critical and Important Natural Resources were mostly properly addressed, though minor edits to the inventory are needed. Beginning with Habitat is available to work with the town to plan and implement conservation strategies for these species and areas.

Required Natural Resource Plan Elements

All required elements listed in the Growth Management Act were found complete. We offer comments to improve the language and correct errors below.

Natural Resources	
Conditions and Trends	
The community’s Comprehensive Planning Natural Resources Data Set prepared and provided to the community by the Department of Inland Fisheries and Wildlife, Department of Environmental Protection and the Office, or their designees.	
Comment: Much of the data and language used by Rockport is out of date and/or needs updates to be accurate. Included in this is a lack of discussion on multiple critical/important natural resources, including significant vernal pools and all fisheries.	

Detailed comments:

Specific Plan comments and recommendations below are provided by the following staff:

- *Maine Department of Inland Fisheries and Wildlife: Gregory LeClair (Beginning with Habitat Municipal Planning Biologist), Lisa St. Hilaire (Maine Natural Areas Program Information Manager), Jason Seiders (Maine Department of Inland Fisheries and Wildlife Region B Fisheries Biologist), Keel Kemper (Maine Department of Inland Fisheries and Wildlife Region B Wildlife Biologist)*

Page/ Section #	Relevant Comp Plan Requirement	Topic or Plan element	Suggested Improvement or New Language for Plan;	Reviewer
General	Natural Resources	Fisheries	There is no description of local fisheries resources, habitat, or recreational value.	Jason Seiders
General	Natural Resources	Fisheries	Building off of Jason’s comment – there are at least two resources that you should list and discuss – brook trout habitat and Atlantic salmon critical habitat, both of which are found in Rockport.	Greg LeClair
General	Natural Resources	Data	The data for natural resources (wildlife, habitats) is very out of date and needs updating. I'm very impressed with the other aspects of this plan, but our map products and data have had major updates since the products that are being used here. E.g., "High-value habitat" is no longer used (p. 145 of the PDF/A-36), as well as the co-occurrence map (p24). There is no longer a deer wintering area, Crowe's Sedge, or Smooth Sandwort. "Freshwater waterfowl/wading bird habitat" should be "inland waterfowl/wading bird habitat". There are multiple inland and tidal waterfowl/wading bird habitats included in the text that are no longer mapped. MNAP is also not the administrator of these maps/data; Beginning with Habitat is its own entity and serves this data.	Greg LeClair

General	Natural Resources	Significant Vernal Pools	No discussion of significant vernal pools that I could find.	Keel Kemper
40	Natural Resources	Strategies	For strategy N-4, note that while the BwH maps are useful for planning, when it comes time for permitting, applicants should consult the agencies as the BwH maps are intended for planning purposes only.	Lisa St. Hilaire
64	Natural Resources	Climate Change	Include a reference to the Maine Geological Survey Sea Level Rise/Storm Surge Scenario Map tool, https://www.maine.gov/dacf/mgs/hazards/slr_ss/index.shtml	Lisa St. Hilaire
A35	Natural Resources	Habitat & Natural Resources	The introduction uses names of entities that have been gone for over a dozen years (Maine Department of Conservation and Maine State Planning Office).	Lisa St. Hilaire
A36	Natural Resources	Habitat & Natural Resources	Crawe's Sedge is State Extirpated and should be removed from discussion. Also, Smooth Sandworth is present on Ragged Mountain in Camden, not at the portion of the mapped Rocky Summit Heath in Rockport.	Lisa St. Hilaire
A36/38	Natural Resources	High Value Habitat	USFWS/BwH no longer maintain high value habitat/high value trust species - remove	Greg LeClair
A36	Natural Resources	Inland Waterfowl and Wading Bird Habitat	The phrases that say "freshwater waterfowl/wading bird habitat" should read "inland waterfowl/wading bird habitat". They ultimately mean the same thing, but this is a habitat type with legal standing, so it's important to be accurate to avoid confusion.	Greg LeClair

A36	Natural Resources	Inland Waterfowl and Wading Bird Habitat	Minor issues, but IWWH do not provide “wintering habitat for waterfowl” ... it’s all frozen ice.	Keel Kemper
A37	Natural Resources	Tidal Waterfowl and Wading Bird Habitat	“Any area around a seabird nesting island (with at least 25 nesting pairs of Common Eiders) and areas documented as wading bird rookeries.” These should be deleted, this does not fit the criteria for TWWH. That I am aware of...	Keel Kemper
A37	Natural Resources	Ram Island	“The town identified Ram Island as especially significant in conjunction to the habitat of Clam Cove because of its nesting status” – what does this mean?	Keel Kemper
A37	Natural Resources	Coastal Concentration Area Class A	Obsolete language – should delete	Keel Kemper
A47-A57	Natural Resources	Maps	At the scale provided, all maps are unreadable.	Jason Seiders
24, A47-A51	Natural Resources	Maps	These maps are unreadable at the 8.5 x 11 scale. The Town may consider including a note that a large-format map is available for people to see at the Town Hall (if it is), on the BwH website (https://www.maine.gov/ifw/fish-wildlife/wildlife/beginning-with-habitat/maps/database/status-r.html), and that readers can view the information on the BwH Interactive Map Viewer (https://webapps2.cgis-solutions.com/beginningwithhabitat/mapviewer/)	Lisa St. Hilaire

We appreciate the opportunity to comment on Rockport's 2025 Comprehensive Plan, and hope that these suggestions are helpful. Please reach out to Municipal Planning Biologist Gregory LeClair by email at Gregory.leclair@maine.gov or by phone at (207) 441-4167 should you have any questions. Additional staff contact information is included below.

MDIFW Regional Contact Information

Region B - Sidney

270 Lyons Rd
Sidney, ME 04330
(207) 287-5300

Fisheries – press 2

Jason Seiders, Regional Biologist – press 1; email: Dwayne.J.Seiders@maine.gov

Wes Ashe, Asst. Regional Biologist – press 3; email: Wesley.Ashe@maine.gov

Scott Davis, Biology Specialist – press 2; email: Scott.Davis@maine.gov

Wildlife – press 1

Keel Kemper, Regional Biologist – press 1; email: Keel.Kemper@maine.gov

Kendal Marden, Asst. Regional Biologist – press 2; email: Kendall.R.Marden@maine.gov

Connor White, Asst. Regional Biologist – email: Connor.R.White@maine.gov

MNAP Contact Information

Lisa St. Hilaire, Information Manager – 207-287-8044; email lisa.st.hilaire@maine.gov

Kristen Puryear, Ecologist – 207-287-8043; email: kristen.puryear@maine.gov



JANET T. MILLS
GOVERNOR

STATE OF MAINE
DEPARTMENT OF MARINE RESOURCES
21 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0021

CARL J. WILSON
ACTING COMMISSIONER

To: Tom Miragliuolo, Senior Planner, Municipal Planning Assistance Program, Department of Agriculture, Conservation and Forestry

From: Melissa Britsch, Maine Coastal Program, Maine Department of Marine Resources

Re: Town of Rockport Comprehensive Plan Review

Date: March 18, 2025

Thank you for the opportunity to review the marine resources section of Rockport Comprehensive Plan. I have provided the following comments and suggestions for your consideration.

Appropriate use of data provided by Maine Department of Marine Resources

Rockport's Comprehensive Plan is very thorough and includes most of the required elements. We appreciate the attention to detail. However, the provided license and vessel length data was not included. Please add this information to the plan. The data can be found [here](#). Please include the counts of harvester and dealer licenses for your town, as well as the counts of vessel lengths (consolidated summary tables are acceptable).

How the plan's policies and implementation strategies promote State goals relating to DMR's principal objectives and directives

The proposed policies and implementation strategies will do much to promote State and DMR goals. The plan is detailed, and the policies and actions will help the town achieve their goals over the next several years. We appreciate the detailed information about the type and amount of water quality monitoring going on locally, and that the town is considering changes in water-dependent uses and is trying to anticipate future needs. The town is trying to efficiently use the harbor area and is planning to address shortcomings like limited parking and dinghy space. The state Boating Facilities Fund or Harbor Management and Access Grant may be helpful for replacing the aging floats in the harbor. It is clear that planning for sea level rise and maintaining facilities into the future is important, as well as balancing uses. The current spatial separation between commercial and recreational use seems very helpful. The extra details in the policies and strategies sections are appreciated. We would encourage the town to consider creating a harbor management strategy and are encouraged to see it listed as a strategy. The [Shore and Harbor Planning Grant](#) and may help fund a harbor planning effort.

Consistency of the plan with DMR's programs and policies

Overall, the plan is consistent with DMR's programs and policies. It is clear that the waterfront is valuable to the town and we appreciate the effort that is being put in to support the working waterfront

and maintain the harbor in the face of sea level rise. The town is clearly well-positioned to continue implementing plans and improving harbor management and facility use over time.

Measures DMR recommends the town take to ensure its plan addresses and identifies deficiencies and inconsistencies

Refer to my comments below.

Marine Resources	✓	Page	Comment #
Analyses			
Is coastal water quality being monitored on a regular basis?	x	55, A56	
Is there a local or regional plan in place to identify and eliminate pollution sources?	x	A57-58	
Has closing of clam or worm flats threatened the shellfishing industry, and are sources of contamination known? If so, are sources point (direct discharge) or nonpoint sources?	x	55	
Are traditional water-dependent uses thriving or in decline? What are the factors affecting these uses? If current trends continue, what will the waterfront look like in 10 years?	x	A53, 54	1
Is there reasonable balance between water-dependent and other uses, and between commercial and recreational uses? If there have been recent conversions of uses, have they improved or worsened the balance?	x	A54	2
How does local zoning treat land around working harbors?	x	A54, A58	3
Is there a local or regional harbor or bay management plan? If not, is one needed?		Not addressed	4
Are there local dredging needs? If so, how will they be addressed?	x	A53	
Is there adequate access, including parking, for commercial fishermen and members of the public? Are there opportunities for improved access?	x	A54	
Are important points of visual access identified and protected?	x	A54	
Comments:			
1) We appreciate that future changes in demand are being considered.			
2) The town is clearly thinking about how to balance recreational and commercial uses of the harbor.			
3) The zoning in the harbor does not seem to be restrictive. Have there been proposals to build things near the waterfront that are not compatible with water-dependent uses? If something is proposed that would reduce public access or use of the harbor, is there a plan to address it?			
4) Is there an existing harbor management plan for Rockport? Is one needed? Vinalhaven's recently completed plan is a good example.			
Condition and Trends			
The community's Comprehensive Planning Marine Resources Data Set prepared and provided to the community by the Department of Marine Resources, and the Office, or their designees.		Not addressed	5
A map and / or description of water-dependent uses.	x	A55	6
A brief summary of current regulations influencing land use patterns on or near the shoreline.	x	A58	
A description of any local or regional harbor or bay management plans or planning efforts.		Not addressed	4
The location of facilities (wharves, boat ramps, pump-out stations, etc.), with a	x	A55, A56	6

brief description of any regional or local plans to improve facilities.			
A description or map showing public access points to the shore. Include a brief description of their use, capacity, physical condition, and plans to improve, expand, or acquire facilities such as parking or toilets.	x	A55	6, 7
A list of scenic resources along the shoreline, including current ownership (public or private) and any protections.	x	A54, A56	
Comments:			
5) Please add this information to the plan. The data can be found here: https://storymaps.arcgis.com/stories/334201c042d34964906500d823a354c8 . Please include the counts of harvester and dealer licenses for your town, as well as the counts of vessel lengths.			
6) The marine resources section was very detailed and easy to understand, but we recommend including a table or map that summarizes some of the information so it is easy to understand at a glance.			
7) Are there plans to expand or improve any of these facilities? It is good to see that the town is planning for sea level rise impacts on the harbor.			
Policies			
To protect, maintain and, where warranted, improve marine habitat and water quality.	x	54, 57	
To foster water-dependent land uses and balance them with other complementary land uses.	x	54, 57	
To maintain and, where warranted, improve harbor management and facilities.	x	54, 57	
To protect, maintain and, where warranted, improve physical and visual public access to the community's marine resources for all appropriate uses including fishing, recreation, and tourism.	x	54, 57	
Comments:			
NA			
Strategies			
Identify needs for additional recreational and commercial access (which includes parking, boat launches, docking space, fish piers, and swimming access).	x	57	
Encourage owners of marine businesses and industries to participate in clean marina/boatyard programs.	x	57	
Provide information about the Working Waterfront Access Pilot Program and current use taxation program to owners of waterfront land used to provide access to or support the conduct of commercial fishing activities.	x	57	
Support implement of local and regional harbor and bay management plans.	x	58	
If applicable, provide sufficient funding for and staffing of the harbormaster and/or harbor commission.	x	58	8
Work with local property owners, land trusts, and others to protect major points of physical and visual access to coastal waters, especially along public ways and in public parks.	x	58	
Comments:			
8) The extra details in the policies and strategies are appreciated, especially the ones related to planning for sea level rise and managing limited space.			

TOWN OF ROCKPORT

ANNUAL TOWN MEETING WARRANT

Tuesday, June 10, 2025

To: Randy Gagne, Constable of the Town of Rockport, in the County of Knox, State of Maine

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Rockport in said County, qualified by law to vote in Town affairs, to meet at the Rockport Public Library, of the said Town of Rockport, on Tuesday, the 10th day of June, 2025 at 8:00am to 8:00pm to vote on Articles 2 through 6, at which time the meeting will adjourn.

Article 1. To elect a moderator to preside at said meeting.

Article 2. To elect:

- a. One 3-year term for Select Board and Overseers;
- b. Three 3-year terms for the Budget Committee;
- c. Two 3-year terms for the Library Committee;
- d. One 3-year term for Director of SAD #28 and to also serve concurrently on the Five Town CSD School Board;
- e. One 1-year term for Director of SAD #28 and to also serve concurrently on the Five Town CSD School Board.

Article 3. Shall the Town adopt the “Rockport Forward Comprehensive Plan 2025”?

(A copy of the proposed Comprehensive Plan is available for review and inspection in the Town Clerk’s Office).

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 4. To see if the Town of Rockport will authorize the Town Manger to apply, on behalf of the Town, for federal financing assistance under the provisions of the Land and Water Conservation Fund Act, Public Law 88-578 for recreational amenities within the Rockport Elementary School park project; and further authorize the Town Manager to enter into the Land and Water Conservation Fund Project Agreement with the State subsequent to federal approval of the project.

The LWCF grant program provides matching funds of up to \$500,000 per project annually for approved recreational initiatives. The Town's entire contribution, which will represent the local “match,” will be financed through a private donation from the Leshner Family Foundation. The Town’s acceptance of this donation was sanctioned by the June 2023 ballot measure. No Town budget appropriations or borrowing will be utilized to fund the development of the project.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

2025 Annual Town Meeting Warrant – continued

Article 5. “Shall the Town adopt the amendments to the Town of Rockport Coastal Waters & Harbor Ordinance, 2019, regarding section 601.”

(Note: A copy of the proposed ordinance amendment is available on the Town website and at the Town Office.)

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 6. To see if the Town will vote to raise and appropriate the following expenditures for the 2025/2026 fiscal year:

A.	Administration.....	\$41,206
B.	Town Manager.....	\$431,643
C.	Town Clerk.....	\$384,700
D.	Planning & Community Development	\$485,452
E.	Finance	\$354,477
F.	Assessing.....	\$311,569
G.	Insurance.....	\$124,644
H.	General Assistance	\$81,330
I.	Police Department	\$1,407,087
J.	Fire Department.....	\$856,372
K.	Emergency Medical Services	\$1,345,530
L.	Other Public Safety Services	\$263,557
M.	Animal Control.....	\$7,900
N.	Harbormaster	\$324,233
O.	Emergency Management.....	\$9,235
P.	Public Works.....	\$3,206,062
Q.	Sanitation.....	\$171,021
R.	Library	\$642,134
S.	Conservation Commission	\$11,250
T.	Parks	\$100,250
U.	Opera House	\$265,077
V.	Recreation.....	\$78,467
W.	Buildings and Grounds Administration.....	\$487,742
X.	Town Office Building.....	\$200,515
Y.	Public Safety Building.....	\$42,280
Z.	West Rockport Fire Station.....	\$37,050
AA.	Debt.....	\$629,195
AB.	County Service, E-911	\$85,513
AC.	County Service, Dispatch.....	\$42,130
AD.	Cemeteries	\$192,408
AE.	Special Assessments.....	\$6,800
	Total.....	\$12,626,829

Budget Committee recommendations:

No recommendations were provided for this budget.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

2025 Annual Town Meeting Warrant – continued

Article 7. To see if the Town will vote to raise and appropriate the following as Revenue from the following sources to be used in reducing the property tax assessment for the 2025/2026 fiscal year:

A.	General Government	\$1,643,310
B.	Public Assistance.....	\$32,200
C.	Public Safety.....	\$906,079
D.	Public Works	\$106,500
E.	Culture and Recreation	\$184,499
F.	Buildings and Grounds	\$13,850
G.	All Other – Cemeteries	\$65,500
H.	Schools	\$93,750
I.	Unassigned Fund Balance	\$420,000
J.	Special Assessments.....	\$760,000
	Total.....	\$4,225,688

Budget Committee recommendations:
No recommendations were provided for this budget.

Select Board Votes: 0 For, 0 Against, 0 Abstain **RECOMMEND**

Date: April 14, 2025 _____
Denise Munger, Chair

Michelle Hannan, Vice-Chair

Kimberlee Graffam

Michael Thompson

John Viehman

ROCKPORT SELECT BOARD

Attest:

Elizabeth M. Lowe, Town Clerk

Action Item

- d. Act on Lease for Mini Pumper

Manager's Comments: Action item

To complete the lease/purchase of the fire truck's mini pumper, the Board must approve the following motion to finalize the transaction.

Suggested Motion:

I move to approve the lease for the mini pumper 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 a Mini-Pumper Fire Truck with associated accessories, and attachments, is hereby approved; and

(2) That the financing for the Project in the principal amount of \$409,449.98 is awarded to Androscoggin Bank at an interest rate of 6.15%; 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 2025 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
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Action Item

- e. Act on Town Office Solar Panel Purchase

Manager's Comments: Action item

I have explored the purchase of the solar panels with Revision Energy, with whom the Town approved a PPA contract in 2016. The contract for the PPA provides the Town the ability to purchase the solar panels at a set price after at least 6 years have elapsed under that agreement. However, the document lacks language to specify when within a given year the Town can act upon its option to buy the panels, though it is clear there is intent on all sides to allow for such a opt-out. I'm hopeful I will have an adequate response from Revision by Monday's meeting so that the Board can take action and authorize the panels purchase.

The Town has built up a reserve of over \$37,000 to complete this purchase and depending upon the date Revision agrees is the start of the term on this agreement, the cost of the purchase should not exceed \$32,000.

Suggested Motion:

I move to approve the Town Office Solar Panel Purchase as presented. (or amended)

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

Additional Comments:

Action Items

f. Act on Committee Bylaws

- Budget Committee
- CR Pathways Committee
- Conservation Commission
- Comprehensive Plan Committee
- Recreation Committee
- Economic Development Committee
- Rockport Parks and Beautification Committee
- Zoning Board of Appeals

Managers Comments:

After a bit of urging, we were able to ensure our committees have reviewed their bylaws and recommended any changes to the Board for adoption.

The Budget Committee voted to restrict the ability of an individual serving concurrently on the Select Board and the Budget Committee in their amendments to the bylaws.

Suggested Motion:

I move to approve the Committee Bylaws as presented.. (or amended)

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

Additional Comments:



Bylaws of the Budget Committee of the Town of Rockport, Maine

Section 1. Purpose and Scope

The purpose of the Budget Committee of the Town of Rockport is to study and review the proposed budget and all articles in the annual warrant or special town meeting warrant that impact the finances of the Town of Rockport and to make independent recommendations on those warrant articles and the final budget to the voters on the ballot or to the annual town meeting or special Town meeting. The Budget Committee will also be responsible for the study, review, and recommendation of the annual Capital Improvement Plan (CIP).

The purpose of these bylaws is to establish reasonable rules of procedure for Committee meetings and to promote the fair, orderly, and efficient conduct of the Committee's proceedings and affairs.

Section 2. Established

The Committee was established at the 1957 Annual Town Meeting and amended by the Town of Rockport Charter adopted November 8, 2005, with implementation on July 1, 2006, and amended by general vote November 4, 2014.

Section 3. Membership

The Budget Committee of the Town of Rockport consists of nine (9) members elected by secret ballot by the voters of Rockport at the annual or special town meetings. Members of the Committee shall be qualified to vote in the Town of Rockport.

It is prohibited for any one member to serve on the Select Board and the Budget Committee concurrently.

~~There will also be up to (3) three non-voting, ex-officio members, to be appointed by the Select Board, that served as members of the prior Capital Improvement Committee, whose duties have been directed to the Budget Committee. These ex-officio members will assist the Budget Committee in their mission to assist the Select Board in establishing the annual Capital Improvement Plan.~~

Section 4. Term of Office

Members of the Budget Committee serve elected terms of three (3) years on a staggered basis with the dates of office coinciding with those of the Select Board. ~~Ex-officio members shall be appointed annually by the Select Board and shall serve a term for one (1) year.~~ The recall of members of the Committee must be in keeping with Maine Municipal Statutes and Article VIII (General Provisions), Section 8 (Recall of Elected Officials) of the Town of Rockport Charter. Members of the Committee who resign or are recalled by voters shall be replaced according to the laws and regulations of the State of Maine.

Section 5. Officers; Duties

Officers of the Committee consist of a Chair, Vice-Chair and Secretary to be chosen at ~~an~~the organizational meeting held ~~that fiscal year within sixty (60) days of the election of Committee members.~~ The Chair presides at all meetings; in the absence of the Chair the Vice-Chair presides. The Secretary is responsible for all meeting minutes and shall provide those to the Chair and Finance Director.

Section 6. Meetings

Regular Meetings must be held at least twice annually to consider the proposed annual budget. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Committee, provided, however, that proper notice is given to each member. Meetings of the Budget Committee are open to the public and must be announced in advance in accordance with Town procedures.

Minutes shall be taken in writing, electronically or on the Committee Report Form at every meeting and are retained as part of the Committee's permanent record. Minutes shall contain, at a minimum, time, date, and place of meeting; members present, and final votes taken on any issue. Minutes shall be distributed to committee members in advance of the next scheduled meeting, where they shall be accepted or amended and accepted and made publicly available.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

Section 7. Quorum, Voting, and Conflict of Interest

A quorum shall consist of five (5) members of the Committee. A quorum shall be necessary to take a vote on any issue.

Any action of the Committee shall require the affirmative vote of a majority of the members in attendance.

Conflict of Interest is, in general, governed by the provisions of Article VIII (General Provisions), Section 4 (Conflict of Interest) of the Town of Rockport Charter. Members must disclose such conflicts as soon as it becomes clear 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.

Members may abstain from voting for any reason. If a member abstains from voting passage of the motion requires a majority of the votes cast. An abstention does not count as a vote either yea or nay.

Section 8. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law or provisions of the Rockport Charter shall be resolved in favor of the law and/or the Charter.

Section 9. Waiver; Amendments

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 Budget Committee on August 15, 2018

Approved by the Select Board on October 23, 2018

Approved by the Budget Committee on September 1, 2021

Approved by the Select Board on September 13, 2021

[Approved by the Budget Committee on November 18, 2024](#)

[Approved by the Select Board on December 9, 2024](#)

[Approved by the Budget Committee on March 31, 2025](#)

[Approved by the Select Board on April 14, 2025](#)



Bylaws of the Camden/Rockport Bicycle and Pathways Committee

The Select Boards of the Towns of Rockport and Camden hereby approve and endorse the “Roles and Responsibilities” of the Camden/ Rockport Bicycle and Pedestrian Pathways Committee. The Committee will continue to be composed of five regular, and three alternate members from each town, appointed by the Select Boards to staggered three-year terms. A quorum will consist of any five members present.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

The Committee’s responsibility will be to continue making recommendations for implementation of the “CRC (Camden Rockport Community) Path,” formerly referred to as the “CSD Path.”

Additionally, the Committee will research and make recommendations using the principles of Complete Streets design. The committee will continue to create a network of attractive and functional facilities within and between Camden and Rockport and with connections to neighboring communities. To this end, the Committee will develop and maintain a “Master Plan,” documenting detailed recommendations and prioritized improvements throughout the Rockport/ Camden area.

In compliance with Comprehensive Planning, the Committee will develop and make recommendations to enhance bike/ped transportation, safety, accessibility, and quality-of-life opportunities. The goals are to reduce vehicular traffic congestion, relieve parking pressures, mitigate environmental pollution, enhance public health and strengthen the vitality of the Midcoast’s outdoor economy.

Further, the Pathways Committee will explore and recommend such bicycle and pedestrian infrastructure to complement traffic calming, smart growth, highway access management and land use planning both locally and regionally.

The Pathways Committee will work cooperatively with the residents, Parking, Traffic, Transportation and

other town committees, Highway Departments, neighboring towns, Maine Department of Transportation (MDOT) and the State Planning Office (SPO) to develop its recommendations.

Revised by the Pathways Committee September 8, 2018

Approved by the Select Board October 23, 2018

Revised by the Pathways Committee on December 1, 2021

Approved by the Select Board on December 13, 2021

Revised by the Pathways Committee on September 9, 2024

Approved by the Select Board April 14, 2025



Bylaws of the Rockport Conservation Commission Committee of the Town of Rockport, Maine

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Commission meetings and to promote the fair, orderly and efficient conduct of the Commission's proceedings and affairs. These bylaws shall govern the Commission's practices and procedures except as otherwise provided by law and shall be liberally construed to accomplish their purpose.

Section 2. Membership and Attendance

The committee shall consist of five (5) active voting members and up to three associate members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. If a member fails, without being excused by the Chair, to attend three meetings in a row, the Chair will notify the Town Manager of a vacancy on the committee. ~~A town resident person can become an associate member and free up a full time spot.~~ Three members need to be present in order to form a quorum. By joining the RCC, members agree to agree you have agreed to work collaboratively in a cohesive manner with other members. ~~At least one group project will be decided on each year.~~

Commented [1]: collaboratively?

Commented [2]: why does this need to be specified?

Section 3. Officers; Duties

Officers of the Commission shall consist of a Chairman, Vice Chairman and a Secretary/Treasurer and Treasurer to be chosen annually at the first regular meeting in each year by and from among Commission members unless otherwise provided by law.

The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Commission to perform its duties and conduct its affairs. The chair also shall set the agenda for each meeting.

In the absence of the Chairman, the Vice-Chairman shall preside and shall have the same

authority and duties as the Chairman.

The Secretary shall maintain a permanent record of all Commission meetings and all correspondence of the Commission, which shall be a public record except as otherwise provided by law. He or she shall keep the Maine Association of Conservation Commissions informed of the current names and mailing addresses of Commission members.

The Treasurer shall coordinate with the Town Finance Director so that he or she is prepared to render a report on the status of all funds under the jurisdiction of the Commission at each meeting. The Treasurer shall also recommend action on all bills received by the Commission and ensure the appropriate authorizing signatures are secured on these bills.

Section 4. Meetings

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Chair or Town Manager, or upon the request of most of the committee. Any meeting called shall be done in a manner that provides proper notice to each member and to the public. Meeting minutes shall be recorded and publicly available.

Such meetings may be held in person or if allowed by state law or town policy, via [internet or](#) electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

Section 5. Purchasing

All proposed purchases must be ~~approved~~[presented by](#) the committee at a monthly meeting. An Invoice will be submitted to the Chair and Treasurer to [be accepted and sent to the town for payment through the staff liaison.](#) ~~approve~~. Expense reports will be maintained by the Treasurer and presented at ~~quarterly~~ [monthly](#) meetings.

Section 6. Inventory

An inventory of all equipment purchased and owned by the RCC will be conducted at the first meeting of the year. (July) The Treasurer will maintain a log of purchased goods.

Reconciliation and purchases made from the RCC budget will be presented ~~quarterly~~ [monthly](#).

Section 7. Hearings

Public hearings of the commission shall be called as required by law or on such other occasions, as most of the Commission may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

Section 8. Decisions

All decisions of the Commission shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the commissions permanent record, and shall, required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Commission, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law. Notice of any decision, if required, shall be given as prescribed by law.

The Commission may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Commission may conduct additional hearings and receive additional evidence and testimony as provided herein.

Commented [3]: Is this 30 day requirement needed?

Section 9. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 10. Waivers; Amendments

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.

Adopted by the Commission on November 10, 2001
Approved by the Board of Selectmen on July 28, 2003
Approved by the Rockport Conservation Commission Committee on April 10, 2019
Approved by the Select Board on October 15, 2019
Approved by the Select Board on January 27, 2020
Approved by the Rockport Conservation Commission on October 20, 2021
Approved by the Select Board on November 1, 2021
[Edited and Approved by the Rockport Conservation Commission on January 22, 2025](#)
Approved by the Select Board on April 14, 2025



Section 1. Purpose and Scope

The 2021 Comprehensive Plan Committee's mission is: "To review, revise, and update the 2004 Comprehensive Plan so as to guide the actions and public policies of the citizens of Rockport and their representatives into the future." Rockport's voluntary Comprehensive Plan Committee will work to update and enhance the 2004 Plan in accordance with the Maine Planning and Regulation Act as well as the State of Maine's Growth Management Act. The Plan will incorporate long-term goals, land-use strategies and address other identified needs within Rockport's five neighborhoods: Rockport Village, West Rockport, Rockville, Glen Cove and Simonton Corner. Citizen participation will be vital to the success of this 2021 Comprehensive Plan. This committee will continue the 2004 Plan Committee's commitment to be bold and specific in guiding and addressing community issues with clear goals, public policies, and a concise road map for implementation. The vision expressed in this document should encompass new census data, MDOT statistics, marine resource data and inventories of townland, natural resources, financial assets, housing, commercial and service-related entities. The Committee will utilize the best of a very well received 2004 plan, editing the outdated information, while highlighting the important values of our diverse community and giving direction and improvements for every area of the Town in accordance with State guidelines. The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs.

Section 2. Membership

The Committee shall consist of a minimum of 5 and no more than 10 voting members, and a non-voting select board representative. Planning Board, Zoning Board of Appeals, Conservation Commission, and Harbor Committee representation is encouraged. Greater than half the sitting members need to be present for a quorum. If a member fails, without being excused by the Chair, to attend three consecutive meetings, the Chair will notify the Town Manager of a vacancy on the committee.

Membership term will expire at time of approved public vote of the Comprehensive Plan.

Section 3. Officers; Duties

Officers of the committee shall consist of a Chair and Vice-Chair to be chosen at the organizational meeting in June of each year by and from among committee members. The Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. A Secretary shall maintain a permanent record of all committee meetings minutes and all correspondence of the committee, shall be recorded and publicly available. The Chair shall set the agenda and present the agenda to the committee and town office prior to the meeting.

Section 4. Meetings

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Town Manager or Chair, or upon the request of a majority of the committee, provided, however, that proper notice thereof shall be given to each member.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

Section 5. Participation, Voting and Decisions

Any action of the Committee shall require the affirmative vote of a majority of its membership. No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. All final decisions shall be in writing and shall become a part of the committee's permanent record.

Section 6. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 7. Waivers; Amendments

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 Comprehensive Plan Committee on November 23, 2021

Approved by the Select Board on December 13, 2021

Approved by the Comprehensive Plan Committee on February 9, 2021

Approved by the Select Board on February 22, 2021

[Approved by the Comprehensive Plan Committee on January 13, 2025](#)

Approved by the Select Board on April 14, 2025



Bylaws of the Recreation Committee of the Town of Rockport, Maine

Section 1. Purpose and Scope

The purpose of the Recreation Committee of the Town of Rockport is to oversee all Town Recreation Fields, its grounds, buildings, signs and use of the facility. To ensure the fields are in good safe playing conditions for the youth and adults of our communities to play. The committee will work closely with the Staff Representative, in developing an annual budget, a workplan to establish long-term goals, land-use strategies and identify/address current needs for the Town Recreation Fields and submit to the Town Manager.

The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs.

Section 2. Membership

The Committee shall consist of (5) members and (3) alternate members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. Terms shall be staggered to provide for orderly transitions.

If a member fails, without being excused by the Chair, to attend three meetings over any twelve-month period, that person must resign, and the Chair will notify the Town Manager of a vacancy on the committee.

There shall be at least (1) liaison from the Select Board.

Section 3. Officers; Duties

Officers of the committee shall consist of a Chair, Vice-Chair and Secretary to be chosen at the organizational meeting in July of each year by the committee from among committee members. The Committee Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. The recording Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record. The Chair shall work with the Staff Representative on setting the agenda.

Section 4. Meetings

Meetings can be held monthly, or as needed, depending on items to be addressed. Meetings may be called at the discretion of the Chair, Staff Representative or Town Manager, or upon the request of most of the committee. Any meeting called shall be done in a manner that provides proper notice to each member and to the public. A quorum (the minimum number of members that must be present to make the proceedings of the meeting valid) will be attained with five (3) members present. Meeting minutes shall be recorded and publicly available. All final decisions shall be in writing and shall become a part of the committee's permanent record.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the committee to meet in person.

Section 5. Participation, Voting and Decisions

Any action of the Committee shall require the affirmative vote of a majority of those present at a meeting in which there is a quorum. No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members present.

Members, including alternates, may participate in a meeting by electronic means but not vote or be considered part of the quorum unless physically present. Alternates may participate in any meeting but shall not be included for quorum or voting purposes except in the absence of a regular member.

Section 6. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 7. Waivers; Amendments

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.

Adopted by the Recreation Committee on September 8, 2021

Approved by the Select Board on September 13, 2021

Approved by Recreation Committee on April 10, 2025

Approved by Select Board on April 14, 2025



Bylaws of the Economic Development Committee Town of Rockport, Maine

Section 1. Purpose and Scope

The mission of the Rockport Economic Development Committee (EDC) is to advise and assist the Select Board in promoting and facilitating responsible and properly planned commercial and industrial growth within the community, in order to expand and strengthen the local economy and diversify the community's tax base and to give the Town's residents more opportunities to live, work and thrive.

The role of the Rockport EDC is to investigate current regional economic conditions, assist the Town with the creation and execution of appropriate economic development initiatives and marketing opportunities, coordinate activities to enhance or expand economic development, and engage in related activities, as necessary, to further the EDC's mission and purpose.

Potential Rockport EDC initiatives:

- ~~Redevelopment of the former Rockport Elementary School (RES) site.~~
- Promote the expansion of broadband internet service to capitalize on the trend among creative people, who increasingly are choosing to work where they live versus living where they work.
- Identify projects to include in ~~MCEDD~~-MCOG Comprehensive Economic Development Strategy (CEDS).
- Advise the Select Board on economic development issues, including the need for affordable/workforce housing.
- Identify projects that could be funded through the Tax Increment Financing (TIF) Districts.

The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs.

Section 2. Membership

The Committee shall consist of seven members. A member of the committee shall serve for a term of three years (except for the initial terms which may be longer to allow for staggered terms) and may be reappointed by the Select Board. If a member fails, without being excused by the Chair, to attend three consecutive meetings, the Chair will notify the Town Manager of a vacancy on the committee. Three members need to be present to form a quorum.

Section 3. Officers; Duties

Officers of the committee shall consist of a Chair and Vice-Chair to be chosen at the organizational meeting in June of each year by and from among committee members. The Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. A Secretary shall maintain a permanent record of all committee meetings minutes and all correspondence of the committee, shall be recorded and publicly available. The Chair shall set the agenda and present the agenda to the committee and town office prior to the meeting.

Section 4. Meetings

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Town Manager or Chair, or upon the request of a majority of the committee, provided, however, that proper notice thereof shall be given to each member.

Section 5. Participation, Voting and Decisions

Any action of the Committee shall require the affirmative vote of a majority of its membership. No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. All final decisions shall be in writing and shall become a part of the committee's permanent record.

Section 6. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 7. Waivers; Amendments

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 Economic Development Committee on January 13,
2021 Approved by the Select Board on January 25, 2021
Approved by the Economic Development Committee April 2025
Approved by the Select Board on April 14, 2025



Bylaws of the Rockport Parks and Beautification Committee of the Town of Rockport, Maine

Mission Statement

“Rockport Parks and Beautification Committee”

To foster in Town residents, businesses, and employees a spirit of ownership and caring for the Town’s landscaping, Parks and infrastructure.

Section 1. Purpose and Scope

The purpose of the Rockport Parks and Beautification Committee of the Town of Rockport is to act as a clearing house which will help coordinate the efforts of multiple Town departments, committees, and Townspeople who are interested in the appearance of the Town. This committee will then submit recommendations to the Select Board. The committee will 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. The committee will work in close cooperation with the director of public works, harbormaster and Rockport Garden Club.

The committee will work closely with director of public works in developing the annual budget for the town parks.

The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee’s proceedings and affairs.

Section 2. Membership

The Committee shall consist of nine (9) members and up to five (5) alternate members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. Terms shall be staggered to provide for orderly transitions.

If a member fails, without being excused by the Chair, to attend three meetings over any twelve-month period, that person must resign, and the Chair will notify the Town Manager of a vacancy on the committee. Every effort shall be made to include a variety of representatives from among

the different constituents, including Conservation Committee, Capital Improvement Committee and Legacy Rockport.

The director of public works, and the harbormaster shall be ex-officio members. There shall be at least (1) liaison from the Select Board.

Section 3. Officers; Duties

Officers of the committee shall consist of a Chair, Vice-Chair and Secretary to be chosen at the organizational meeting in July of each year by the committee from among committee members. The Committee Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. The recording Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record. This record shall be submitted to the select board in its monthly meeting agenda. The Chair shall set the agenda.

Section 4. Meetings

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Chair or Town Manager, or upon the request of most of the committee. Any meeting called shall be done in a manner that provides proper notice to each member and to the public. A quorum (the minimum number of members that must be present to make the proceedings of the meeting valid) will be attained with five (5) members present. Meeting minutes shall be recorded and publicly available.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

Section 5. Participation, Voting and Decisions

Members, including alternates, may participate in a meeting by electronic means but not vote or be considered part of the quorum unless physically present. Alternates may participate in any meeting but shall not be included for quorum or voting purposes except in the absence of a regular member.

All final decisions shall be in writing and shall become a part of the committee's permanent record.

Section 6. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 7. Waivers; Amendments

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 Rockport Beautification Committee on September 25, 2018

Adopted by the Select Board on October 23, 2018

Approved by the Rockport Parks and Beautification Committee on August 14, 2019

Approved by the Select Board on August 26, 2019

Amended by the Rockport Parks and Beautification Committee on March 11, 2020

Approved by the Select Board on March 23, 2020.

Amended by the Rockport Parks and Beautification Committee on October 20, 2021

Approved by the Select Board on November 1, 2021

Approved by the Rockport Parks and Beautification Committee April 2025

Approved by the Select Board on April 14, 2025



Bylaws of the Zoning Board of Appeals of the Town of Rockport, Maine

Section 1. Purpose and Scope

These By-Laws are established by the Rockport Zoning Board to aid in the fulfillment of its responsibility under the Maine Constitution, the Statutes of Maine and the Municipal Ordinances, all of which have precedence. These By-Laws are intended to ensure fair and equitable treatment in all proceedings of the Rockport Zoning Board.

Section 2. Membership

- A. The Zoning Board consists of seven (7) regular members and two (2) alternate members, who shall be residents of the Town of Rockport. The members shall serve without pay and shall be appointed by the Selectmen to serve for staggered three (3) year terms expiring on June 30. The maximum length of continuous service shall be nine (9) years.
- B. All Zoning Board members shall attend all meetings. If a member fails, without good cause, to attend four (4) consecutive regular meetings, or at least 75% of all meetings during the preceding twelve-month period it shall result in a recommendation to the Selectmen for removal of the member from the Board.

Section 3. Officers; Duties

- A. A Chair and a Vice-Chair shall be elected annually by the Board members at the first scheduled meeting on or after July 1, and they shall each assume their duties at that meeting.
- B. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

- C. Should both the Chair and the Vice-Chair be absent from a Board meeting, a temporary Chair shall be appointed by the Chair prior to the meeting or elected by a majority of the Board present at the meeting.
- D. The Chair shall call all meetings of the Zoning Board and shall preside at all meetings of the Board.
- E. The Chair shall represent the Zoning Board and be its official spokesperson in all matters.
- F. The Chair shall be responsible for ensuring that new members receive an orientation.
- G. The Town shall employ a secretary, who shall be responsible for supervising the maintenance of accurate records of the Zoning Board meetings, including all official actions.
- H. Records, correspondence, and meeting minutes of the Zoning Board shall be maintained in the Planning Office and may be inspected during municipal business hours, and publicly available.
- I. Minutes of the Zoning Board meetings shall, whenever practical, be officially approved at the next regular meeting of the Board, subject to corrections. Such approved minutes shall constitute the official record of the meetings of the Board.
- J. The chair shall be empowered, in consultation with the town manager, to consult Town counsel to clarify any legal concerns including, but not limited to, procedure, process, and attorney attendance at any given meeting.

Section 4. Meetings

- A. Regular meeting of the Zoning Board shall normally be held on the third Wednesday of the month in the Rockport Opera House Meeting Room, or such other time and place that the Board may designate.
- B. No meeting of the Zoning Board shall start without a quorum consisting of four regular members. Alternate members may be seated by the chair when a vacancy occurs. The Board shall act by majority vote of those members present and authorized to vote.
- C. If an alternate board member sits for an appeal that gets continued to another time, that alternate shall have precedence over a returning regular board member in sitting for the continuance of that appeal. In no case shall any member, regular or alternate, be allowed to join an appeal in progress without a declaration that they have studied all of the relevant documents, video coverage, and minutes germane to the issue.
- D. The agenda for regular meetings shall be established by the Planning Office in coordination with the Board Chair, made available to all Board members and posted for the public at least six days prior to the meeting.

- E. Site walks, as deemed necessary by the Board, may be scheduled. Members of the public may attend site walks.
- F. Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Board to meet in person.

Section 5. Rules of Procedure

A. General

1. Meetings shall be conducted in accordance with Maine Statutes, Town Ordinances, these By-Laws, and pertinent parts of the latest revision of the Maine Moderators Manual; however, the Board may establish special rules for the conduct of any business provided such establishment of rules does not violate state or municipal law or ordinance.
2. An individual wishing to assure Zoning Board consideration of any matter shall provide all appropriate materials to the Planning and Codes Office at least fifteen (15) days in advance of a regular or special meeting.
3. Information shall be presented to the Zoning Board in one or more of the following manners. No information shall be submitted except in one of these manners:
 - a. As a part of a formal application to the Zoning Board submitted 15 days in advance of a scheduled hearing.
 - b. As verbal or limited written testimony during a public hearing.
 - c. Or at the request of the majority of the Board present and eligible to vote.

B. Procedure

1. If a quorum is present, the Chair shall call the meeting to order at the appointed time.
2. The Chair shall declare all votes. If any member doubts a vote, the Chair shall order a recount of the affirmative and negative votes without debate. The secretary shall record all votes.
3. Prior to consideration of any agenda item before the Board, each Board member shall declare any potential conflict of interest to the Board with respect to that item. A Board member may voluntarily refrain from participation on an agenda item. If a question of a possible conflict of interest is raised and the Board member asserts that there is no conflict that will influence his or her conduct, the board, after discussion, shall determine by a majority vote whether a conflict exists. A Zoning Board member with a conflict of

interest shall refrain from participating, influencing, and voting on the agenda item that precipitated the conflict of interest by physically removing him or herself from the table, but may participate in the discussion from the audience as a member of the public.

4. A presentation by an applicant shall not exceed fifteen (15) minutes in length without permission of the Chair.
5. The Chair shall preserve decorum and decide all questions of order and procedure.
6. The agenda may be rearranged at the Board's discretion.
7. No meeting of the Board will go beyond 10:00 p.m. except upon unanimous vote.

C. Public

1. All public hearings held by the Zoning Board as required by law or ordinances of the Town of Rockport, in addition to meeting special requirements of such law or ordinances, shall provide all interested parties with an opportunity to be heard. The Chair may, however, limit discussion to new information and to pertinent information.
2. Members of the public wishing to address the Board concerning an agenda item shall wait until the Chair asks for public comment. When recognized by the Chair, the speaker shall state the speaker's name and address in an audible tone for the record. The speaker shall limit remarks strictly to the issue under discussion.
3. Persons wishing to address the Board on an item not appearing on the agenda may do so only after disposition of all items appearing on the agenda, and only at the discretion of the Chair.
4. The Chair may reopen a closed public hearing with the consent of the majority of the Zoning Board.

Section 6. Voting Procedures

- A. The Zoning Board shall act only by motion. Each motion shall be confined to one subject, which shall be clearly expressed.

Section 7. Waiver; Amendments

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 – Zoning Board after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Approved by the Zoning Board of Appeals September 25, 2002
Approved by the Select Board September 10, 2003
Revisions approved by Zoning Board of Appeals February 12, 2020
Approved by the Select Board on March 9, 2020
Approved by the Zoning Board of Appeals February 3, 2022
Approved by the Select Board on February 14, 2022
Approved by the Zoning Board April 2025
Approved by the Select Board April 14, 2025

Action Items

- g. Act on Committee Workplan(s):
 - Economic Development Committee

Managers Comments:

The last of the workplans to be considered for this year comes from the EDC. This group has set forth a rather aggressive workplan but certainly many of the concept areas highlighted are consistent with conversations and discussions held by the Select Board throughout this year.

As always, the Board retains the right to amend this workplan in any way.

Suggested Motion:

I move to approve the Economic Development Committee Workplan as presented.. (or amended)

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

Additional Comments:

To: Rockport Select Board

From: Rockport Economic Development Committee

RE: 2025 Committee Workplan

Date: March 12, 2025



Consistent with the mission of the Rockport Economic Development Committee, The Committee requests approval of the following areas of concentration for calendar year 2025 resulting in recommendations to the Select Board:

1. Draft and recommend to the Select Board an Economic Development Plan;
2. Work with interested parties to advance work force housing initiative;
3. Review and provide input on Planning Board recommendations for zoning changes to support economic development including work force housing;
4. Identify the types of businesses that fit Rockport's traditional values and business advantages;
5. Identify actions to support/enhance broadband efforts to strengthen economic activity and opportunity;
6. Identify actions to support economic resiliency of the Town;
7. Survey existing businesses in Rockport to understand their needs.
 - a. Conduct a brief survey on a yearly basis.

Discussion Items

- a. Town Professional consultation discussion

Additional Comments:

Executive Session

a. Contract Negotiations

Suggested Motion:

I move to exit regular session and enter into executive session.

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

Suggested Motion:

I move to exit executive session to enter back into regular session.

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

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

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