

**MEETING MINUTES**  
**WEDNESDAY, APRIL 22, 2020 AT 5:30 P.M.**  
**RESCHEDULED FROM MONDAY, APRIL 13, 2020**  
**GEOFFREY C. PARKER COMMUNITY MEETING ROOM**  
**ROCKPORT OPERA HOUSE – VIA VIDEOCONFERENCE**  
**STREAMED AT <https://livestream.com.Rockportmaine>**

**Please note: Due to pandemic, the Select Board has been authorized by the state to meet remotely. At this meeting, the Board will be meeting in a videoconference format. Public comments or questions should be sent to the Town Manager at [wpost@rockportmaine.gov](mailto:wpost@rockportmaine.gov) or can be provided remotely through the livestream of the meeting.**

Remotely present: Chair Debra Hall, Vice Chair Denise Munger, Douglas Cole, Mark Kelley and Jeffrey Hamilton and Kerry Leichtman, Assessor and Linda M. Greenlaw, Town Clerk.  
Present at Opera House: William Post, Town Manager and the audio/visual technician.

**I. CALL MEETING TO ORDER – Chair Hall called the meeting to order at 5:33 p.m.**

**II. TOWN MANAGER’S REPORT/UPDATE**

Town Manager Post stated that there may be paperwork for the Select Board to sign if needed. It will be available tomorrow for at least three Board members to sign. Any paperwork will be on the table in the front entry of the Town Office.

The Fire Department received a \$1,500 grant from Walmart and a \$5,000 grant from the Camden Rotary to purchase smoke detectors for the community.

The Town was able to lock in for oil for the next fiscal year. The Town locked in at \$1.5578 per gallon with Dead River Company

The April excise tax is a concern for us. In March it was down 10%. This month we expect it to be down a much higher percentage.

Board Member Kelley stated that we should see an extreme spike once the emergency status and the 30 days have passed.

Town Manager Post stated that real estate taxes are at 71% collected and the Town Clerk processed \$137,000 today. The cash flow is fine at this point but will be watched closely.

LED streetlights have been arriving at Public Works. The installation should start at the end of May depending on when the smart controls are received.

The Town received a safety grant from MMA in the amount of \$1,447 for safety equipment for Public Works. Credit goes to Diane, the Manager’s executive assistant.

Board Member Cole asked when Beauchamp Point Road would be open.

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Town Manager Post stated that cleanup from the last storm has taken the Public Works crew attention.

The Town received a resignation from Lou Laquaglia from the Planning Board. The resignation is effective April 30<sup>th</sup>.

Town Manager Post stated that the Governor approved an order concerning lodging business including inns, motels, hotels and short-term rental properties. The Order does not allow any reservations or stays to occur during the stay-at-home order. In addition, these lodging establishments must post a notice on their websites. Rentals can only be given to doctors and other medical employees. The Police Department sent out letters to thirty-seven lodging establishments along with a copy of the order for educational purposes. The Police Department received some responses.

Chair Hall asked if the Manager knew what the reasoning is for not allowing reservations to be taken now for advance, supposedly post-COVID 19 time periods, subject to cancellation due to the uncertainties. The Town Manager remarked that he did not know and that he had not heard anything in regard to it. He gave credit to the Police Department for researching and tracking down owners of short-term rentals. He stated that there will be follow up by the Police Department if there are known issues.

Vice Chair Munger stated that it is good to have a data base for short-term rentals in anticipation of our future consideration of regulating such activities.

Board Member Cole asked if there was any update on lighting on the bridge. Town Manager Post stated that the Town is not giving up on lights for the bridge.

### **III. PUBLIC INPUT ON NON-AGENDA ITEMS**

Town Manager Post stated that there were no comments on the livestream or by email at this point.

### **IV. AMENDMENTS TO THE AGENDA –**

Town Manager Post stated that the Minutes for the March 23<sup>rd</sup> regular meeting were not ready yet. The minutes for March 23<sup>rd</sup> are for the Budget Workshop on that date.

### **V. CONSENT AGENDA**

- a. Quit Claim Deeds
- b. Meeting Minutes
  - March 9, 2020
  - March 23, 2020 Workshop/Regular Meeting
  - April 6, 2020

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Board Member Hamilton remarked that he had some corrections to the minutes of the March 23<sup>rd</sup> workshop meeting. The Board agreed to take the minutes off the Consent Agenda.

**Board Member Cole moved that the Board approve the consent calendar as presented. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)**

Board Member Hamilton stated there should be a correction on the first page, section II, fourth paragraph and on page 2, ninth paragraph wants amendment for clarification. He will get the Town Clerk the wording tomorrow.

Also, page 1 – under section II – 4<sup>th</sup> paragraph down, he suggested that the wording should be changed as follows:

Board Member Hamilton stated that he recommends retaining the savings of \$15,000 and not drawing from the Unassigned Fund Balance.

On page 2 – under section II – 9<sup>th</sup> paragraph down, he suggested that the wording should be changed as follows:

Board Member Hamilton offered that to reduce Town expenses at this point in time would be the best thing to do. He stated that the Town should be overly frugal at this time and that we may not be where we should be with excise tax intake.

**Vice Chair Munger moved that the Board approve the minutes of the March 23<sup>rd</sup> Workshop as amended. Board Member Kelley seconded the motion. VOTE: 5 FOR - 0 OPPOSED (Vote by roll call)**

## **VI. ACTION ITEMS**

### **a. Act on Award of Walker Park Seawall Reconstruction**

Town Manager Post stated that the Town received five bids. The project was bid with three options, #1 if constructed in conjunction with the neighboring property in winter/spring of 2020, #2 if constructed independently of the neighboring property's project in winter/spring 2020 and #3, if constructed independently of the neighboring property's project in fall 2020/winter 2021. The Town is limited as to when the project can be completed because of funding restrictions. The project should be completed in the fall. The lowest bidder was L.G. Whitcomb Landscaping, LLC. For \$39,000.

**Board Member Hamilton moved that the Town of Rockport award the bid for the Walker Park Seawall Stabilization Project, to be completed as that described in the proposals, for \$39,000 to Whitcomb Landscaping LLC. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)**

### **b. Act on Taxation of Timeshares Ordinance**

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Town Manager Post explained that this subject was brought up to the previous Town Manager but never moved forward. The Town submits 3,600 tax bills to the Samoset Timeshare owners for real estate taxes. The proposed process will save the Town printing and postage fees and should also save time in the tax collector's office. The Samoset previously saw the process as burdensome, but with the advance in technology, the Samoset General Manager believes that they can implement the system of collecting taxes.

Assessor Leichtman stated that the Town Manager had pretty well covered the process. The ordinance will relieve a burden for the Town and save the Town from sending so many bills. The Samoset would add the fee to the maintenance fee that they bill the timeshare owners. Connie Russell, the manager agrees with the process. The smallest bill that we charge for a unit is \$11.94.

Board Member Hamilton asked how many total tax bills are sent a year. Assessor Leichtman responded that the Town mails 6,200 tax bills. The new process would eliminate half of the bills that have to be generated.

Town Manager Post stated that in doing the research for this project, he discovered that it allows the Select Board to adopt the ordinance without a town meeting vote. The Town Attorney agrees that it is allowed. The Town Manager thanked Assessor Leichtman's office for crafting the ordinance. The Select Board, one by one, will need to come to the Town Office to sign the document if it is approved.

**Vice Chair Munger moved that the Board approve the Taxation of Timeshares Ordinance as presented. Board Member Hamilton seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)**

Board Member Hamilton thanked Assessor Leichtman for a job nicely done.

Vice Chair Munger stated that this depicts efficient staff at work.

**c. Act on Creation and Appointments to Camden/Rockport Broadband Task Force**

Chair Hall stated that her recommendation was that the first thing that needs to be done is to disband the current committee and to appoint a new task force. The current committee has not met recently and was divided into two areas of focus including an update for the Town's website, which the Manager is handling, and the broadband effort. She explained that John Viehman, Joe Sternowski and herself were on that former committee, focused on the broadband issue. She noted that it makes sense for the existing Camden/Rockport ad hoc group to be made official and that Camden prefers a task force to a standing committee. She agrees because it is a finite project. The Camden Select Board have already approved the creation and appointment of the Camden/Rockport Broadband Task Force and have appointed two members with a third to be determined.

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**Board Member Hamilton moved that the Board disband the current Rockport Technology Committee and with the Town of Camden create the Camden/Rockport Broadband Task Force and appoint Debra Hall, John Viehman and Joe Sternowski to that Task Force to represent the Town of Rockport. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)**

**VII. ANNOUNCE FUTURE MEETINGS, OFFICE CLOSURES, ETC.**

- May 11, 2020 – Regular Select Board Meeting

**VIII. SELECT BOARD LIAISON REPORTS –**

Chair Hall called on Vice Chair Munger to give an update on the Library.

Vice Chair Munger stated that they are using the services of interior designer Nadine Cole. The costs for the designer are funded by a donation. The designer has provided an estimate of \$102,000 for the first-floor furnishings, including \$80,000 for bookshelves. The shelving is needed by September. The Library Foundation has the funding, through the Library Committee to purchase the shelving, and will raise money to reimburse the Library Committee. The designer feels that \$20,000 more is needed to make the upper level look finished. The lower level furnishings have been approved by the library designer and have received the approval of the Town. They have been paid for by a generous donor.

Chair Hall noted that while the Library Building Committee has not been disbanded, most of their work has been done and that it does not seem necessary to bring the Library Building Committee together for their approval. Some of the committee members have been involved and are in agreement with the recommendations and the committee had previously approved unanimously the choices suggested by the town's interior designer.

The Select Board agreed and approved moving forward.

Town Manager Post stated that at one point, there will be a list of what has been donated, such as custom shelving, doors, etc. and the Board will approve these donations in the fall.

Chair Hall asked where we are on the building process.

Town Manager Post stated that we are definitely on track. The windows are in, the doors are coming next week, and the brickwork has been started on the back of the building. The sheetrock is 75% up and the sprinkler system is in the works. The workers are wearing masks and social distancing. The contractor and Town have cut down on visitors going into the building to see the progress. It is going well.

Board Member Kelley stated that none of his committees have met. Since we are tight on revenues and taxes and potentially have a chunk of change coming in, he asked if the staff been told to curb spending.

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Town Manager Post stated that all department heads have curbed unnecessary spending. He and Finance Director Brackett are tracking the expenses and intake of funds. If the Town does not collect all revenue as budgeted, it will be shown in the accounting of the unassigned fund balance.

Board Member Kelley asked if people register vehicles after July 1<sup>st</sup> could that funding be applied to this year's budget.

Town Manager Post stated those funds would be applied to the fiscal year 2020/2021. There would be a shortfall in 2020 and an overage in 2021. It would potentially even out over the two-year period.

Board Member Kelley asked for a projection at the next meeting as to where we might be on the budget.

Board Member Hamilton had nothing to report.

Board Member Cole stated the Investment Committee and the Library Committee had not met. Lou has resigned from the Planning Board. The Planning Board is trying to set up a meeting on two Solar Farms. The Parks Committee had four sugar maples donated and they are being kept at the nursery until we can plant them. The Town has sold one of the memorial benches and it will be in place by June 30<sup>th</sup> and this should allow the Town to be able to buy another bench or two.

A group of individuals have been meeting, no employees are involved, and have been doing clean-up projects in the parks. They cleaned up by the fence at the library, down by the lime kilns and the sign at Route 1 and 90 has new trim board and a light. There has also been clean up at Goodridge Park.

Town Manager Post gave an update on the Planning Board. Planning Board Chair Joe Sternowski, Planner Bill Najpauer and he had a conference call meeting today with guidance from the Town Attorney. The attorney discourages site walks and suggests using a video through Zoom. They are moving forward with a draft meeting schedule early next week.

Chair Hall thanked all the volunteers for keeping the Town looking good.

There is a drop box on the side of the building for taxes. There are forms and other information available in the front entryway.

The Board thanked Geoff Parker for all he does for the Town.

## **XI. ADJOURNMENT**

**At 6:30 p.m., Board Member Hamilton moved to adjourn the meeting. Vice Chair Munger seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)**

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Respectfully submitted,

LINDA M. GREENLAW  
TOWN CLERK as RECORDING SECRETARY