

- PUBLIC MEETING -
Rockport Select Board
Monday, June 8, 2020 – 5:30 p.m.
Geoffrey C. Parker Room
Streamed at <https://livestream.com/Rockportmaine>

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

AGENDA

I. Call Meeting to Order

II. Public Hearing

- a. Receive Public Comments on Liquor License Application for CICC13 Inc d/b/a Ports of Italy – Rockport

III. Town Manager’s Report/Update

IV. Public Input on Non-agenda Items

Public comment should be directed at issues not under discussion on this evening’s agenda. Comment from the public will be welcome prior to each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.

V. Amendments to the Agenda

VI. Consent Agenda – None

VII. Action Items

- a. Act on Committee Application(s)
 - Planning Board Alternate – Mark X. Haley II
- b. Act on Liquor License Application (Ports of Italy-Rockport)
- c. Act on Peddlers Permit at Harbor Park – Mark Senders/Camden Bagel LLC
- d. Act on Education and Development Reimbursement Policy
- e. Act on Nomination for Maine Municipal Association Legislative Policy
Committee Representative
- f. Act on Award of Paving Bid

VIII. Discussion Items

- a. Discuss Parking Work Plan
- b. Discuss West Rockport Fire Station Design Process

IX. Announce Future Meetings, Office Closures, Etc.

- June 15, 2020 – Special Select Board Meeting
- June 22, 2020 – Regular Select Board Meeting
- June 30, 2020 – Town Office Closed for end of Fiscal Year Processing
- July 3, 2020 – Town Offices Closed in Observance of Independence Day
- July 13, 2020 – Regular Select Board Meeting
- July 14, 2020 – Election Day and Clerk’s Office Closed

X. Wastewater Commissioners

- a. Presentation and Discussion of FY 21 Wastewater Budget
- b. Approve FY21 Wastewater Budget

XI. Select Board Liaison Reports

XII. Adjournment

Public Hearing

- a. Receive Public Comments on Liquor License Application for CICC13 Inc d/b/a Ports of Italy – Rockport

Manager's Comments:

This is a new application for a liquor license for the building formally known as The Helm. The owner of this new restaurant also owns Ports of Italy in Boothbay Harbor. The Chair will open the public hearing, receive public comments via livestream and email to wpost@rockportmaine.gov, and close the hearing. The Board will then act on the application under "Action Items".

****** PUBLIC HEARING NOTICE ******

TOWN OF ROCKPORT

On Monday, June 8, 2020 at 5:30 p.m. at the Rockport Opera House, the Rockport Select Board will have on their agenda a hearing on the following application:

NEW LIQUOR LICENSE FOR MALT, WINE & SPIRITS for C1CC13 INC. d/b/a.
PORTS OF ITALY ROCKPORT (Sante Calandri) at 141 Commercial Street, Rockport,
ME

This public hearing will be part of the Select Board's regular meeting agenda.

Linda M. Greenlaw, Town Clerk



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

William S. Post, Town Manager
Email: wpost@rockportmaine.gov

**Diane Hamilton, Executive Assistant and
General Assistance Administrator**
Email: dhamilton@rockportmaine.gov

Town Manager's Report & Update June 4, 2020

EMS Class Progress

All five Rockport attendees to the EMS-basic class passed their written class final test a week ago and all five passed the hands-on practical test. The next step is the State practical exam which is on hold during the pandemic. After that is the National Written test in order to obtain an EMS License.

Short Term Rentals

As you know, during the pandemic, many projects were put on hold and the short-term rental project was one of them. Some research had been completed before the pandemic, and now this project will begin again. I have assigned Intern Olivia LaRoche to work with the MCEDD staff (Hannah Sisk and Bill Najpauer) to continue researching short-term rentals. We will also update the original timeline to see if we can prepare licensing standards or ordinance regulations for the November ballot. I will keep the Board informed.

Payments In Lieu of Taxes

The Town received two payments in lieu of taxes from the Midcoast Solid Waste Corporation in the amount of \$4,130 and from the Vesper Hill Foundation (Children's Chapel) in the amount of \$500.

EMS Education Initiative and Analysis

Another project put on hold due to the pandemic is the emergency medical services education effort and analysis. You may recall that I am working with Tom Judge of Life Flight Maine and another consultant to develop an education program that will be an unbiased review of emergency medical services, the different levels of licensure and the different models of providing EMS to residents. I hope to have this proposal to the Board later in June.

Library Re-Opened

As you know, the Rockport Public Library re-opened to the public on June 1st. While the library is open there are many new rules and restrictions which are intended to maximize safety for both the patrons and the staff. Curbside pick-up is still offered for anyone who wants to use that service.

Below are the rules in place until further notice:

Patron Limit

Based on the size of the building ***we can only have 5 patrons in the library at one time.*** Every person counts toward this limit, regardless of age. If one family member can come into the building to pick items for everyone in the household, we urge you do so.

Time Limit

Since we can have so few patrons in the building at one time, we have put a time limit on visits. We ask that you keep your visit to the library to ***30 minutes or less.***

Masks

For the safety of the staff and other patrons we are ***requiring that anyone that comes into the building wear a mask that covers their nose and mouth.*** Many of our patrons are in high risk categories and we all must work together to keep the Library safe for everyone.

Browsing

We encourage you to browse and read book descriptions but ***please do not put a book back on the shelf after you have touched it.*** If you touch a book and do not intend to check it out, please place it on one of our quarantine carts. Any item that has been touched needs to go into a 72-hour quarantine.

Public Computers

While the pandemic is ongoing, we will only be offering one station for public computing. This is so we can clean the computer between each use. The 30-minute time limit is in effect for using the computer. If you need an exception, please see a librarian.

Social Distancing

Please follow all social distancing guidelines in the Library and maintain a 6-foot distance from other people. Some rooms have specific occupancy limits due to the inability to practice appropriate social distancing in those rooms.

Entrance and Exit: Now One Way

The front door by the book drop is our entrance. The side door with the ramp is our exit. Please use the front door to enter the building and the side door to leave. If you have any ***mobility issues do not hesitate to use the side door with the ramp to enter the Library.*** The area around the desk is tight; by having a specific entrance and exit we can better maintain social distance around the circulation desk.

Donations

The Library will not be taking any book or magazine donations at this time. We will let everyone know when we will resume taking book and magazine donations.

Cleaning

We will be cleaning and disinfecting high touch surfaces at the Library multiple times a day. We encourage you to use our hand wash station and we will have hand sanitizer for patrons to use.

Hours

Our hours have been reduced to the public. We will be open from ***10:00 a.m. to 5:00 p.m. Monday through Friday.*** This is to give the staff extra time to process curbside pickup orders and for cleaning of the building.

MRC Summer Tennis Camps

Midcoast Recreation Center approached me to be allowed to use the tennis courts at the Marge Jones Recreation Fields for their youth summer camps so that they could more easily follow the Maine and Federal CDC guidelines. I am pleased to announce that I have allowed this use and MRC is providing two spots per week in the camps free of charge to Rockport residents. The classes are held Monday through Thursday in the mornings so that the courts are open for use by all after MRC is done for the day during the week and are open to all on Friday through Sunday. Signs have been posted at the courts to notify users.

Other Uses at RES Site

I have been approached by different groups that want to use the former RES site for various activities including exercise classes. These requests are coming to the Town because social distancing inside exercise studios is difficult. As the weather has improved, these folks want to continue their exercise, but cannot really do that inside and practice social distancing. Brandy Hare with the Public Works Department is assigned the tasks of reserving the use of the RES site (and others). I continue to work with her on these requests and most are granted.

Glen Cove Rest Area

A crew from the Public Works Department has done a very nice job trimming brush and trees at the Glen Cove Rest Area and removing brush that was left by the Maine Department of Transportation. The view is back! This trimming was long-overdue and makes a big difference for resident's and visitor's enjoyment of the park.

Action Items

- a. Act on Committee Application(s)

Manager's Comments: Action item

Mark Haley submitted an application to serve on the Planning Board. At this time, there is an alternate position available. The term will expire on June 30, 2023.

Suggested Motion:

I move the Board appoint Mark Haley, II to the Planning Board as an alternate member for a term ending June 30, 2023.

APPLICATION FOR COMMITTEE SERVICE

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

Name: Mark X. Haley II

Home Address: 181 Mill Street, Rockport Work Address: _____

Mailing Address (if different): _____

Phone Number: (Home) (207) 593-9086 (Work): (617) 487-3665

E-mail Address: mxhaleyii@gmail.com

Committee you wish to serve on: Planning Board

Why do you want to serve on this committee?

I moved to Rockport in mid-April and would like to get involved in the community by offering my expertise in real estate and experience serving on nonprofit boards to benefit the town. I would like the opportunity to be of service to my newly adopted town. My listening and processing skills coupled with my knowledge, objectiveness and fairness make me a strong candidate. My ability to process and analyze the issues at hand and clearly and concisely communicate my thoughts as they relate to the master plan of the town will help me and the planning board adjudicate proposals before them in a constructive manner. My impartiality will provide the board with a reasoned, fair approach to evaluate the goals of the applicants with the bylaws of the town. I'm capable of managing a wide variety of situations, people and problems with patience, tact and diplomacy.

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

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

Land Use philosophy:

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

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Insightful and balanced evaluation of the matters before the planning board with fair and impartial mediation within the constraints of the law, and in keeping with the traditions of the past, the character of the present and with foresight towards the future.

Are you interested in serving on other committees?

Yes, the Recreation Committee.

Action Items

- b. Act on Liquor License Application (Ports of Italy-Rockport)

Manager's Comments: Action item

The Board will act on this liquor license application.

Suggested motion:

I move the Board approve the liquor license application for CICCI3 Inc d/b/a Ports of Italy – Rockport.



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Division Use Only
License No:
Class: By:
Deposit Date:
Amt. Deposited:
Payment Type:
OK with SOS: Yes <input type="checkbox"/> No <input type="checkbox"/>

Application for an On-Premises License

All Questions Must Be Answered Completely. Please print legibly.

**Section I: Licensee/Applicant(s) Information;
Type of License and Status**

Legal Business Entity Applicant Name (corporation, LLC): CICCI3 INC	Business Name (D/B/A): PORTS OF ITALY ROCKPORT
Individual or Sole Proprietor Applicant Name(s): SANTE CALANDRI	Physical Location: 141 COMMERCIAL STREET, ROCKPORT
Individual or Sole Proprietor Applicant Name(s):	Mailing address, if different: P.O. Box 444, Boothbay Harbor 04538 ME
Mailing address, if different from DBA address:	Email Address: SANTE@PORTSOFFITALY.COM
Telephone # Fax #: 973-641-4716	Business Telephone # Fax #: 207-236-1011
Federal Tax Identification Number: 83-4421365	Maine Seller Certificate # or Sales Tax #: 83-4421365 APPLIED FOR
Retail Beverage Alcohol Dealers Permit:	Website address: portsofitaly.com

1. New license or renewal of existing license? New Expected Start date: **6/15/2020**
 Renewal Expiration Date: **6/14/2021**

2. The dollar amount of gross income for the licensure period that will end on the expiration date above:

Food: **150,000** Beer, Wine or Spirits: **250,000** Guest Rooms: **N/A**

3. Please indicate the type of alcoholic beverage to be sold: (check all that apply)
- Malt Liquor (beer) Wine Spirits

4. Indicate the type of license applying for: (choose only one)

- Restaurant (Class I, II, III, IV) Class A Restaurant/Lounge (Class XI) Class A Lounge (Class X)
- Hotel (Class I, II, III, IV) Hotel – Food Optional (Class I-A) Bed & Breakfast (Class V)
- Golf Course (included optional licenses, please check if apply) (Class I, II, III, IV) Auxiliary Mobile Cart
- Tavern (Class IV) Other: _____
- Qualified Caterer Self-Sponsored Events (Qualified Caterers Only)

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

141 COMMERCIAL STREET, ROCKPORT, ME 04856

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address
CICCI INC	7704	47 COMMERCIAL ST, BOOTHBAY HARBOR
28 UNION INC	11829	28 UNION ST, BOOTHBAY HARBOR

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
SANTE CALANDU	8/30/58	TREVI, ITALY
JEFFREY J TEEL	7/18/53	WINCHESTER MA

Residence address on all the above for previous 5 years

Name	Address:
SANTE CALANDU	13 TALBORD ARLUND ME 04076
Name	Address:
JEFFREY J TEEL	14 WEST ST BOOTHBAY HARBOR ME 04538
Name	Address:
Name	Address:

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: N/A

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

RESTAURANT & BAR WITH 2 DINING ROOMS
AND BAR & DINING AREA

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: Church

Distance: 2 miles

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 4/30/2020

[Signature]
Signature of Duly Authorized Person

Signature of Duly Authorized Person

SANTE CALANDRI
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its Retail Beverage Alcohol Dealers permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

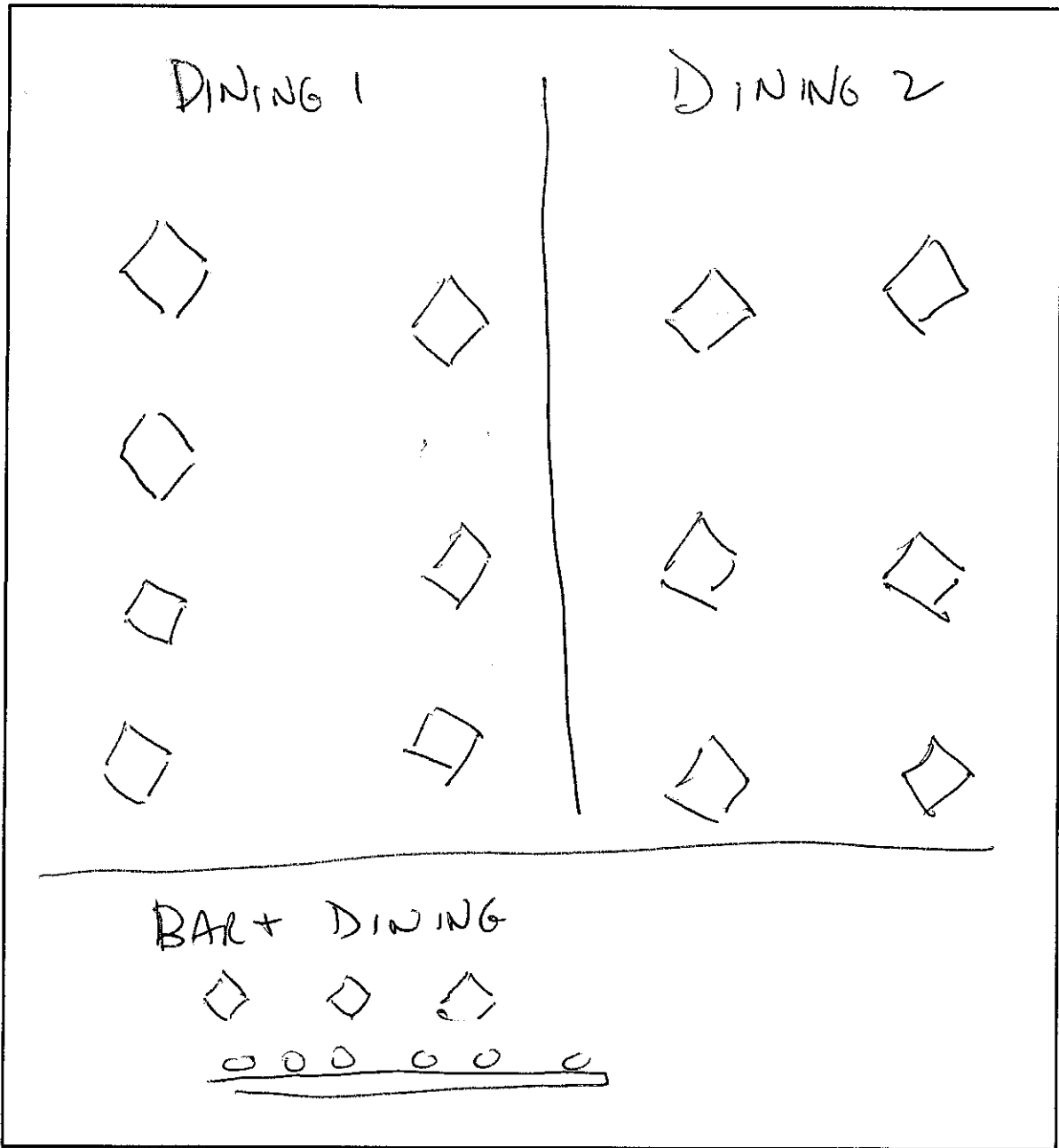
Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VII Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.



Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: CICCI 3, INC
2. Doing Business As, if any: PORTS OF ITALY ROCKPORT
3. Date of filing with Secretary of State: 3/20 State in which you are formed: ME
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership
SAUTECALANDINI	13 TALBOT DR ARUNDEL ME 04046	8/30/58	PRES	100%

(Ownership in non-publicly traded companies must add up to 100%.)

Action Items

- c. Act on Peddlers Permit at Harbor Park – Mark Senders/Camden Bagel LLC

Manager's Comments: Action item

Mark Senders, owner of Camden Bagel has applied for a peddler's permit to locate his food trailer at Harbor Park. He has completed all of the information and is approved for the permit as long as the Board agrees that he can use Harbor Park as his location. I believe this would be a great addition to the Harbor.

Suggested Motion:

I move the Board approve the use of Harbor Park by Mark Senders for a food trailer for 2020.



CAMDEN, MAINE

Rockport Harbor Food Trailer Proposal

The Big T Trailside food trailer is part of Camden Bagel LLC, The Bagel Cafe and The Big T SnackShack. We, Mark Senders and Rebecca Neves, have owned and operated the Bagel Cafe for the past 5 years and have operated the concessions at the Camden Snow Bowl for the past 3 years. We acquired our food trailer to expand our offerings at the Snow Bowl for the winter season. We are now wanting to locate the food trailer at Rockport Harbor for the warmer months. Since it is our first season in the location and we are in a such a precarious time, our proposed ideas could change because of unforeseen circumstances. We will be in close contact with Abbie Leonard if anything changes or any new concerns arise.

We would like to operate our trailer 4-5 days a week. Most likely Thursday through Sunday from 11-3PM. Our menu will be rotating and offer fresh, delicious items that are family friendly. Cold drinks, snacks, sweets, and treats as well. See the sample menus attached.

Our food trailer is fully inspected and insured. We have running, heated water with holding tanks for both fresh and waste water, Garbage bins, Hand and dish sinks, 2 Service windows, Hood system, Fryer, Griddle/flat top, refrigerators and a freezer.

Because of Covid-19 our operating procedures will be greatly adjusted. We will be cleaning and sanitizing everything . We will be wearing gloves and fabric/washable face masks. We will be offering to pay and order online or by phone. We will also be marking appropriate distances for people to stand at. All orders will be bagged and placed on a specific table/counter for pick up. The ability to be behind sliding glass and in a secure kitchen (even if small) makes us able to serve people with out physical interaction.

29/21

please print - PEDDLERS PERMIT APPLICATION - please print

Applicant: Mark Senders / Camden Bagel LLC Tel. Number: (h) _____ (w) 236-2661 (c) 975-1039

Applicant's Mailing Address: 152 Mountain St. Camden, ME 04843

Applicant's Email Address: eat@bagel.cafe.maine.com

INFORMATION REQUIRED FROM APPLICANT:

Proposed Date of Operation: m/d/y to m/d/y: 6/12/20 - 10/4/20

Proposed Location of Operation: Rockport Marine Park

Proposed Hours of Operation: 10AM-3PM Wednesday-Sunday, possibly 8AM-6PM.

Description of Product to be Sold: Food and beverage, see attached menus.

Type and Size of Signage: 8 ft tall flag placed by road, signage on trailer

State Licenses Required: attached.

PLEASE ATTACH THE FOLLOWING:

Police Chief Letter: pending

Permission Letter from Property Owner: N/A PENDING SEP

Copy of Vehicle Registration: attached

Copy of Driver's License: attached

Sketch Plan (if operating from a specific location): attached

To the best of my knowledge, all information submitted on this application is correct. I agree to comply with the Town of Rockport's Ordinances and applicable State laws. I hereby grant permission to the Rockport Planning Office to make necessary inspections to ensure compliance.

Signature of Applicant [Signature] Date Received by Planning Office 5-28-2020

CODE OFFICER REVIEW PROCESS

- 1.) Approved SEP Reason meet all requirements + Si Board has APPROVED
- 2.) Denied _____ Reason _____

Code Officer Signature: S. E. Bulford Date: 5-28-2020 File # _____ Fee \$ 66 x 2 = 132 + 30 = 162. Paid _____

June 2 10 DAYS
 July 19
 Aug 17
 Sept. 17
 Oct. 3
 66

Sample Menus

Big T Trailside at Rockport Harbor

Ham Cheese Crepe \$8

ham, asiago and swiss cheese

Vegetable Crepe \$8

asparagus, mushrooms, onions,
asiago and swiss cheese

Plain \$4

add Egg \$2

add Bechamel \$1

add Side Salad \$4

spring mix, balsamic vinaigrette

Banana Nutella Crepe \$8

Lemon Crepe \$5

Strawberry Chocolate Crepe \$8

Chips \$2

Cold Drinks \$2

Lemon ice \$3

Big T Trailside at Rockport Harbor

Cheese Burger \$9

black angus beef, cheddar ,challah roll
lettuce, tomato, onion, pickle

Spicy Chicken Sandwich \$8

fried boneless chicken thigh, challah roll,
lettuce, tomato, onion, pickle, spicy mayo

Veggie Burger \$8

blue mango veggie burger, challah roll,
lettuce, tomato, onion, pickle

Hotdog \$4

all beef hotdog, caramelized onion

Caesar Salad \$6

romaine lettuce, parmesan, lemon,
croutons, caesar dressing

French Fries

Large \$6

Small \$4

Cold Drinks \$2

Lemon Ice \$3

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 27179

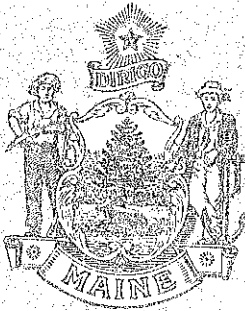
EATING PLACE TIER 1 29 Seats (in)

THE BIG T SNACK BAR
20 BAR TOWN RD
CAMDEN ME 04843

EXPIRES: 01/21/2021

FEE: \$160.00

ATTN MARK SENDERS
CAMDEN BAGEL LLC
THE BIG T SNACK BAR
25 MECHANIC ST
CAMDEN ME 04843



Jeanne M. Lambros
Commissioner

NON-TRANSFERABLE

▽ DETACH HERE ▽

Employers must establish a written smoking policy that prohibits smoking in any business facility, including in vehicles used for work, and in outdoor areas where employees perform services under the control of the employer. Smoking in workplaces shall only be permitted outdoors. Employers shall only permit employer and employees to smoke outside within a Designated Smoking Area that is at least 20 feet away from the business facility and designed in a way to prevent smoke from escaping back into a workplace, public place or other areas where smoking is prohibited.

Eating Establishments shall prohibit smoking in outdoor eating areas and all enclosed areas of public places. Smoking includes the use of electronic smoking devices, whether or not they contain nicotine.

Tobacco Retailers are required to card all persons 30 years of age or younger by photographic identification that contains the persons date of birth. Tobacco products may not be sold to any person under 21 years of age unless the person obtained 18 years of age on or before July 1, 2018. Tobacco products include, but not limited to, a cigarette, a cigar, a hookah, pipe tobacco, chewing tobacco, snuff or snus, electronic smoking devices, and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes and liquids used in electronic smoking devices, whether or not they contain nicotine.

For free guidance regarding Maine's retail tobacco and workplace smoking laws, please contact the Maine CDC Tobacco and Substance Use Prevention and Control program at tsup.dhhs@maine.gov or call 207-287-4627.



State of Maine

Department of Agriculture, Conservation & Forestry
Division of Quality Assurance & Regulations
28 State House Station, Augusta, ME 04333-0028
(207) 287-3841

SERIAL NUMBER

124522

2-29773

June 13, 2019

June 23, 2020

LICENSE NUMBER

DATE OF ISSUE

DATE OF EXPIRATION

This certifies that

**Bagel Cafe Camden
Camden Bagel LLC
25 Mechanic ST**

Camden, ME 04843-

BAKERY

Location: 25 Mechanic ST, Camden

This certificate is valid only between the date issued and expiration date appearing herein. Only the named holder at the location for which issued may use it.

The person named herein is authorized to sell or manufacture food products, fuel and/or sell or repair weighing and measuring devices as permitted by law for the listed authorizations.

This certificate and/or each type of authorization represented is subject to suspension, revocation or cancellation as authorized by Maine Revised Statutes.

LICENSE TYPE

DESCRIPTION OF LICENSE AUTHORIZATIONS

FEE

License Type	Authorizations	Fee
Retail Bakery	11 to 25 Baked Goods (produced on site) Coffee/Tea (prepared on site) Cold Foods (prepared on site) Prepackaged Food	50.00
Bakery Proc/Wholesale	Other Type Bagels	50.00
TOTAL:		100.00



Department of Agriculture, Conservation & Forestry

Division of Quality Assurance

Amanda Beal

Commissioner

Christy Franklin

Director

2:01



Search here



Takeout

Delivery

Gas

Groceries



Pascal Ave

Flag Sign



Food Trailer

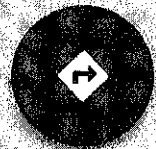
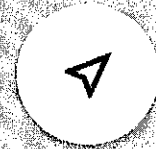


Andre The S

Rockport Marine Park

Schooner Yacht Heron

Google



Explore



Commute



Saved



Contribute



Updates



Action Items

- d. Act on Education and Development Reimbursement Policy

Manager's Comments: Action item

You may recall that the Town allocated \$5,000 in the Town Manager's Office budget for this fiscal year for tuition reimbursement with the intent that it be distributed to employees who complete college courses in job-related areas. I have drafted this policy so that we have a process to follow. The policy allows for reimbursement for college courses and other professional development courses or certificate programs.

Suggested Motion:

I move the Board approve the Education and development Reimbursement Policy.



Education and Development Reimbursement Policy



Rockport, Maine – June 8, 2020



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Reimbursement Amounts..... 5
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Adoption and Signatures 5

Purpose

The purpose of the Town of Rockport's Education and Development Reimbursement Policy is to encourage employees to improve their job skills and performance by providing financial assistance for successful completion of job-related academic, professional, and technical course work.

Scope

Policy applies to all non-probationary full-time employees. Employees must take the course on the employee's own time. Town time may not be used to attend educational opportunities covered by this program. If a course is only offered during regularly scheduled work hours, the employee's department head may make reasonable efforts to adjust work schedules to accommodate the scheduling conflict.

Program of Study

To qualify for reimbursement under the program, the proposed course work must improve the employee's skills and knowledge as required by the employee's present position; benefit the employee's professional development as a Town employee; or enhance the employee's career development with the Town of Rockport.

1. Degree programs – subject to available funding, employees who are enrolled in accredited degree programs are eligible for reimbursement of tuition costs only (up to \$1,000 per course) for any required course that the employee obtains a “C” or better grade.
2. College courses – subject to available funding, employees who enroll in individual courses are eligible for reimbursement for courses that pertain to their existing position, and for which they obtain a “C” grade or better.
3. Certificate programs - subject to available funding, employees who enroll in certificate programs are eligible for reimbursement for courses, seminars or other professional development programs that pertain to their existing position, and for which they obtain a “C” grade or better.

Eligibility

1. Employee must submit a request to the department head by December 31st of each year so departments can budget accordingly. There may be a limit of how many classes can be funded per year, as well as how many employees can receive funding per year. If approved by the department head an employee will sign the Education Subsidy Intent Form. The Education Subsidy Intent Form is then submitted to the Town Manager's Office.
2. Employee assumes full cost of the course, prior to the class.

Condition of Reimbursement

1. Tuition will not be reimbursed if an employee is eligible for V.A. funds.
2. Tuition reimbursement is regarded as an advance against earnings for a one (1) year period. Employees who receive notice and approval by the Town Manager will be asked to sign a written authorization for repayment through deduction from the final paycheck if an employee leaves Town employment before the one-year period concludes. An employee leaving before the one (1) year period must repay the advance given for tuition reimbursement payments during the preceding one (1) year period as an automatic deduction from their final paycheck.
3. Reimbursement will be provided to employees on a first come first serve basis, so long as funding is available. Reimbursement is for tuition and/or registration. Textbooks are not included in this program.
4. If an employee would like to request reimbursement, they shall submit a written request to the Town Manager, along with a class transcript that shows the final grade. The Town Manager will issue a written notice to the employee if the request is approved or denied. If approved the Town Manager shall send notice to the Finance Department to include in the employee's next paycheck. Town reimbursement is limited to existing and available funding and will be made for costs incurred after prior notice and approval by the Town Manager.
5. Employees must receive a letter grade of 'C' or better for coursework receiving a grade. If a course is given on a credit/no credit or attended/not attended basis, an employee must receive a "credit" or "attended" to qualify for reimbursement. Employees must submit reimbursement requests along with copies of final documentation for the course or certified test and all receipts for course.
6. Employees must report any financial assistance funds received from another agency or source in the request for reimbursement. In no event shall reimbursement received from this program, plus reimbursement from other educational incentive programs, exceed the total cost of registration and tuition. If the total amount of reimbursement from the Town and other sources exceeds the total amount of approved expenses, the Town will reduce the amount to be reimbursed accordingly.
7. The Town provides tuition reimbursement as a way of improving an employee's job skills/knowledge for their current position, the Town expects that the employee will remain in that position (unless promoted) for a sufficient period of time so the Town receives the benefit of their investment. Therefore, employees who separate from employment within three years of receiving education reimbursement, will agree to pay back the reimbursement at the rate below, either through final cash out pay or a payment plan.
 - Within the first year at 100%
 - Within two years at 75%
 - Within three years at 50%

Reimbursement Amounts

Employees eligible for reimbursement shall be reimbursed as follows:

1. If the employee receives a grade of “C”, the employee will be reimbursed 50% of the cost of tuition, up to \$500.00.
2. If the employee receives a grade of “B”, the employee will be reimbursed 75% of the cost of tuition, up to \$750.00.
3. If the employee receives a grade of “A”, the employee will be reimbursed 100% of the cost of tuition, up to \$1,000.00.

Licenses and Certifications

Some position assignments require a specialized certification or license to perform the function. Any employee seeking to obtain this special designation or obtaining the special designation as a requirement for employment, the cost of the course will be covered by the Town upon approval.

The employee will have two chances to acquire the certification or license at the Town’s expense.

If the requirement is mandatory for the position the employee may be terminated.

Adoption and Signatures

The Rockport Select Board first approved this Education and Development Reimbursement Policy on June 8, 2020.

Debra Hall, Chair

Denise Munger, Vice-Chair

Douglas Cole, Select Board Member

Jeffrey Hamilton, Select Board Member

Mark Kelley, Select Board Member

Action Items

- e. Act on Nomination for Maine Municipal Association Legislative Policy Committee Representative

Manager's Comments: Action item

Every two years the representatives to the Maine Municipal Association Legislative Policy Committee (LPC) are nominated and elected by state senate district in alignment with terms in the state legislature. I currently serve on the LPC representing Senate District 12. I was appointed to the position held by Rockport's previous Town Manager. I would like to be nominated again to stand for election for this position.

Suggested Motion:

I move the Board nominate William Post for the Maine Municipal Association's Legislative Policy Committee for Senate District 12.

NOMINATION FORM

Maine Municipal Association's
Legislative Policy Committee
July 2020 to June 2022


Senate District 12

Appleton
Camden
Cushing
Friendship
Hope
Isle Au Haut

Matinicus Isle Plt.
North Haven
Owls Head
Rockland
Rockport
Saint George

South Thomaston
Thomaston
Union
Vinalhaven
Warren

The municipal officers of _____ hereby nominate:
Print name of your municipality

Nominee: _____ 
Print name of Nominee

Nominee's municipality: _____ Position: _____

Date: _____

Signature of Nominator

Print name of Nominator

Consent

I agree to accept the nomination and to serve if elected to the MMA Legislative Policy Committee:

Date: _____

Signature of Nominee

Please return Nomination Form by 5:00 p.m. on July 13, 2020, to:

Laura Ellis - Maine Municipal Association
lellis@memun.org
FAX: 624-0129

Nominations received after 5:00 p.m. July 13, 2020, will not be counted.

Action Items

- f. Act on Award of Paving Bid

Manager's Comments: Action item

The Town opened five bids for paving projects on Wednesday, June 3rd at 2:00 p.m. The apparent low bidder is All States Asphalt, Inc with a per ton cost of \$71.45 per ton for 12.5 mm asphalt mix and \$72.45 per on for 9.5mm mix. Please see your materials for a complete bid tally. Public Works Director Mike Young and I recommend accepting the bids prices from All States Asphalt, Inc. as submitted.

Suggested Motion:

I move the Board accept All States Asphalt, Inc.'s prices for paving as submitted.

Company	Asphalt per Ton	Tack/ Sq. Yard	Milling/ Sq. Yard	Reclaim	Hand Placed per Ton
All State Asphalt	9.5mm \$72.45 12.5 mm \$71.45	\$0.07 or \$3.50 gal	\$2.50	\$1.75	\$155.00
Pike Industries	9.5mm \$79.00 12.5mm \$77.00	\$0.11 or \$3.45 gal	\$5.20	\$4.70	\$140.00
Wellman Paving	\$77.77	\$0.11	No bid	No bid	\$155.00
Performance Paving	\$78.00	\$0.07	\$4.00	\$3.00	\$160.00
Hagar Enterprises	\$77.75	\$0.17	No bid	No bid	\$135

Discussion Items

- a. Discuss Parking Work Plan

Manager's Comments: Discussion item

As you know, I had created an ad hoc Parking Work Group to review the parking in the village and to identify areas that may be utilized for additional parking. The Work Group was meeting regularly before the pandemic hit. I plan to have the Work Group being meeting again in June to continue its work. Included in your materials is the Parking Plan Purpose and Goals statement developed by the Work Group for your information.

Purpose: To identify the next steps in maximizing, improving and maintaining parking in the Town of Rockport to serve the downtown/village area.

Goals:

- To maximize parking in the Town of Rockport Right of Way, dependent on various factors such as traffic flow and road width.
- To manage the availability of public parking by setting time limitations for parking spaces.
- To increase accessibility of public parking (by improved lighting, sidewalks, etc.).
- To increase the use of parking by improving signage and striping.
- To create a safer environment for pedestrians.
- To improve traffic flow.
- To identify areas for additional off-street public parking.

Short-Term: 3 to 8 months

- Assemble traffic count data (ongoing)
- Striping and signage for current public parking spaces already identified.
 - o Designate motorcycle parking.
- Create loading and drop-off zones.
- Identify temporary parking
 - o Summer Street (one-way)
 - o Church Street (one-way)
 - o Mechanic Street and Winter Street (one-way loop)
 - o Designate a portion of upper Main Street
 - o Cramer Park
 - o Identify off-hours parking at private parking areas (subject to property owner consent)
- Mark all non-parking areas.
- Install parking/wayfinding signage as appropriate.
- Arrange "safety audit" of the downtown area with D.O.T.
- Install bicycle racks.
- Public outreach and publicity plan.

Medium-Term: 9 to 18 months

- Create or develop an RFP for traffic and parking study.
- Improved lighting.
- Explore potential of parking expansion via current Right of Ways.
- Update parking signage as appropriate (ongoing).
- Identify traffic calming measures on Main Street and Central Street.
- Discuss feasibility of three-way stop at the intersection of Main Street and Pascal Avenue (the bridge) with D.O.T.
- Once parking is improved, create a parking map to be posted in the downtown area at a Kiosk, on the Town's website and distributed to local businesses.
- Dedicate funds from the downtown TIF for public parking improvements.

Long-Term: 18 months +

- Expansion of parking to include satellite lots for employee parking or overflow parking.
- Improve ADA access, including sidewalk upgrades.
- Improve stairway path on hill from Harbor to Main/Central Street.

Discussion Items

- b. Discuss West Rockport Fire Station Design Process

Manager's Comments: Action item

The architects have asked us to identify stakeholders that they can work with to begin the design process for the West Rockport Fire Station. Chief Peasley has identified Deputy Chief Todd Philbrook, Assistant Chief John Wickenden, Lieutenant Bill Lane, Lieutenant Greg Rollins and firefighter Allen Mitchell as well as residents Kris Kangas and Tom Cox in addition to himself and the Town Manager that are willing and able to serve on the Building Committee. The Select Board should discuss which Select Board member will serve on this committee

Wastewater Commissioners

Suggested Motion:

I move the Board recess and convene as Wastewater Commissioners.

- a. Presentation and Discussion of FY21 Wastewater Budget

Manager's Comments: Discussion item

Finance Director Megan Brackett and I will present the FY21 Wastewater Budget and answer any questions.

- b. Approve FY21 Wastewater Budget

Manager's Comments: Action item

Suggested Motion:

I move the Wastewater Commissioners approve the FY21 Wastewater Budget as submitted (or amended).

I move the Board reconvene as the Select Board.

TOWN OF ROCKPORT

WASTEWATER BUDGET

FY 20-21



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Wastewater Commissioners

Five Members - Three Year Terms

Debra Hall Chair 150 Russell Avenue 202-746-1303 Term Expires: June 2021	Denise Munger Vice-Chair 2 Harbor View Drive 303-668-7528 Term Expires: June 2022	Douglas Cole Select Board Member 103 Russell Avenue 975-2980 Term Expires: June 2020	Jeffrey Hamilton Select Board Member 21 Ledgewood Drive 715-213-7198 Term Expires: June 2021	Mark Kelley Select Board Member 204 West Street 596-9258 Term Expires: June 2020
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Town Officials

Town Offices: 236-9648 - 101 Main Street, Rockport

William S. Post Town Manager 236-0806	Michael Young Public Works Director 236-6245	Megan A. Brackett Finance Director 230-0180	Scott Bickford Code Enforcement Officer 236-0989
--	---	--	---

Contracted Engineering Firm

WOODARD & CURRAN

Engineering-Science-Operations

www.woodardcurran.com

Andrew Field

Plant Manager



Wastewater Commissioners

Town Manager

Finance
Director

Public Works
Director

Code
Enforcement
Officer

Woodard
& Curran
(O&M Contract)

Maine Water
Company
(Billing)

Executive Summary

Introduction

The fiscal year 2020-2021 Wastewater budget for the Town of Rockport, Maine is presented to the Wastewater Commissioners at a special meeting in May. The budget establishes the operational goals of the Wastewater department for the upcoming year. The budget is developed based on recommendations of the municipals officials and is reviewed and amended by the Town Manager before presenting the budget to the Wastewater Commissioners for review. Final approval of the budget is granted by the Wastewater Commissioners. The sewer expansion project along the northern section of US Route 1, from State of Maine Cheese Company to Seelight Lane was completed in 2015. Long term bonding for the project is made possible by a loan from the Maine Municipal Bond Bank and will be paid from TIF proceeds. A new Commercial Street extension went underway in April of 2017, to connect from the Rte. 90 - Rte.1 section to Tropical Nails.

Town Departments - Functions

The Town Manager oversees the operations of the Wastewater facilities, with the assistance of the Public Works Director, Code Enforcement Officer, and the personnel of Woodard & Curran. Woodard & Curran is the engineering company hired by the town to annually maintain the wastewater system.

Administration: The Administration Department provides the necessary funding for the municipal personnel required to provide support to the Wastewater department, as well as minimal office expenses to perform and maintain financial responsibilities. Insurances, billing costs and other miscellaneous expenses also are paid through the Administration budget. Billing for Wastewater charges is provided by the Maine Water Company; financial records are then forwarded to the Finance Director for review and financial records are updated and maintained by the Town. The Finance Director, along with the Town Manager, is responsible for tracking accounts and implementing the lien process whenever necessary, for unpaid sewer fees.

Operations: The Operations budget provides funding for contractual obligations, including funding to hire Woodard & Curran to maintain the Wastewater facilities; funding to pay both Camden and Rockland for use of their Wastewater treatment facilities and payment for the treatment of wastewater from the Samoset. This budget also provides funds for any capital item requirements dealing with building upgrades and/or improvements, as well as equipment needs.

Long-Term Debt/Capital Maintenance: The long-term debt and capital maintenance budget includes the Town's bonded indebtedness for past Wastewater bonded debts. Also included are funds for Rockport's share of Camden's debt for the upgrade to their Treatment Plant. Fees are also collected in anticipation of necessary repairs and/or upgrades to the current system. These fees are classified as "capital maintenance". Woodard & Curran develops a capital improvement plan, which looks at the needs of the system projected for a five period. The system is ageing and requires maintenance. This budget continues with the capital improvement plan and extends the plan out an additional year in keeping with a five year projection for capital improvements.

Demographics

The Town of Rockport, Maine was incorporated in February of 1891. It is located in the Penobscot Bay along the mid-coast of the state. Rockport has a land area of 22.58 square miles and a population of approximately **3,330** (U. S. Census 2010). The Town is empowered by the state to levy a property tax on both real and personal property within its boundaries. The Town of Rockport is a municipal government, non-profit organization.

Rockport's census population indicates that the town grew by 121 from year 2000 to year 2010 (3.8% increase). 1,604 of the population in 2010 consisted of males and 1,726 of the population was made up of females.

In year 2000 the average household size was 2.3. The State of Maine average is 2.4, whereas the US average is 2.61. Rockport's household size estimated for 2009 is 2.61.

The average family size is 3.11; State average family size is 2.82; and the average family size in the US is 3.19.

The median family income in Rockport is \$59,267 (in 2012 - inflation adjusted dollars); the US median family income is \$46,709, both of which are lower that reported for 2009.

The per capita income in Rockport in year 2012 was \$27,141; State per capita income was \$26,824; and the US per capita income was \$28,155. Rockport's per capita income (in 2009 inflation-adjusted dollars) is estimated at \$32,727; US per capital income is estimated at \$27,041.

Owner Occupied Homes in Rockport averaged \$171,900 in value in year 2000; the average owner occupied home in the State was \$170,500; owner occupied homes in the US averaged \$185,200. Estimated median value on owner-occupied homes in 2009 was \$317,908 (in US \$185,400; \$177,500 Maine).

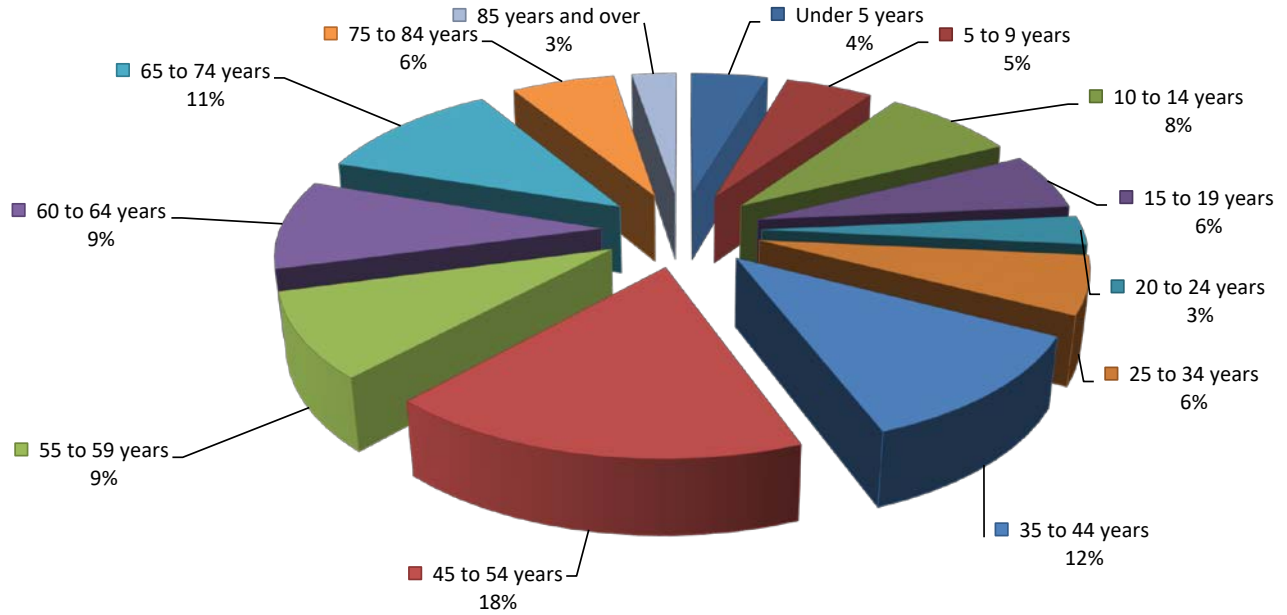
The median age of Rockport residents in 2010 was 48.8. 4.53% of the population was under the age of 5 years; 73.81% was 18 years and over and 2.61% of the population was 85 years and older.

Wastewater Residential Units		Wastewater Commercial Units		
Single units:	500	Single	62	Public Authority: 3
Multi units:	52	Multi	10	
Seasonal Units:	12	Seasonal	2	
TOTAL	564	TOTAL	74	TOTAL CUSTOMER COUNT 641

Following are charts depicting the demographic age and gender breakdowns, as well as the breakdown of household income.

Note: Not all census data available for 2012.

Town of Rockport - Age Analysis



Population dynamics:		
	Number	Percent
Under 5 years	151	4.53%
5 to 9 years	173	5.20%
10 to 14 years	264	7.93%
15 to 19 years	197	5.92%
20 to 24 years	99	2.97%
25 to 34 years	202	6.07%
35 to 44 years	388	11.65%
45 to 54 years	586	17.60%
55 to 59 years	297	8.92%
60 to 64 years	311	9.34%
65 to 74 years	371	11.14%
75 to 84 years	204	6.13%
85 years and over	87	2.61%
Total	3,330	100.00%

Median Resident Age Estimates
 48.8 Years Rockport
 42.4 Years Maine

Source: US Census 2012 Estimates

Population 2010 Census:

Male	1,604	48.17%
Female	1,726	51.83%
Total	3,330	100.00%

US Census

Gender Representation of the Town - 2010



2012 - City-Data.com

Median Household Income:	\$59,267	Rockport
<i>Estimated</i>	\$46,709	Maine

2008 Household Income:

Income Range	Number	Percent
Less than \$10,000	71	4.87%
\$10,000-\$14,999	0	0.00%
\$15,000-\$19,999	93	6.37%
\$20,000-\$24,999	98	6.72%
\$25,000-\$29,999	73	5.00%
\$30,000-\$34,999	62	4.25%
\$35,000-\$39,999	77	5.28%
\$40,000-\$44,999	87	5.96%
\$45,000-\$49,999	22	1.51%
\$50,000-\$59,999	168	11.51%
\$60,000-\$74,999	135	9.25%
\$75,000-\$99,999	233	15.97%
\$100,000-\$124,999	79	5.41%
\$125,000-\$149,999	0	0.00%
\$150,000-\$199,999	150	10.28%
\$200,000 or more	111	7.61%
Total	1,459	100.00%

Per Capita Income

Knox County \$27,141

Median Household Income

Knox County \$50,266

*2012 Estimates

Town of Rockport-Household Income 2012



Source: City-Data.com

Wastewater Management

Town Government

The Town operates under the Select Board - Town Manager form of municipal government. Policy making and legislative authority are vested in the five member Select Board, which is elected. The Select Board members are elected to serve staggered three-year terms. The Select Board represents the executive branch of the municipal government, of which the Select Board members are the chief executive officers. The duty of the Select Board is to execute the will of the people, to manage Town affairs and to provide leadership and oversight on issues of importance to the Town. The Select Board is charged under the Town Charter to serve as the Wastewater Commissioners and are empowered to perform all duties and functions authorized and established by state statute or municipal ordinance to operate and maintain the wastewater facility and sewer system within the town limits.

Administrative: The Administrative Department provides the municipal staffing support and office expenses to maintain the office operations required to maintain the wastewater financial operations and staff support for the infrastructure.

Operations: Operations provides funding for the Town to hire an engineering firm to provide staff to maintain the wastewater system; the Public Works Director provides assistance and back up whenever necessary. Operations also includes funding to help maintain the treatment systems for both Rockland and Camden for which the town's wastewater is collected and treated.

Debt/Capital Maintenance: The Wastewater debt includes Rockport's share of debt related to the Camden Treatment Plant upgrade. The bonds issued in November 1992 and May 1993 culminated a sewer construction project, which included installation of sewer lines and upgrading the Town's sewer system. The final payment on these bonds was made in 2012. Future debt has been procured to extend the U S Route 1 sewer line and additional fees may be collected in preparation of anticipated repairs and upgrades to the current sewer lines.

The town also has a TIF (Tax Incrementing Financing) bond related to the sewer line that was extended along Commercial Street. Payment of this bond is through the town's general fund budget annually. Said bond runs through November 2020.

Geographically, Rockport is situated in mid-coast Maine, in the County of Knox. It is approximately 40 miles from the state capitol of Augusta. It is approximately 57 miles from Bangor, and 79 miles from Portland, two of the largest cities in the State of Maine. The closest airport is the Knox County Regional Airport in Owls Head, which is 10 miles away.



2010 US Census Population:	3,330
Land area (square miles)	21.7
Miles of streets/roads	64.4
Water area (square miles)	12.4

Population per square mile of land area:	142.9
Housing units per square mile of land area:	74.6

Town of Rockport, Maine

Glen Cove Wastewater Collection System



1 inch = 1,000 feet
0 500 1,000 2,000 3,000 4,000 Feet

Legend

- Flow Meter
- Pump Station
- Force Main
- 8" Sewer
- 10" Sewer
- Municipal Boundary

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Town of Rockport, Maine

Village Wastewater Collection System



An Overview of How to Read the Budget Document

The budget notebook is broken out into a number of different sections. The first sections leading up to the actual "numbers" is informational about the community, including demographics and statistical information about the Town.

Organizational Chart

The organization chart depicts the town manager form of government, and designates the municipal officials involved in maintaining and supporting the Wastewater department.

Financial Policies

The town has a number of **Financial policies** that are a matter of practice. The financial policies include the use of the lien process for unpaid wastewater fees.

Budget Summary

The Summary of the proposed expenses and revenues, as well as previous budgets - both budgeted and actual costs.

Budget Process

The Wastewater budget is separate from the town's general fund budget, as it operates as an Enterprise Fund. In governmental accounting, an Enterprise Fund provides goods or services to the public for a fee that makes the entity self-supporting.

User Rates and Fees

This is the calculation of the user rates and fees based on the budgeted expenses and revenues, as well as the number of customers and the cubic foot usage of the system.

Budget Comparisons (Budget v. Actual)

Budget requests of the Town Manager and Wastewater Commissioners are compared to previous year's budgets.

Expenditures Summary

The **Expenditures Summary** includes totals from all departments, comparing proposed expenses to previous year's budgets.

Expenditures Chart

A chart of proposed expenses.

Revenues Summary

The **Revenues Summary** includes totals from all departments, comparing proposed revenues to previous year's estimated revenues.

Revenues Chart

A chart of proposed revenues.

Departmental Budgets

Each budget includes both appropriations (also known as expenses) and revenues applicable to a particular department.

Each department page header includes the department name and number. The department number represents the first set of numbers used in accounting reports and becomes the entire "line item number". The second set of numbers represents the second set of numbers in the line item number.

Expenditures are named next to their corresponding line item number. Across the page are columns representing the budget requests for the coming year (Manager and Commission.), as well as budget v. actual for the current budget year and two previous years, and actual expenses and revenues for the fiscal year of three years previous.

Following is an example of the header of a budget page:

General Government
Administration - Dept. 0200

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	YTD	FY 20-21 Commission
--	----------------------------	----------------------------	----------------------------	----------------------------	------------	--------------------------------

At the beginning of each departmental budget there is a summary page. The summary page summarizes the requests for Personnel Services, Employee Benefits, Purchased and Contractual Services, Other Contractual Services, Supplies, and Capital Outlay, as applicable, noted in the left-hand corner of the summary document. The summary page also includes graphs depicting the expenses and revenues pertaining to each department over time.

In the detailed pages of the departmental budget that follow the summary page the appropriation number column indicates both the line number and the description of the account. As an example: 0200-2115 Finance Director's Salary. This appropriation number would indicate the department (0200), followed by the account number (2115) which represents the municipal officer.

Account Name

Each account is assigned a name. Account descriptions are universal so comparisons between departments are easily made. For example, computer supplies would be the same account name and number in each department.

FY 16-17 Actual

Actual Expenses and Revenues during the fiscal year July 2016 through June 2017.

FY 17-18 Actual

Actual Expenses and Revenues during the fiscal year July 2017 through June 2018.

FY 18-19 Actual

Actual Expenses and Revenues during the fiscal year July 2018 through June 2019.

FY 19-20 Budget/Y-T-D

Budget v Year-To-Date Expenses and Revenues for the fiscal year July 2019 through June 2020.

FY 20-21 Budget

After review and consideration of the Town Manager's recommendations the Wastewater Commission adopts a final budget. The last column will form the basis for the next fiscal year budget.

Glossary

A glossary of budgetary and financial terms is included in the budget document, providing definitions and a better understanding.

Putting it all Together

The budget is a series of spreadsheets whereby budget requests are presented by department. Recommendations are considered at various stages and carefully reviewed. The design of the budget is methodical in nature, in an order and format that helps the user to easily access information.



Town of Rockport, Maine

Town Manager's Office

Town Office Building
101 Main Street
Rockport, Maine 04856

William S. Post, Town Manager

Telephone: 207.236.0806 x3
Fax: 207.230.0112
Email: wpost@rockportmaine.gov

Date: June 03, 2020
TO: Wastewater Commissioners
From: William S. Post, Town Manager
RE: Proposed FY 2020-2021 Wastewater Budget

The Wastewater Department operates as an enterprise fund, deriving operating revenues based on collections of the users of the system. The budget includes costs for Administration, Operations and Long-Term Debt. The day-to-day operations of the system are contractually performed by Woodard & Curran, with support as needed from Town personnel. The Town contracts with the City of Rockland and the Town of Camden for the treatment of wastewater. The billing function is performed by the Maine Water Company on behalf of the Town.

The rate charged to customers of the system comprises two components; debt and capital maintenance, as well as usage fees. Properties not connected, but having the option to connect to the system, pay only debt service fees. This year like last year, the debt fee collected continues to be comprised of the cost of long-term debt as well as the cost of the capital reserve account specifically to be used for repair and/or replacement of sections of the wastewater system. Beginning in fiscal year 13-14 the Wastewater Commissioners established a Capital Improvement Plan, which consisted of capital items to be purchased over the next five years. This plan is updated on an annual basis and continues to help us maintain a great system.

This past year we were able to complete needed upgrades to the Sea Street pump station, purchased a new pump at Fox Fridge, replaced the generator at the Harbor View pump station, started a reserve account to purchase a new automatic radio system, continued funding for ongoing ability to camera the system and continued to prepare for the needed upgrades at the Camden Treatment Plant.

Administrative costs are higher this year, we have had changes in staff which has resulted in wage and benefits increases, and we are processing sewer liens more often which results in more time spent from the Finance Office. We are also working with Maine Water to bill all users monthly instead of quarterly, which will increase our costs, but should help us reduce our aging receivables.

Operation costs are up about 18%, the biggest factor here is what we are being charged by Camden and Rockland to treat our waste. We are also increasing this number slightly because we do have an inflow problem, but we have not been able to locate where it is coming from. We will continue to camera the system to see if we can locate the problem.

Looking toward the future, we know that the Camden Treatment Plant is going to need around ten (10) million dollars worth of repairs and upgrades. It is expected that this project will be out to bid in November 2020 with construction to begin in Spring 2021. We also know that at some point the Rockland Treatment Plant will need some upgrades, but the cost and the timing for this project is still unknown.

Also in the coming year we are anxious to get the Route One Sewer Extension project out to bid and have work start on that hopefully this fall. With the current state of events as we work through COVID-19, it is increasingly difficult for contractors to get workers at this time, which is delaying us putting the project out to bid. Woodard & Curran is hopeful that we should be able to get this project bid out in the next month or so.

I look forward to meeting with the Wastewater Commissioners to review the proposed budget for fiscal year 20-21, and to develop a budget that best meets the needs of the community.

Respectfully submitted,

William S. Post

William S. Post
Town Manager

Financial Plan

The Town's financial plan is based on minimal increases in spending while attempting to maintain and plan for future upgrades and maintenance of the sewer system.

Overall Goals

The overall goals for the Town include the following:

Fiscal Conservatism to ensure that the Town is financially sound. This will include balancing the budget, paying bills in a timely manner, while being ever mindful of future financial needs of the Town.

Flexibility to ensure that the Town is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

Adherence to Accounting and Management Practices as established by the Government Finance Officers' Association (GFOA) standards for financial reporting and budgeting, the GFOA Standards Board, and other professional standards.

Operating Budget Policies

The operating budget establishes the allocation of resources that enables the Town to deliver services on an annual basis. Services are delivered to the residents at a level that meets the real needs of the public as efficiently and effectively as possible.

Balanced Budget

Appropriations are limited to the total estimated revenues, including the amount to be billed to customers using the wastewater system. Financial reports are frequently issued and reviewed in order to track spending. Through the warrant process, all expenditures are reviewed to ensure appropriate use of Town funds. The result is a financially well-managed organization that operates within its budget authority.

Lien Process

The Wastewater Commissioners commit monthly the fees and charges related to the debt and usage of the sewer system. Once the commitment has been made, the Treasurer then has the authority to collect any outstanding balances.

Once the wastewater charges have been committed, then at the end of the fourth quarter billing for the fiscal year (June each year) and 30 days have passed on the fourth quarter billing date, a "Notice of Commitment" is sent to customers with outstanding balances.

After 90 days from the date the "Notice of Commitment" was mailed, the "Notice of Lien" can be sent by certified mail, with certified mailing costs added to the charges. On the 30th day from the date of the "Notice of Lien" a lien must then be recorded in the Registry of Deeds, including mailing costs for each certified mailing associated with the property and also the filing and discharge of the lien. A copy of the lien must be sent to the customer and any lien holders of the property by certified mail on the day the lien is recorded at the Registry.

Eighteen (18) months from the date of the liens is the foreclosure date. A "Notice of Foreclosure" can be sent out no earlier than 45 days before the actual Foreclosure date. A "Notice of Foreclosure" gets sent certified mail to property owners and any lien or mortgage holders recorded at the Registry.

If the lien is not paid before the date of foreclosure, then the town becomes the owner of the property.

This process is similar to the process utilized by the town for unpaid property taxes, and carries the same consequences.

Capital Improvement Budget

During FYE 2014 town officials worked on developing a Capital Improvement Plan for the Wastewater department.

The capital budget plan included looking at immediate capital needs of the Wastewater department, as well as the capital needs over the next five years. Each year the CIP is updated; one year drops off and another year is added.

The capital improvement plan includes capital requirements for the proposed budget as well as the most likely requirements for an additional four year period.

Capital Items for "above ground" and "below ground" are listed separately, and are shown in the overall budget under different appropriation numbers.

Above Ground Capital Items can be found in the Operations Budget: E 0300-7355
Below Ground Capital Items can be found in the Debt Service/Capital Maintenance Budget: E 0400-7355

The Wastewater Commissioners can vote annually to place unspent capital items in a reserve account for the purpose of helping pay for future capital costs. The replacement cost of the Maine Sport Pump Station may require funding appropriations over several years to help pay for the entire cost of this capital item. In anticipation of that replacement, funds have been budgeted to begin gathering money to hold in reserve for the replacement of the pump station known as "the Maine Sport Pump Station". The CIP helps the Town monitor capital needs, both current and future, and alleviates significant budget swings.

Funding Proposed for FY 16-17 includes the following:

Above Ground Capital	E 0300-7355	279,000
Below Ground Capital	E 0400-7355	75,000
TOTAL CAPITAL BUDGET FY 15-16		354,000
Change to Capital Reserve		-104,000
NET CAPITAL		250,000

See "Funding the CIP" for estimated Capital Reserve funds at FYE June 30, 2016. Budgeting for the capital needs for the FY 16-17 and adding funds to the Capital Reserve, can help maintain a NET capital budget (Expenses plus or minus Reserve funds) to \$180,000. This helps to level the budget funding for capital expenses on an annual basis.

Capital Improvement Projects Estimates
 - provided by Woodard & Curran

Rockport Maine Wastewater Collection System

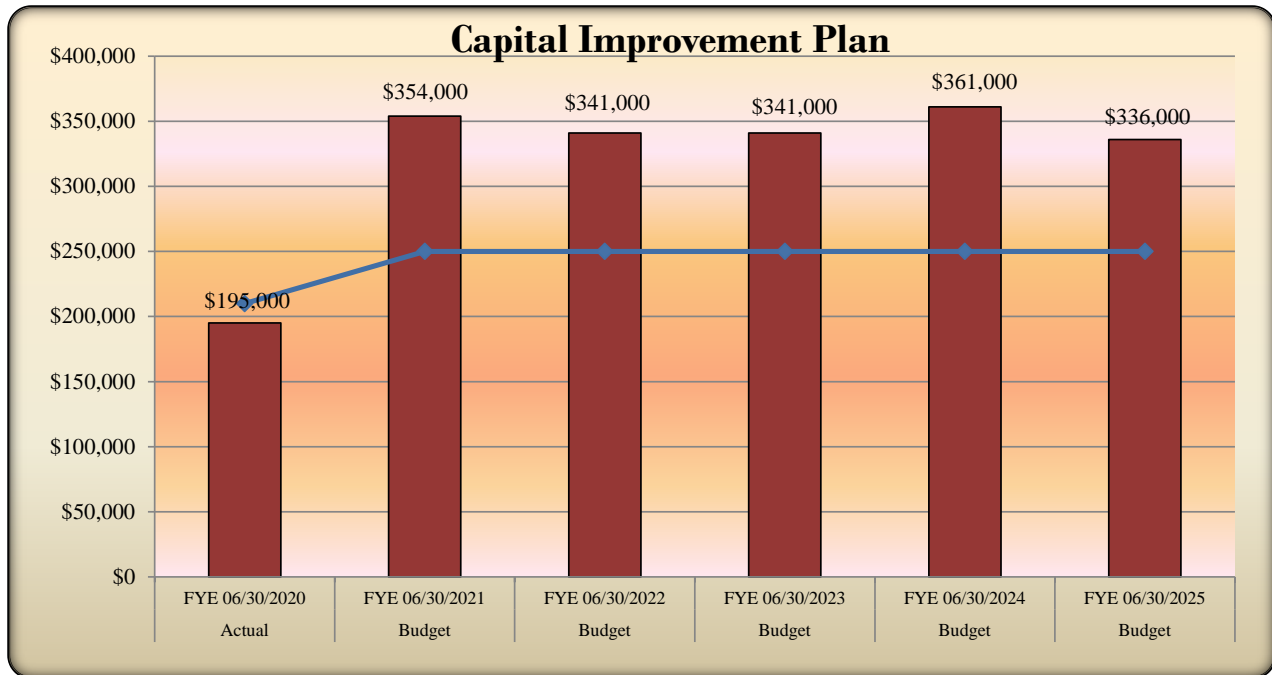
Item #	Equipment/System/Structure		FYE 6/30/2020 Completed	FYE 6/30/2021 Year 1	FYE 6/30/2022 Year 2	NEW 6/30/2023 Year 3	NEW 6/30/2024 Year 4	NEW 6/30/2025 Year 5
ABOVE GROUND CAPITAL ITEMS			Capital Items					
1	Beauchamp	New pump.						
2	Brook	New pump.						
3	Camden St. Flow Metering Station	Replace flow meter and control panel / SCADA		\$ 100,000				
4	Clam Cove	New station in 2011 & low residential use.						
5	Country Inn	New SCADA/control panel and flow meter (and eliminate Seacoast Security oversight).					\$ 100,000	
6	CSD (high School)	New pump						
7	Eastward	New SCADA/control panel (eliminate Seacoast Security oversight)			\$ 85,000			
8	Fox Ridge	New pump.	\$ 6,000					
9	Goose River	New SCADA/control panel to replace softstarts and bubbler level system.						
10	Harbor View	New generator completed in 2015	\$ 10,000					
11	Health, Safety & Compliance	Arc flash assessment (FYE 2016), arc flash mitigation subsequent years	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
12	Main St Extension	New pump.				\$ 85,000		
13	Marine Park	New in 2002. Minimal winter season flow.						
14	Mechanic	New pump.						
15	Miscellaneous Controls/Electrical	Unexpected electrical failures such as motors, panels, main disconnects, transfer switches.	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
16	Operations Building	Replace roof (FYE 2018) and replace furnace (2020).	\$ 10,000				\$ 5,000	
17	Pines	New pump possibly with station reaching 15 yrs old.						
18	Pump Station Miscellaneous Repairs	Piping repairs for the stations.		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
19	Romaha	New control panel & new pump						
20	SCADA- Services	Comprehensive review of existing system & maintenance contract	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
21	SCADA System	To upgrade and replace the current SCADA computer system.						
22	Sea Street	New pump (10 hp)	\$ 85,000					
23	Ship	Very low flow.		\$ 6,000				
24	Spruces	New pump.						
25	Teledesign Radio	New radio system for all pumpstations - current company is going out of business.	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
26	Treatment Plant Upgrades Reserve	Upcoming treatment plant upgrades in Rockland and Camden.	\$ 62,000	\$ 72,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
27	Vehicle Lease Payment	Wastewater Truck Investment	\$ 10,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
28	Warrenton	New SCADA/control panel with expansion of Rt 1 sewer and addition of hospital flow into station.						\$ 80,000
Total Above Ground Capital Items (Operations Budget-0300)			\$ 125,000	\$ 279,000	\$ 266,000	\$ 266,000	\$ 286,000	\$ 261,000
BELOW GROUND CAPITAL ITEMS			Capital Items					
24	Maine Sport	Replacement of Maine Sport Pump Station						
25	~15 miles gravity sewer	Jet and camera the entire system (Village and Glen Cove).	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
26	~15 miles gravity sewer	Repair/replace areas targeted for improvement following analysis of camera survey	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
27	249 Manhole structures	Thorough inspection of each structure and repair as necessary.	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
		Contingency	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Total Below Ground Capital Items (Debt/Capital Maintenance Budget-0400)			\$ 70,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
TOTAL ANNUAL CAPITAL IMPROVEMENTS			\$ 195,000	\$ 354,000	\$ 341,000	\$ 341,000	\$ 361,000	\$ 336,000

By using and maintaining a reserve fund, the net effect on the budget each year is the same even though the CIP might require more funding in a particular year of the plan.

At this point in time the needs for the FYE 06/30/2023 are unknown.

	Budget FYE 06/30/2020	Actual FYE 06/30/2020	1 Budget FYE 06/30/2021	2 Budget FYE 06/30/2022	3 Budget FYE 06/30/2023	4 Budget FYE 06/30/2024	5 Budget FYE 06/30/2025
CIP and BUDGET							
Level Budget Funding	\$ 210,000	\$210,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
CIP Expenditures to Budget:							
Above Ground Capital	\$ 273,000	\$ 125,000	\$ 279,000	\$ 266,000	\$ 266,000	\$ 286,000	\$ 261,000
Below Ground Capital	\$ 75,000	\$ 70,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Total Annual CIP	\$ 348,000	\$ 195,000	\$ 354,000	\$ 341,000	\$ 341,000	\$ 361,000	\$ 336,000
Difference between Budget and Level Funding	\$ (138,000)	\$ 15,000	\$ (104,000)	\$ (91,000)	\$ (91,000)	\$ (111,000)	\$ (86,000)
	Use Reserve	Add to Reserve	Use Reserve	Use Reserve	Use Reserve	Use Reserve	Use Reserve
NET (Expenditures +/- Reserve)	\$ 210,000	\$ 210,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000

RESERVE ACCOUNT	FYE 06/30/2020	FYE 06/30/2020	FYE 06/30/2021	FYE 06/30/2022	FYE 06/30/2023	FYE 06/30/2024	FYE 06/30/2025
Reserve Account Estimates							
Beginning Balance estimate	\$ 383,590	\$ 383,590	\$ 433,590	\$ 369,590	\$ 323,590	\$ 277,590	\$ 211,590
Add to Reserve	\$ 35,000	\$35,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Use from Reserve	\$ (138,000)	\$ 15,000	\$ (104,000)	\$ (91,000)	\$ (91,000)	\$ (111,000)	\$ (86,000)
Balance Fiscal Year End	\$ 280,590	\$ 433,590	\$ 369,590	\$ 323,590	\$ 277,590	\$ 211,590	\$ 170,590



Budget Summary from FY 16-17 thru Proposed FY 20-21

Expenditures Less Revenues	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20		FY 20-21		
				Budget	YTD	Manager	Commission	
EXPENDITURES	1,432,599	844,913	1,124,712	1,510,402	647,582	1,701,493	12.7%	1,701,493
REVENUES	(835,785)	(840,748)	(1,024,825)	(1,516,394)	(804,804)	(1,722,942)	13.6%	(1,722,942)
Net Budget	\$ 596,814	\$ 4,165	\$ 99,887	\$ (5,992)	\$ (157,223)	\$ (21,449)		\$ (21,449)

Budget Process

The Wastewater budget is separate from the town's general fund budget, as it operates as an Enterprise Fund. In governmental accounting, an Enterprise Fund provides goods or services to the public for a fee that makes the entity self-supporting.

How many gallons in a cubic foot?

7.48052

Rate History		
Month/Year	Usage Rate per 100 cubic feet	Debt Fee
October, 2004	\$5.50	\$48.00
October, 2005	\$6.00 9.09%	\$48.00 0.00%
October, 2006	\$6.60 10.00%	\$48.00 0.00%
January, 2008	\$8.38 26.97%	\$51.00 6.25%
July, 2008	\$8.27 -1.31%	\$47.00 -7.84%
July, 2009	\$8.80 6.41%	\$45.00 -4.26%
July, 2010	\$9.38 6.59%	\$46.00 2.22%
July, 2011	\$9.38 0.00%	\$45.00 -2.17%
July, 2012	\$9.38 0.00%	\$41.00 -8.89%
July, 2013	\$9.15 -2.45%	\$41.00 0.00%
July, 2014	\$9.20 0.55%	\$42.00 2.44%
July, 2015	\$9.85 7.07%	\$48.00 14.29%
July, 2016	\$10.00 1.52%	\$48.00 0.00%
July, 2017	\$10.10 1.00%	\$49.00 2.08%
July, 2018	\$11.05 9.41%	\$49.00 0.00%
July, 2019	\$11.91 7.78%	\$53.00 8.16%
July, 2020	\$13.50 13.35%	\$61.79 16.58%
July, 2021	\$19.25 42.59%	\$74.03 19.80%

Rates are proposed based on expenditures and revenues.

DEBT and Capital Maintenance		
Bonds	Principal & Interest	Total
Bond Anticipation Interest	\$0	\$0
Bond-Sewer Expansion \$0.55 million	29,591	29,591
Bond-Sewer Expansion \$4.5 million	233,000	233,000
Use of TIF for Bond	(212,591)	(212,591)
Other	Principal & Interest	
Camden Treatment Plant and Pump Station		
Rockport's Share	\$13,551	\$13,551
Reserve for Capital Maintenance		
Below Ground Upgrades	\$75,000	\$75,000
Above Ground Upgrades	\$279,000	\$279,000
Add to Capital Reserve	\$40,000	\$40,000
Use of Capital Reserve	(\$104,000)	(\$104,000)
TOTAL Debt and Capital Maintenance		
	\$353,551	\$353,551

DEBT and Capital Maintenance CALCULATION		
Number of Equivalent Users	1,194	Annual
Fee for each User (Annual)	\$296	Calculation
Fee for each User (Quarter)	\$74.03	\$353,551

Proposed Debt/Capital Maintenance Rate Change		
July 2013-June 2014	\$42.00	
July 2014-June 2015	\$48.00	14.29%
July 2015-June 2016	\$48.00	0.00%
July 2016-June 2017	\$49.00	2.08%
July 2017-June 2018	\$49.00	0.00%
July 2018-June 2019	\$53.00	8.16%
July 2019-June 2020	\$61.79	26.10%
July 2020-June 2021	\$74.03	24.97%

USAGE		
	Cubic Feet Estimate (cf 100's)	Rate Proposed
Quarterly	38,387	\$19.25
Monthly	14,349	
Less Adjustments	(3,500)	
Total Annual Estimate	49,236	50,000
		\$ 962,500

USAGE CALCULATION		
Appropriations	1,701,493	
Less Debt	(276,142)	
Less Above Ground Capital Maintenance	(279,000)	
Less Below Ground Capital Maintenance	(75,000)	
Less Capital Reserve	(40,000)	1,031,351
Entrance Fees	(1,000)	
Interest (Checking)	(1,500)	
TIF Proceeds	0	
Late Fees	(2,500)	
Samoset Fees	(83,600)	(88,600)
Total to be Raised	942,751	942,751

Example for Cost of Usage and Debt/Capital Maintenance for One Quarter:			Total Usage and Debt/Capital Maintenance estimated each Quarter.	
John and Jane Smith				
Usage in Cubic Feet (100's)	Usage for one Quarter		Debt/Capital Maintenance (1 Equivalent User)	
<i>7 gallons = 1 cubic foot</i>	7	x rate =		
July 13-June 14	\$9.20	x rate =	\$64.40	\$105.40
July 14-June 15	\$9.85	x rate =	\$68.95	\$110.95 5.27%
July 15-June 16	\$10.00	x rate =	\$70.00	\$118.00 6.35%
July 16-June 17	\$10.10	x rate =	\$70.70	\$118.70 0.59%
July 17-June 18	\$11.05	x rate =	\$70.00	\$119.00 0.25%
July 18-June 19	\$11.91	x rate =	\$70.70	\$118.70 -0.25%
July 19-June 20	\$13.50	x rate =	\$94.50	\$147.50 24.26%
July 20-June 21	\$19.25	x rate =	\$134.75	\$208.78 75.44%

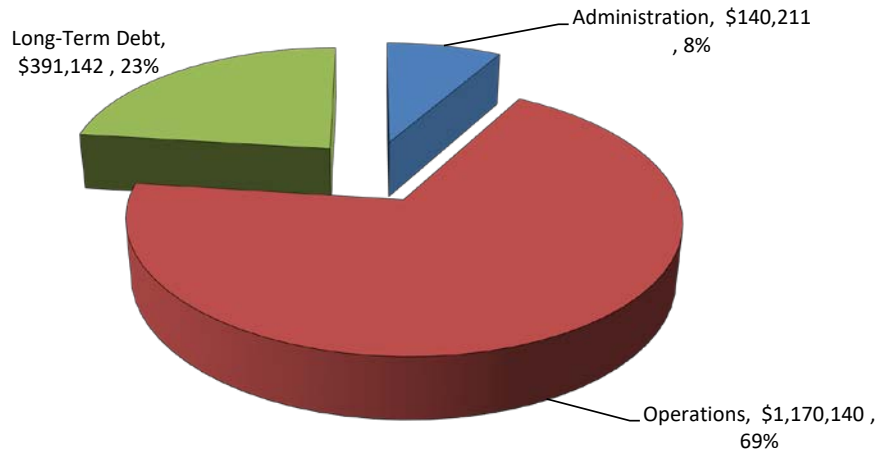
DEBT and MAINTENANCE SERVICE FEE BREAKDOWN

	Quarterly	Annual
Bond (Sewer Expansion)	\$10.47	\$41.88
Camden Bonds	\$2.84	\$11.35
Below Ground Cap. Maint.	\$15.70	\$62.81
Above Ground Cap. Maint.	\$58.42	\$233.67
Added to Reserve	\$8.38	\$33.50
Used from Reserve	(\$21.78)	(\$87.10)
	\$74.03	\$296.11

EXPENDITURES SUMMARY

	FY 16-17	FY 17-18	FY 18-19	FY 19-20		FY 20-21	
	Actual	Actual	Actual	Budget	YTD	Manager	Commission
ADMINISTRATION					03/31/19		
0200 Administration	67,052	88,619	70,748	102,894	56,483	140,211	36.3%
Administration	67,052	88,619	70,748	102,894	56,483	140,211	36.3%
OPERATIONS							
0300 Operations	1,322,736	712,995	1,010,724	1,021,314	528,974	1,170,140	14.6%
Operations	1,322,736	712,995	1,010,724	1,021,314	528,974	1,170,140	14.6%
DEBT							
0400 Debt/Capital Maintenance	42,810	43,299	43,240	386,194	62,125	391,142	1.3%
Debt/Capital Maintenance	42,810	43,299	43,240	386,194	62,125	391,142	1.3%
Gross Town Expenditures	\$ 1,432,599	\$ 844,913	\$ 1,124,712	\$ 1,510,402	647,582	1,701,493	12.7%
		-41.02%	33.12%	34.29%	42.87%	12.65%	12.65%

Expenses



EXPENDITURES SUMMARY

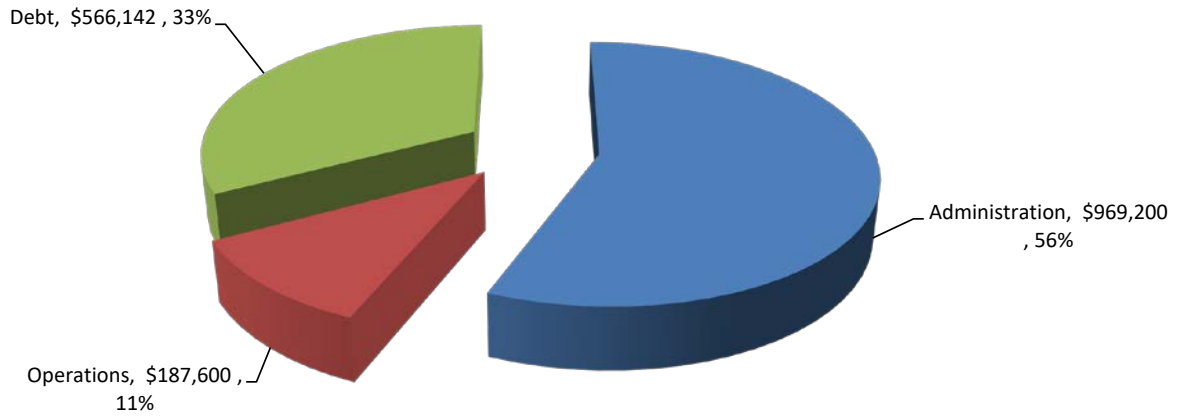
Manager's Proposal

Department	Personnel Services	Employees Benefits	Purchased and Contractual Services	Other Contractual Services	Supplies	Debt	Capital Items	TOTAL
General Government								
0200 Administration	61,976	26,750	13,435	35,150	2,900		-	140,211
Total General Government	\$ 61,976	\$ 26,750	\$ 13,435	\$ 35,150	\$ 2,900	\$ -	\$ -	\$ 140,211
Operations								
0300 Operations			859,140		32,000		279,000	1,170,140
Total Operations	\$ -	\$ -	\$ 859,140	\$ -	\$ 32,000	\$ -	\$ 279,000	\$ 1,170,140
Debt								
0400 Debt/Cap. Maint.						391,142		391,142
Total Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391,142	\$ -	\$ 391,142
TOTALS	\$ 61,976	\$ 26,750	\$ 872,575	\$ 35,150	\$ 34,900	\$ 391,142	\$ 279,000	\$ 1,701,493
								\$ 1,701,493

REVENUES SUMMARY

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		FY 20-21 Manager Commission	
GENERAL GOVERNMENT					3/31/2019		
0200 Administration	531,943	518,416	639,677	831,400	471,699	969,200	16.6%
General Government	\$ 531,943	\$ 518,416	\$ 639,677	\$ 831,400	\$ 471,699	\$ 969,200	16.6%
Operations							
0300 Operations	121,582	99,851	85,781	158,800	83,249	187,600	18.1%
Operations	\$ 121,582	\$ 99,851	\$ 85,781	\$ 158,800	\$ 83,249	\$ 187,600	18.1%
Debt							
0400 Debt/Capital Maintenance	182,260	222,480	299,367	526,194	249,857	566,142	566,142
Debt/Capital Maintenance	\$ 182,260	\$ 222,480	\$ 299,367	\$ 526,194	\$ 249,857	\$ 566,142	\$ 566,142
GROSS REVENUES	\$ 835,785	\$ 840,748	\$ 1,024,825	\$ 1,516,394	\$ 804,804	\$ 1,722,942	13.6%

Revenues

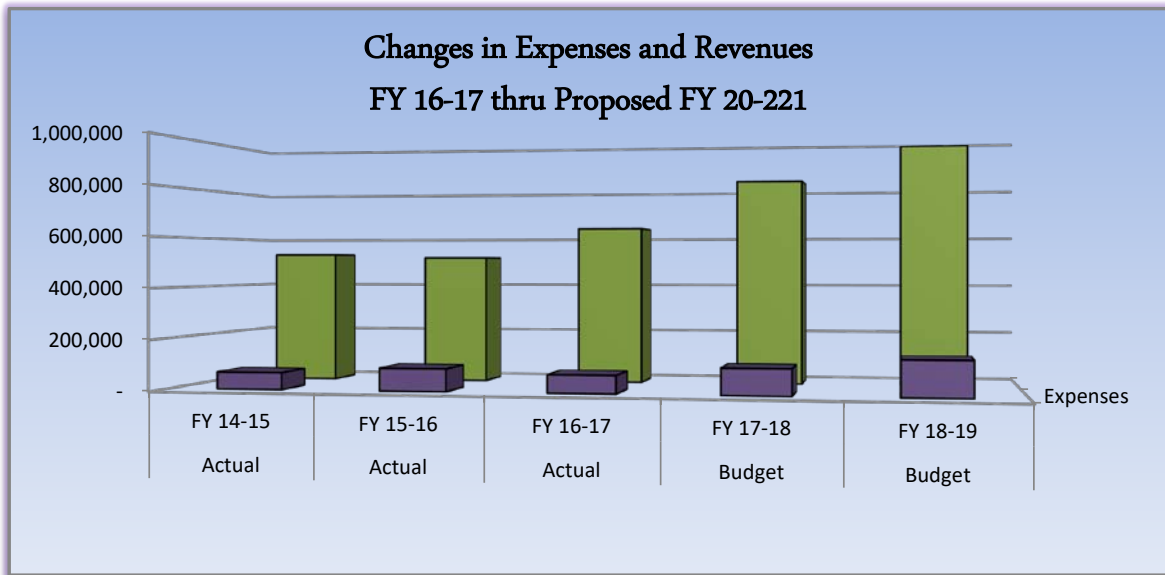


**General Government
Administration - Dept. 6000**

Purpose:

The Administration budget provides funding for management, financial reporting and tracking, and staff required to provide support to wastewater operations.

	FY 16-17	FY 17-18	FY 18-19	FY 19-20		FY 20-21			
	Actual	Actual	Actual	Budget	YTD	Manager	Commission		
EXPENDITURES						3/31/2019			
2000 Personnel Services	38,486	39,975	37,495	54,619	33,059	61,976	13.5%	61,976	13.5%
2500 Employee Benefits	11,114	18,097	11,138	17,990	15,245	26,750	48.7%	26,750	48.7%
3000 Purchased and Contractual Services	4,505	13,323	6,534	9,535	1,237	13,435	40.9%	13,435	40.9%
4000 Contractual Services	11,047	15,628	14,366	18,150	6,941	35,150	93.7%	35,150	93.7%
5000 Supplies	1,123	1,595	1,214	2,600	-	2,900	11.5%	2,900	11.5%
7000 Capital Outlay	778	-	-	-	-	-	-	-	-
TOTAL -Administration Expenses	\$ 67,052	\$ 88,619	\$ 70,748	\$ 102,894	\$ 56,483	\$ 140,211	36.3%	\$ 140,211	36.3%
		32.16%	-20.17%	45.4%	54.89%	36.3%		36.3%	
TOTAL -Revenues	\$ 531,943	\$ 518,416	\$ 639,677	\$ 831,400	\$ 471,699	\$ 969,200	16.6%	\$ 969,200	16.6%
		-2.54%	23.39%	30.0%	56.74%	16.6%		16.6%	
NET Administration Budget	\$ (464,890)	\$ (429,797)	\$ (568,929)	\$ (728,506)	\$ (415,216)	\$ (828,989)	13.8%	\$ (828,989)	13.8%
		-7.55%	32.37%	28.0%	57.00%	13.8%		13.8%	



**General Government
Administration - Dept.6000**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		Manager	FY 20-21 Commission		
EXPENDITURES									
Personnel Services 3/31/2019									
2105 Commissioners' Stipends (5%)	1,100	1,100	1,100	1,100	-	1,100	0.0%	1,100	0.0%
2110 Manager's Salary (10%)	8,657	8,950	12,122	9,460	7,127	10,197	7.8%	10,197	7.8%
2111 Finance Director's Salary (23%)	12,769	13,700	14,358	17,087	12,203	18,453	8.0%	18,453	8.0%
2112 Public Works Director & Asst Drctr's Salary (10%)	11,694	12,500	7,653	11,289	8,511	11,880	5.2%	11,880	5.2%
2125 Code Enforcement Officer/Planner (5%)	4,266	3,395	2,263	8,581	1,748	12,401	44.5%	12,401	44.5%
2120 Finance Assistant (20%)	-	330	-	2,052	3,471	7,946	287.2%	7,946	287.2%
2220 Intern	-	-	-	5,050	-	-	-100.0%	-	-
	\$ 38,486	\$ 39,975	\$ 37,495	\$ 54,619	\$ 33,059	\$ 61,976	13.5%	\$ 61,976	13.5%
Employee Benefits									
2505 Unemployment Compensation	785	605	73	690	1,190	1,200	73.9%	1,200	73.9%
2510 Workers Compensation insurance	1,237	1,034	981	980	840	1,050	7.1%	1,050	7.1%
2520 Income Protection	362	373	425	413	340	500	21.1%	500	21.1%
2530 Deferred compensation	1,682	1,735	1,608	2,193	1,488	2,700	23.1%	2,700	23.1%
2540 Health Insurance	4,188	11,403	5,318	10,284	8,858	17,300	68.2%	17,300	68.2%
2550 FICA and Medicare Taxes	2,860	2,949	2,733	3,430	2,529	4,000	16.6%	4,000	16.6%
2555 Other Employee Benefits	-	-	-	-	-	-	-	-	-
	\$ 11,114	\$ 18,097	\$ 11,138	\$ 17,990	\$ 15,245	\$ 26,750	48.7%	\$ 26,750	48.7%
Purchased and Contractual Services									
3005 Accounting and Auditing Services	1,675	2,500	2,750	2,750	-	2,750	0.0%	2,750	0.0%
3015 Software Maintenance	-	-	-	500	-	500	0.0%	500	0.0%
3040 Legal Fees	-	-	-	2,000	-	5,000	150.0%	5,000	150.0%
3060 Consulting Fees	-	8,000	-	-	-	-	0.0%	-	-100.0%
3720 Insurance-Bldgs/Liability/Vehicles	2,580	2,500	3,135	3,135	-	3,135	0.0%	3,135	0.0%
3805 Advertising	-	-	-	250	-	250	0.0%	250	100.0%
3825 Liens and Discharges	-	323	589	600	1,197	1,500	150.0%	1,500	150.0%
3910 Miscellaneous Expenses	250	-	60	300	40	300	0.0%	300	0.0%
	\$ 4,505	\$ 13,323	\$ 6,534	\$ 9,535	\$ 1,237	\$ 13,435	40.9%	\$ 13,435	40.9%
Other Contractual Services									
4126 Fire Ext Inspection	79	-	197	150	-	150	0.0%	150	0.0%
4325 Maine Water Co. Billing Charges	10,968	10,910	10,467	13,000	6,941	30,000	130.8%	30,000	130.8%
4450 Contingency	-	4,718	3,702	5,000	-	5,000	0.0%	5,000	0.0%
	\$ 11,047	\$ 15,628	\$ 14,366	\$ 18,150	\$ 6,941	\$ 35,150	93.7%	\$ 35,150	93.7%
Supplies									
5405 Computer Supplies	500	650	330	700	-	700	0.0%	700	0.0%
5420 Office Supplies	500	645	385	700	-	700	0.0%	700	0.0%
5425 Postage	123	300	500	1,200	-	1,500	25.0%	1,500	25.0%
	\$ 1,123	\$ 1,595	\$ 1,214	\$ 2,600	\$ -	\$ 2,900	11.5%	\$ 2,900	11.5%
Capital Items									
7315 Computer Equipment-Finance (18% share)	-	-	-	-	-	-	-	-	-
7316 Accounting Software (18% share)	-	-	-	-	-	-	-	-	-
7335 Equipment-Bookcase	778	-	-	-	-	-	-	-	-
7355 Maintenance	-	-	-	-	-	-	-	-	-
7401 Engineering Study	-	-	-	-	-	-	-	-	-
	\$ 778	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL -Administration Expenses	\$ 67,052	\$ 88,619	\$ 70,748	\$ 102,894	\$ 56,483	\$ 140,211	36.3%	\$ 140,211	36.3%
	11.8%	32.16%	-20.17%	45.4%	54.9%	36.3%		36.3%	

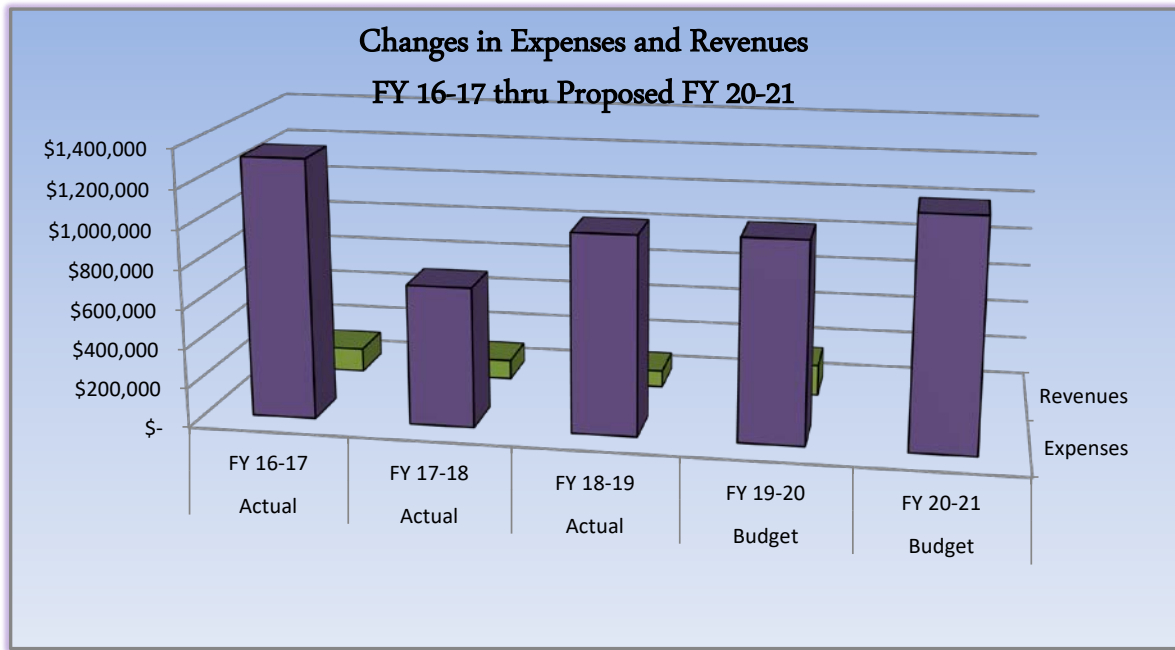
	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		Manager	FY 20-21 Commission		
REVENUES									
R5015 Entrance Fees	9,000	2,000	7,000	1,000	2,000	1,000	0.0%	1,000	0.0%
R5020 Billing Variance (Usage)	513,748	507,763	625,105	823,500	461,739	962,500	16.9%	962,500	16.9%
R5030 Interest Earned	5,170	4,067	1,676	3,000	932	1,500	-50.0%	1,500	-50.0%
R5036 Interest Earned-Investment	1,369	1,052	686	700	309	700	0.0%	700	
TIF Proceeds for TIF work	-			-	-	-	0.0%	-	
R5040 Late Fees	2,654	3,256	3,954	2,500	3,237	2,500	0.0%	2,500	
R6041 Lien Fees			1,256	700	3,482	1,000	42.9%	1,000	
R5050 Surcharges	-			-	-	-	0.0%	-	
R5065 Miscellaneous	-	278		-	-	-	0.0%	-	
R5080 Transfer from General Fund	-			-	-	-	0.0%	-	
TOTAL -Revenues	\$ 531,943	\$ 518,416	\$ 639,677	\$ 831,400	\$ 471,699	\$ 969,200	16.6%	\$ 969,200	16.6%
		-2.54%	23.39%	29.97%	56.74%	16.6%		16.6%	
NET Administration Budget	\$ (464,891)	\$ (429,796)	\$ (568,929)	\$ (728,506)	\$ (415,216)	\$ (828,989)	92.9%	\$ (828,989)	13.8%
		-7.55%	32.37%	28.05%	57.00%	13.8%		13.8%	

**General Government
Operations- Dept. 6001**

Purpose:

The Operations budget includes funding to contract with Woodward & Curran to operate the town's Wastewater system, and also provides funds to pay both Camden and Rockland for the use of their sewer treatment facilities.

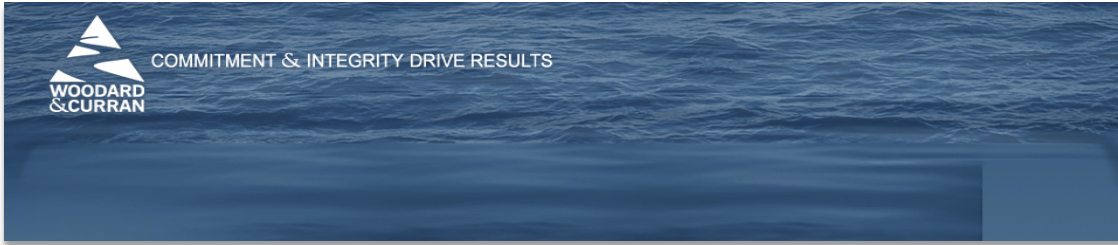
	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 YTD	Manager	FY 20-21 Commission
EXPENDITURES						3/31/2019	
3000 Purchased and Contractual Services	593,101	637,546	696,322	773,814	427,641	859,140	11.0% 859,140 11.0%
5000 Supplies	33,608	32,000	32,000	32,000	21,333	32,000	0.0% 32,000 0.0%
5000 Capital Outlay	696,027	43,450	282,402	215,500	80,000	279,000	29.5% 279,000 29.5%
TOTAL -Operations Expenses	\$ 1,322,736	\$ 712,995	\$ 1,010,724	\$ 1,021,314	\$ 528,974	\$ 1,170,140	14.6% \$ 1,170,140 14.6%
		-46.10%	41.76%	1.05%	51.79%	14.6%	14.6%
TOTAL -Revenues	\$ 121,582	\$ 99,851	\$ 85,781	\$ 158,800	\$ 83,249	\$ 187,600	18.1% \$ 187,600 18.1%
		-17.87%	-14.09%	85.12%	52.42%	18.1%	18.1%
NET Operations Budget	\$ 1,201,154	\$ 613,144	\$ 924,943	\$ 862,514	\$ 445,725	\$ 982,540	13.9% \$ 982,540 13.9%
		-48.95%	50.85%	-6.75%	51.68%	13.9%	13.9%



**General Government
Operations- Dept. 6001**

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		Manager	FY 20-21 Commission		
EXPENDITURES										
Purchased and Contractual Services						3/31/2019				
3060	Misc. Professional Fees		-	-	-	3,462	-	0.0%	-	0.0%
3090	Woodard & Curran Contract	164,509	179,464	179,464	259,107	172,735	259,107	0.0%	259,107	0.0%
3091	Camden Treatment	220,822	248,035	306,599	289,567	134,244	353,272	22.0%	353,272	22.0%
3092	Rockland Treatment	130,293	136,148	131,259	142,140	75,486	163,461	15.0%	163,461	15.0%
3093	Samoset Treatment	77,477	73,899	78,999	83,000	41,714	83,300	0.4%	83,300	0.4%
		\$ 593,101	\$ 637,546	\$ 696,322	\$ 773,814	\$ 427,641	\$ 859,140	11.0%	\$ 859,140	11.0%
Supplies										
5340	W&C Maintenance (cap)	33,608	32,000	32,000	32,000	21,333	32,000	0.0%	32,000	0.0%
		\$ 33,608	\$ 32,000	\$ 32,000	\$ 32,000	\$ 21,333	\$ 32,000	0.0%	\$ 32,000	0.0%
Capital Items										
7110	Landscaping	-	-	-	-	-	-	0.0%	-	0.0%
7205	Bldg Improvements (W&C)	-	-	-	-	-	-	0.0%	-	0.0%
7206	Truck Payment/Equipment (W&C)	-	-	5,684	-	-	-	0.0%	-	0.0%
7355	Capital Maint. (Above Ground)	696,027	43,450	276,718	215,500	80,000	279,000	29.5%	279,000	29.5%
		\$ 696,027	\$ 43,450	\$ 282,402	\$ 215,500	\$ 80,000	\$ 279,000	29.5%	\$ 279,000	29.5%
TOTAL -Operations Expenses		\$ 1,322,736	\$ 712,995	\$ 1,010,724	\$ 1,021,314	\$ 528,974	\$ 1,170,140	14.6%	\$ 1,170,140	14.6%
			-46.10%	41.76%	1.05%	51.79%	14.6%		14.6%	

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		Manager	FY 20-21 Commission		
REVENUES										
R0800	Debt Service & Maintenance Billing	40,661	9,491		-	-	-	-	-	-
R0805	Use of Capital Reserve	-	-		75,500	-	104,000	37.7%	104,000	37.7%
R5060	Samoset Fees	77,462	82,909	85,781	83,300	62,796	83,600	0.4%	83,600	0.4%
R5075	W&C Contract Savings Payback	3,459	7,451	-	-	20,453	-	0.0%	-	0.0%
TOTAL -Revenues		\$ 121,582	\$ 99,851	\$ 85,781	\$ 158,800	\$ 83,249	\$ 187,600	18.1%	\$ 187,600	18.1%
			-17.87%	-14.09%	85.12%	52.42%	18.1%		18.1%	
NET Operations Budget		\$ 1,201,154	\$ 613,144	\$ 924,943	\$ 862,514	\$ 445,725	\$ 982,540	13.9%	\$ 982,540	13.9%
			-48.95%	50.85%	-6.75%	51.68%	13.9%		13.9%	



Contract period July 2016 through June 2019

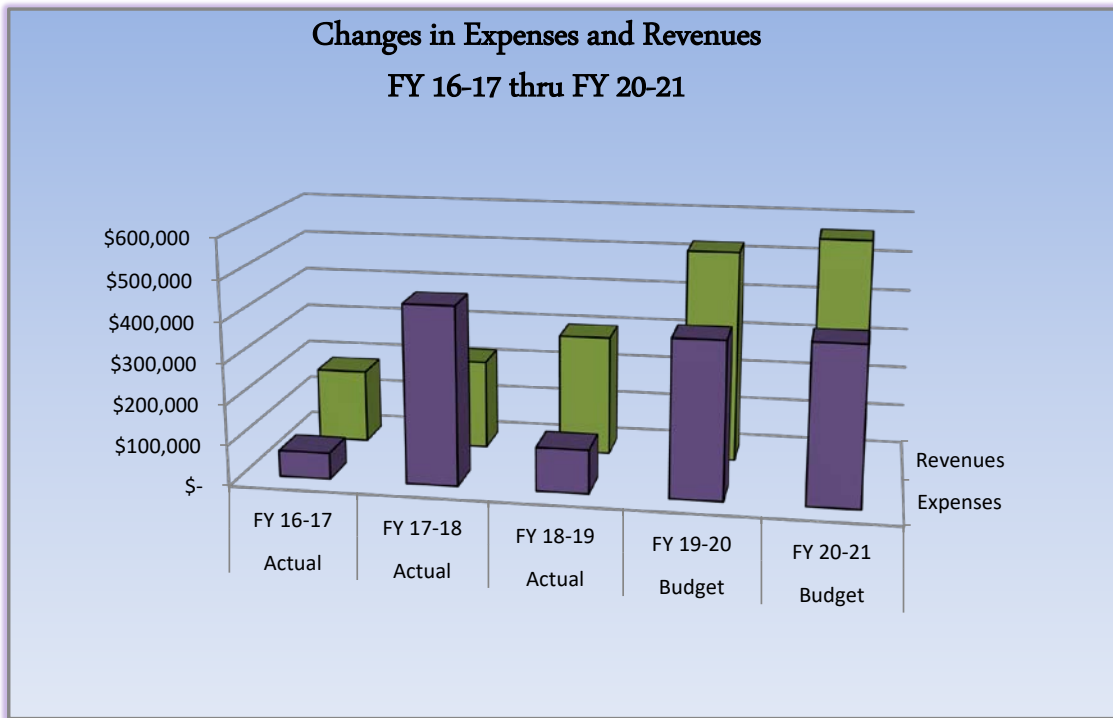
Personnel Services	196,789
Technical & Management Support	6,730
Utilities	41,122
Chemicals	2,285
Equipment	1,200
Supplies	4,571
Outside Services	<u>6,410</u>
Sub-Total	259,107
Preventive and Corrective Maintenance	
Capital Items (now part of CIP)	-
Maintenance Cap	<u>32,000</u>
Total Cost	291,107

**General Government
Debt/Capital Maintenance - Dept 6002**

Purpose:

The Debt includes funding for two bonds as well as Rockport's share of Camden's bond to upgrade their sewer treatment system. Maintenance fees collected will be reserved for future repairs/replacement of sewer lines, pumps, etc.

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		Manager	FY 20-21 Commission		
EXPENDITURES						3/31/2019			
3000 Purchased and Contractual Services	-	-	-	-	-	-	-	-	
6000 Debt	42,810	43,299	43,240	276,194	34,247	276,142	0.0%	276,142 0.0%	
7000 Capital Maintenance	22,001	397,440	64,480	110,000	27,878	115,000	4.5%	115,000 4.5%	
TOTAL -Debt/Capital Maintenance	\$ 64,812	\$ 440,740	\$ 107,720	\$ 386,194	\$ 62,125	\$ 391,142	1.3%	\$ 391,142 1.3%	
		580.03%	-75.56%	258.52%	16.09%	1.3%		1.3%	
Revenues	\$ 182,260	\$ 222,480	\$ 299,367	\$ 526,194	\$ 249,857	\$ 566,142	7.6%	\$ 566,142 7.6%	
		22.07%	34.56%	75.77%	47.48%	7.6%		7.6%	
NET Debt/Capital Maintenance Budget	\$ (117,449)	\$ 218,259	\$ (191,647)	\$ (140,000)	\$ (187,732)	\$ (175,000)	25.0%	\$ (175,000) 25.0%	
		-285.83%	-187.81%	-26.95%		25.0%		25.0%	



**General Government
Debt/Capital Maintenance- Dept 6002**

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		Manager	FY 20-21 Commission	
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EXPENDITURES

Purchased and Contractual Services

3/31/2019

3505 Interest on Bond Anticipation	-	-	-	-	-	-	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Debt

6105 Bonds Payable (\$1.7 million)	-	-	-	-	-	-	-	-	
6106 Bonds Payable (\$.5 million)	-	-	-	-	-	-	-	-	
6107 Bonds Payable (\$0.55million)	27,139	26,166	26,284	26,402	26,402	26,521	0.45%	26,521	0.45%
6708 Bonds Payable (\$4.5 million)	-	-	-	150,000	-	150,000	100.00%	150,000	100.00%
6110 Upgrades (Camden)	13,218	13,241	13,648	13,603	5,560	13,551	-0.38%	13,551	-0.38%
6205 Interest & Fees on Bonds	2,454	3,892	3,308	86,189	2,286	86,070	-0.14%	86,070	-0.14%
6305 Use of TIF for Sewer	-	-	-	-	-	-	-	-	-
TOTAL -Debt	\$ 42,810	\$ 43,299	\$ 43,240	\$ 276,194	\$ 34,247	276,142	-0.02%	276,142	-0.02%

Capital Maintenance

7355 Below Ground CapitalMaintenance	22,001	397,440	57,246	70,000	27,878	75,000	7.1%	75,000	7.1%
7500 Capital Reserve	-	-	7,233	40,000	-	40,000	0.0%	40,000	0.0%
	\$ 22,001	\$ 397,440	\$ 64,480	\$ 110,000	\$ 27,878	\$ 115,000		\$ 115,000	

TOTAL -Debt Expenses

	\$ 64,812	\$ 440,740	\$ 107,720	\$ 386,194	\$ 62,125	\$ 391,142	1.3%	\$ 391,142	1.3%
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580.03% -75.56% 258.52% 16.09% 1.3% 1.3%

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Budget YTD		Manager	FY 20-21 Commission	
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REVENUES

3/31/2016

R2500 Use of TIF (for Bond Payment)	-	-	-	232,591	28,688	212,591	-8.6%	212,591	-8.6%
R5010 Debt Service Billing	182,260	222,480	299,367	293,603	221,169	353,551	20.4%	353,551	20.4%
R5100 Bond Interest Refund	-	-	-	-	-	-	-	-	-

TOTAL -Revenues

	\$ 182,260	\$ 222,480	\$ 299,367	\$ 526,194	\$ 249,857	566,142	7.6%	566,142	7.6%
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34.56% 75.77% 47.48% 7.6% 7.6%

NET Debt/Capital Maintenance

Budget	\$ (117,449)	\$ 218,259	\$ (191,647)	\$ (140,000)	\$ (187,732)	\$ (175,000)		\$ (175,000)	
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-285.83% -187.81% -26.95% 25.0% 25.0%

Wastewater Outstanding Debt

FY 20-21

Camden Treatment Plant Upgrade (Rockport's Share: 11.7%)									
Date of Issue	Due Date	Rockport's Share	Rate	Payment Due	Total	FY Total	Beginning Balance Share	Balance Year End	Final Payment Due
10/1/2007	10/01/20	\$ 104.88		\$ 104.88	\$ 104.88				
	04/01/21	\$ 7,938.16	1.330%	\$ 7,938.16	\$ 7,938.16	\$ 8,043.04	\$ 40,570.76	\$ 24,129.34	1-Apr-22
0400-6110									
Camden Rawson Avenue Pump Station Upgrade (Rockport's Share: 11.7%)									
Date of Issue	Due Date	Rockport's Share	Rate	Payment Due	Total	FY Total	Beginning Balance Share	Balance Year End	Final Payment Due
1/15/2011	07/15/20	\$ 5,377.22		\$ 5,377.22	\$ 5,377.22				
	01/15/21	\$ 130.52	1.000%	\$ 130.52	\$ 130.52	\$ 5,507.74	\$ 49,099.77	\$ 37,823.25	15-Jul-25
0400-6110									
						\$ 13,550.78			
Wastewater Sewer Expansion - US Route 1 - Jul-Sept 2014									
Date of Issue	Due Date	Principal	Interest & Fees	Payment Due	Total	FY Total	Beginning Balance	Balance Year End	Final Payment Due
11/1/2014	11/01/20	\$ 26,521.00	2,229.34	\$ 28,750.34	\$ 28,750.34		503,020.81		
	05/01/21		840.64	\$ 840.64	\$ 840.64	\$ 29,590.98		\$ 414,246.48	1-Nov-33
New	unknown	\$ 150,000.00	83,000.00	\$ 233,000	\$ 233,000.00	\$ 233,000.00			
						\$ 262,590.98			
						\$ 276,141.76			

Total Balance of Outstanding Debt				
	Principal balance	Interest balance	Fees Balance	Total Balance Due
Camden	24,129	4,364		28,493
Camden	37,823	5,096		42,920
Sewer Extension	503,021	1,998	25,363	530,382
Total				601,794
Annual Debt				
	Principal balance	Interest balance	Fees Balance	Total Balance Due
Camden	7,076	967		8,043
Camden	5,403	157		5,560
Sewer Extension	26,402	1,780	1,409	29,591
FY 19-20				43,194

TOWN OF ROCKPORT

GLOSSARY

ACCOUNTING SYSTEM:

The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of town government.

ACCRUAL BASIS:

The basis of accounting under which transactions are recognized when they occur, regardless of timing of related cash receipts and disbursements.

ADOPTED BUDGET:

Refers to the budget amounts as originally approved by the Wastewater Commissioners, applicable to a single fiscal year.

APPROPRIATION:

An authorization granted by the Select Board that permits officials to incur obligations against and to make expenditures of town resources.

ASSESSED VALUATION:

The total value of all real and personal property in the Town that is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

BOND:

A written promise to pay a specified sum of money (called principal or face value) at a specified future date, plus periodic interest paid at a specified percentage of the principal (interest rate). In the budget document these payments are identified as "Long-Term Debt".

BUDGET:

The financial plan for the operations of the Town for the year.

CAPITAL BUDGET:

The capital budget includes projects that exceed \$5,000 and may be budgeted, leased, mortgaged, or bonded for a period of three to five years or more. A capital budget is separate from the annual budget, but may be included in the annual budget for informational purposes and as a means of tracking the long term project expenses.

CAPITAL ITEMS (Capital Outlay):

A category of account codes that identify major expenditures of public funds beyond maintenance and operating costs. Items may include vehicles, computer equipment, office furniture, and the acquisition or construction of a needed physical facility or improvements to land and/or buildings. Capital items have a value of \$3,000 or more and have a useful economic lifetime of more than one year.

CARRY-OVER FUNDS:

Carry-over funds are the result of unspent appropriations in the prior year, new growth, the expansion of the tax base beyond what was projected, and increased revenues over estimated amounts. These funds are brought forward from the preceding fiscal year reserves. Appropriated carry-over funds are known as unreserved fund balance.

CASH MANAGEMENT:

Management of cash flows in such a way that interest and penalties paid are minimized and interest earned is maximized. Checks received are deposited in a timely manner, and bills are paid no later than the due date unless discounts can be obtained by paying early. Future cash needs are determined, and cash on hand invested in interest-bearing secure accounts.

COMPARATIVE DATA:

Information from prior fiscal periods provided to enhance the analysis of financial data of the current fiscal period.

COST:

The amount of money or value exchanged for property or services.

DEBT:

An obligation resulting from the borrowing of money.

DEBT SERVICE:

The accounting for payments of principal and interest on long-term debt.

DEFICIT:

- (1) The excess of the liabilities of a fund over its assets.
- (2) The excess of expenditures over revenues during an accounting period.

DEPARTMENTAL BUDGET:

The financial plan for the operations of an individual department within the municipal government for the year.

EFFECTIVENESS:

Term used in connection with the evaluation of internal controls and performance measurement. The degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

ENTERPRISE FUND:

In governmental accounting, an enterprise fund provides goods or services to the public for a fee that makes the entity self-supporting.

ENCUMBRANCE:

A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being dispersed. Funds are often encumbered from one year to another, based on an anticipated expense.

EXPENDITURE:

Payment in cash for current operating expenses, debt, and capital outlays.

Employee benefit expenditures in the budget are the Town's share of employees' fringe benefits, including FICA, health insurance, life insurance, retirement, deferred compensation, unemployment, disability insurance, workers' compensation.

EXPENSES:

Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges which are presumed to benefit the current fiscal year.

FAIR LABOR STANDARDS ACT (FLSA):

The FLSA sets minimum wage, overtime pay, recordkeeping, and youth employment standards for employment subject to its provisions. Non-exempt, covered employees must be paid at least the minimum wage and not less than one and one-half times their regular rates of pay for overtime hours worked.

FEES

A general term used for any charges levied by the Town associated with providing a service permitting an activity, or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

FISCAL POLICY:

The Town government's policies with respect to taxes, spending and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

FISCAL YEAR:

In the Town of Rockport, the twelve months beginning July 1 and ending the following June 30.

FUND:

A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE:

The excess of a fund's assets over its liabilities and reserves. The excess balance is often referred to as "surplus". A negative fund balance is sometimes called a "deficit".

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):

Government accounting and financial reporting is guided by what are referred to as "generally accepted accounting principles" (GAAP) applicable to governmental units. These standards were formulated through the voluntary action of several professional groups and are evaluated and updated by the Government Accounting Standards

GENERAL FUND:

Accounts for the general operations of the Town. This fund accounts for all financial transactions and resources not required to be accounted for in an enterprise fund.

GOAL:

A long-range desirable development attained by time-phased objectives designed to implement a strategy.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB):

The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA):

An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association. The GFOA has played a major role in the development and promotion of GAAP for state and local government since its inception and has sponsored the Certificate of Achievement for Excellence in Financial Reporting

GOVERNMENTAL FUNDS:

Funds generally used to account for tax-supported activities. There are five types of governmental funds: the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

GRANT:

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments.

INTERGOVERNMENTAL REVENUES:

Revenue from other governments primarily Federal and State grants, but also payments from other local governments.

INVESTMENT:

Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

LIABILITY:

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed or refunded at some future date, not including encumbrances.

LINE ITEM:

A specific expenditure category within a departmental budget, i.e. rent, travel, telephone, postage, printing, or office supplies. Defined by an appropriation number.

OTHER CONTRACTUAL SERVICES:

A category of account codes which includes items such as alarm/security monitoring, street lights, public agency funding, government and school assessments, and miscellaneous grants.

PERSONNEL SERVICES:

A category of account codes which identifies various classification of wages, salaries, and overtime expenses.

POSITION:

Placement of position within town government, describing duties and responsibilities to be performed by a person on a full-time, part-time, seasonal, temporary, or stipend basis. For the purpose of the Town's budget, the following definitions are used solely in describing the status and funding of positions:

Full-time Employee: Appointment of a budgeted position to work a standard work week of no less than 40 hours on a continuing and indefinite basis. All benefits apply in conformity with established personnel policy.

Part-time Employee: Appointment of a budgeted position to work less than a standard work week on a continuing basis. Part-time employees are paid only for hours actually worked, and are not eligible for any other benefits except those mandated by federal and state laws.

Temporary Employee: Appointment to work a standard work week, or less, on a regular basis but for a definite limited period of time, usually not to exceed six (6) months. Temporary employees are paid for hours worked and overtime is paid where applicable, but they receive no other benefits except those mandated by federal and state laws.

Seasonal Employee: Appointment to a temporary position on a seasonal basis. The employee is terminated at the end of the applicable season, and such employees are paid only for hours actually worked, and are not eligible for any other benefits except those mandated by federal and state laws.

On-Call Employee: Appointment to work on an intermittent and as-needed basis. Employees who are on call do not have a regular schedule but work as available and as needed. Such employees are paid only for hours worked or by annual stipend, and are not eligible for any other benefits except those mandated by federal and state laws.

Contracted Individual: Retained under a contract between the Town and the individual. Such individual receives payments as negotiated by contract, and has no claim to benefits, except as specifically negotiated.

PROPOSED BUDGET:

The recommended budget submitted by the Town Administrator to the Wastewater Commissioners.

PURCHASED AND CONTRACTUAL SERVICES:

A category of account codes which reflects services provided by contract (either written or verbal); subcontracts, advertising, printing, mileage reimbursement, training costs, and other services.

REVENUE:

Funds which the government receives as income. It includes such items as fees from specific services, property taxes, grants and interest income.

SALARIES AND WAGES:

FLSA Exempt Employees are paid a salary based on the work week; FLSA Non-Exempt Employees are paid hourly wages, subject to wages and overtime provisions of FLSA.

SUPPLIES:

Supplies includes supplies of all types, which are consumed or deteriorated through use or which lose their identity through fabrication or incorporation into different or more complex units or substances.

TAX INCREMENTAL FINANCING DISTRICT (TIF):

Financing mechanism used to finance certain public improvements throughout a certain area defined within the town. Expenditures from these projects are recouped in future years via an incremental tax levied upon the districts "captured assessed value" at the inception of the TIF agreement.

UNENCUMBERED BALANCE:

The year-end cash balance of a fund less outstanding encumbrances. The unencumbered balance at year-end in a fund together with the estimated revenues for the upcoming year determine the maximum amount available for appropriation in the next year's budget.

UNAPPROPRIATED FUND BALANCE:

Fund balance at the close of a fiscal year that is not included in the annual budget.