

- PUBLIC MEETING -
Rockport Select Board
Monday, June 22, 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. Town Manager’s Report/Update

III. 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.

IV. Amendments to the Agenda

V. Consent Agenda

- a. Meeting Minutes
 - May 26, 2020

VI. Action Items

- a. Act on Committee Application(s):
 - Sandy Hurlbut – Rockport Parks and Beautification Committee
- b. Act on Re-appointments to Committees for three-year terms
- c. Act on Re-appointment of David Jackson to Opera House Committee for a one-year term
- d. Act on Re-Appointment of Town Officials for Fiscal Year 2021
- e. Act on Agreement with Town of Camden for Police Chief Services
- f. Vote to sign the Budget Referendum – MSAD #28 and Five Town CSD Warrant and Notice of Election for Tuesday, July 14, 2020
- g. Act on Cemetery Committee Recommendations
- h. Act on EMS Evaluation in Partnership with the Town of Camden and Pen Bay Medical Center

VII. Discussion Items

- a. Review Short-term Rental Regulations Timeline

VIII. Announce Future Meetings, Office Closures, Etc.

- 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
- July 27, 2020 – Regular Select Board Meeting – 2nd meeting

IX. Select Board Liaison Reports

X. Adjourn



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 18, 2020

Public Safety Building

Fitzy, LLC from Camden began repainting the trim on the exterior of the Public Safety Building on Monday, June 15th. This project was budgeted for this fiscal year. The company is also replacing any trim in need of repair. When removing the rain gutters on the front of the building, it was discovered that the gutters were old, brittle, and cracked. These were replaced with seamless gutters at a cost of \$1,500, which came from the current budget.

Library Landscaping Request for Proposals

I finalized the RFP for landscaping at the new library on June 10th and these were mailed to eight companies and advertised in the *Courier-Gazette*. The bids are due back to me on July 2nd and will be presented to the Board for review and selection at your July 13th meeting.

Bond Anticipation Note Request for Proposals

Finance Director Megan Brackett and I have sent out an RFP for a bond anticipation note for temporary financing for the infrastructure bond projects. This financing will allow us to complete some of the projects (paving, vault fire suppression system, vehicle exhaust removal systems, etc.) while we wait for the Maine Municipal Bond Bank financing which is only issued twice per year (spring and fall). In the meantime, Megan will be working on the Maine Municipal Bond Bank application for the fall issuance of bonds.

Library Consultant

As you know, the contract with Rick Bates as Library Consultant expires on June 30, 2020. Rick Bates has asked if he can continue providing the construction reports after the June 30th date at no cost to the Town. I have authorized him to continue providing the reports until the end of the project.

CIFF/RES

Points North Institute/CIFF staff continues working with the Town to launch the drive-in at the former RES site. They are on track to begin in July.

Schooner *Heron*

The Town has been notified that the *Heron* will not be able to dock in the harbor this summer as the crew cannot leave their current location. Harbormaster Abbie Leonard is working with them and they will be paying their dock lease so that they have the spot for next year.

FY19 Audit Report

After several reviews by Megan and me of the draft FY 19 audit report, we have accepted the audit and the final report should be ready soon. I will provide copies to the Board when we have it and Megan and I will provide an overview.

West Rockport Fire Station Project

The stakeholder group will be meeting soon with the architects (2A Architects) to review the Preliminary Program List and corresponding questions by space. After that, the WRFS Building Committee will be created and begin to meet. A mission statement is being developed and will also be reviewed/edited by the stakeholder group before being submitted to the Select Board for review and approval.

Committee Meetings

At the June 8, 2020 Select Board meeting, there were questions as to when the Comprehensive Plan Committee and RES Redevelopment Committee will begin meeting again to re-start their important work. Planner Bill Najpauer has contacted the two principals for the proposals that were submitted for the former RES site. Both can meet after the first week in July. Bill Najpauer then contacted the chair of the RES Redevelopment Committee, Amanda Dwelley, and she has reached out to the committee members to gauge when they can meet. I believe that the committee will meet to re-group before they meet with the possible developers. This committee can meet easily in person or by Zoom, as the committee is relatively small (10).

The Comprehensive Plan Committee will have difficulty meeting in person because of the size of the committee (18 plus staff). However, Bill Najpauer will contact the committee members to schedule a Zoom meeting.

Consent Agenda

- a. Meeting Minutes
 - May 26, 2020

Suggested Motion:

I move the Board approve the consent calendar as presented. (or amended after any discussion/changes)

MEETING MINUTES
TUESDAY, MAY 26, 2020 AT 5:30 P.M.
GEOFFREY C. PARKER COMMUNITY MEETING ROOM
ROCKPORT OPERA HOUSE
Streamed at: <https://livestream.com.Rockportmaine>

Please note: Due to pandemic, the Select Board has been authorized by the state to meet remotely. At this meeting, the Board will be using Zoom to meet in 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.

Remotely present: Chair Debra Hall, Vice Chair Denise Munger, Douglas Cole, Mark Kelley (5:39 p.m.) and Jeffrey Hamilton and Linda M. Greenlaw, Town Clerk. Present at Opera House: William Post, Town Manager, and the audio/visual technician.

I. CALL MEETING TO ORDER – Chair Hall called the meeting to order at 5:31 p.m.

II. TOWN MANAGER’S REPORT/UPDATE

Town Manager Post stated that Olivia, the summer intern started work today.

Board Member Cole asked what her tasks will be. Town Manager Post stated that he has twelve projects listed, which include the following items: assisting with the parking study, the wage survey, and the job descriptions; digitizing the old personnel files; working on the Town website and the Opera House website; mapping Sea View Cemetery and other projects.

Thanks to Treeworks as they injected the trees with a pesticide at Walker Park and trimmed the brown tail moth nests for no charge. Treeworks was hired by the Town to trim the nests out of trees at Marge Jones Recreation Field. The Town utilized a MSAD #28 employee to inject the trees with brown tail moth pesticide at Marge Jones Fields and performed 500 injections in trees at the Sea View Cemetery.

The worked that was done on Andre the Seal sculpture a few years ago failed and his face fell off. The individual who did the work guaranteed his work and repaired the statute at no cost.

Vice Chair Munger asked if we are going to get reimbursed for some of the costs associated with the pandemic. Town Manager Post stated that we should and that is why he is tracking his time and the cost associated with safety and time of the staff spent on work caused by the process. Megan Brackett and Jason Peasley are keeping track of costs and we will send the records to FEMA and MEMA for reimbursement.

Chair Hall stated that she knew that the staff was hoping, with the office being closed to the public, that they could make some headway on issues that needed attention but noted that this has unfortunately not been the case. Town Manager Post agreed, stating that unfortunately he

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feels like he is gotten further behind because of all the work that has been created because of COVID 19. The Assessor has caught up on his work, but other staff also feel that they were so busy when working that they mostly just could tend to the daily routines.

III. PUBLIC INPUT ON NON-AGENDA ITEMS

Town Manager Post stated that there are no comments on the livestream or by email at this point. Earlier in the week he stated that he had receive several comments on the CIFF project at the former RES site.

IV. AMENDMENTS TO THE AGENDA – None at this meeting

V. CONSENT AGENDA

- a. Committee Resignation(s):
 - Rockport Parks and Beautification Committee – Laurie Smith
- b. Meeting Minutes
 - May 11, 2020 Regular Meeting

The Board agreed to take the minutes off the consent agenda as there are edits to be made.

Vice Chair Munger moved that the Board approve the consent calendar as modified. Board Member Hamilton seconded the motion. VOTE: 5 FOR - 0 OPPOSED (Vote by roll call)

Chair Hall asked what corrections need to be made to the minutes of May 11th.

Board Member Cole stated the following changes on page 6 of 9, under b, second paragraph delete “has no idea” to “had once asked” and paragraph four, first sentence, add after the word “questions” “he would like asked of the Select Board.”

Vice Chair Munger stated the following changes on page 3 of 9, correct who made the motion to approve the minutes of March 23 Workshop by deleting “Member Cole” and correct “scribner’s” to “scribener’s” and on page 4 of 9 fourth paragraph delete “when” to “how to get a copy of “ and on page 6 of 9 second paragraph change it to what I meant to say was as follows to “is a creative positive idea and a good counter balance to the many cancellations of summer events and thank the proponents for their thoughtful work and approach to something fun for the community.”

Board Member Cole moved to approve the minutes of the May 11th Select Meeting as amended. Board Member Kelley seconded the motion. VOTE: 5 FOR - 0 OPPOSED (Vote by roll call)

VII. ACTION ITEMS

- a. Act on Use of RES Site by Camden International Film Festival (CIFF)

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Town Manager Post turned the discussion over to Ben Fowlie and Emily Peckham. He stated that they have addressed the concerns that were raised by the Select Board at their last meeting.

Ben Fowlie talked about the proposal and the resurgence of drive-ins that are happening all over the state. He reported that he had a visit at the site with the fire chief, police chief and the code enforcement officer. He has also had a lot of communications with Scott Bickford, Code Enforcement Officer.

The Police Chief and the Fire Chief have stated that there is some cleaning up needed at the site. Ben discussed how the structure would be built for the screen and that his staff will be practicing social distancing. They have their own procedures and staff and intend to hire police detail for each event. Their desire is to make the events safe and exciting. *Penbay Pilot* and *Bangor Daily News* have contacted him for an interview because of their presentation at the previous meeting. They are in the process of notifying the neighbors and have had some positive feedback. There will be two or three events per month from July to October beginning the second week of July. After this season, they would like to discuss with the Board the potential for renewal of the use of the site for 2021. The food trucks have put the Town of Rockport on their insurance as an additional insured. They requested that the use of the site be free of charge.

Geoff Parker stated if the Town leads by example that would help with getting donors for the project.

Ben referred to the diagram (1) and stated that they will eliminate the three vehicles in the front row and replace them with jersey barriers as this was a safety concern from the Fire and Police Departments.

Vice Chair Munger stated that the plans look good and well thought out. She is very supportive of the plan.

Board Member Cole moved that the Board approve the use of the RES site by Points North Institute for a temporary drive-in theater with full details to be approved by the appropriate Town staff including the Code Enforcement Officer and Town Manager. Vice Chair Munger seconded the motion.

Board Member Kelley asked if they had anticipated the use of the need for more than one restroom facility. Mr. Fowlie responded that they had and depending on the usage of the events they would make more portable toilets available. They will also service the one that is on the site.

Board Member Kelley thanked Ben and Emily and stated that he is looking forward to it.

Chair Hall stated that she is very supportive of this project and noted there have been a lot of positive comments from the public.

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Board Member Hamilton asked if in the motion they need to add that there will only be two or three events per month.

Chair Hall stated that she thinks that the message is clear on how many events will be held per month.

Board Member Kelley asked what the capacity for the lot is. Mr. Fowlie stated that the capacity is approximately eighty cars.

VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

The Board all wished Ben luck with the project.

b. Act on Planning Board Bylaws (as amended)

Vice Chair Munger moved that the Board approve the Planning Board Bylaws as amended. Board Member Hamilton seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

c. Act on Memorial Park Plan

Board Member Cole presented this item. There are several items on the conceptual plans including plantings for Memorial Park, a list of plants to be in the buffer garden bed and the minutes of the May 13, 2020 meeting of the Rockport Parks and Beautification Committee.

The pin oaks that were to be transplanted will not be because they attract brown tail moths. The purpose of the buffer garden buffer garden was included specifically to address concerns of a neighbor who has been involved in the project from the start. It appeared that headlights from cars in the seven parking spaces would shine into her bedroom window at night. The neighbor has been working with the committee in a very constructive manner. Because the sketch is not to scale, it may appear that there is not much green space, but there really is. On the left of the park, a bike rack will be installed.

Board Member Kelley stated that there used to be a bike rack at the town office and maybe you could use that one instead of purchasing a new one.

Board Member Kelley moved that the Board approve the Memorial Park landscaping plan as amended without the transplanted pin oaks. Vice Chair Munger seconded the motion.

Board Member Hamilton asked if there was any thought about the bike rack in another space. Board Member Cole stated that he would take it back to the committee for their thoughts.

Chair Hall stated that we are not approving the financing of the gardens. Board Member Cole remarked that they have received \$10,000 for the landscaping and only have spent \$4,600 and still have \$5,400 for the upper garden.

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Board Member Hamilton stated that they are being asked to approve the conceptual plan.

The Board discussed that the question is to approve the landscaping plan and not any funding. They all agreed.

Board Member Cole stated that they wanted to start the landscaping soon but were told that they need to wait until September because of the library construction project. He remarked that it might be good to delay until September as the local nurseries may be more willing to donate excess stock or provide good prices.

VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

d. Act on Worker's Compensation Safety Incentive Program

Town Manager Post stated that this item is an easy program to participate in. MMA developed the Workers' Compensation Safety Incentive Program and brought it to us through our Safety Officer Diane Hamilton. Because the Town is SHAPE compliant, the town automatically qualifies for the second tier of the program, which results in a 7.5% reduction on our workers compensation insurance. The next step is to develop a Wellness Plan and after that the Town will receive a 10% reduction in the Town's workers' compensation insurance expense.

Board Member Hamilton moved that the Board approve the MMA Workers' Compensation Safety Incentive Program Resolve as submitted. Board Member Cole seconded the motion.

VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

Board Member Cole thanked Diane Hamilton and Finance Director Megan Brackett for their hard work to accomplish this.

e. Vote to Sign the Budget Validation Referendum – MSAD #28 and Five Town CSD Warrant and Notice of Election for Tuesday, July 14, 2020

Town Manager Post stated all the Board is doing is to sign the warrants so the election can be held. You are not approving the school budget.

Board Member Cole moved that the Board sign the Budget Validation Referendum for MSAD #28 and Five Town CSD Warrant and Notice of Election for Tuesday, July 14, 2020. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

Town Manager Post stated that all the documents to be signed would be available at the Town Office.

f. Act on Audit Bid Award

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Town Manager Post stated that the Town extended the original bid deadline for the audit by two weeks and only received two bids, one from current auditing firm RHR Smith and Company and one from Smith and Associates. He stated that he was frustrated with the current auditor as the audit was due by December 31st and it has still not been completed. He recommended that the Town accept the bid for a three-year term from Smith and Associates. He stated that he has worked with both firms in the past and believes that it is also good practice to change auditors occasionally.

Board Member Kelley asked if there is a need for a penalty phrase in the future for when the audit is not done by the deadline. Town Manager Post stated that he has mixed feelings about a penalty as there may be circumstances out of the control of the company with employees that would cause a delay. Board Member Kelley stated that he is just trying to prevent the situation from happening again.

Town Manager Post stated that there will be an out clause in the contract. He has worked with Smith & Associates for seven years out of the last eight years.

Vice Chair Munger stated that the Town is not getting good performance from the current company. Chair Hall noted that the MCSWC audit was significantly late as well.

Chair Hall called the question.

Vice Chair Munger moved that the Board accept the auditing services bid of Smith & Associates for a three-year contract in the amount of \$37,800. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

g. Act on Budget Adjustments for FYE 2021 Budget

Town Manager Post referred to the summary that he had provided (see attached) and stated that he had been working with the Finance Director and the Department Heads for the last few weeks on budget adjustments for the next fiscal year. He suggested that the revenues will be \$159,000 less than anticipated which is a reduction of 38%, mostly because of excise tax.

The general rule is that 15% to 17% of vehicles registered are new vehicles which could be used as a benchmark for a reduction in excise tax. However, he has noticed a huge number of temporary plates on vehicles on the roads and there are car dealers are offering very good incentives on new vehicles. He estimated a reduction in anticipated excise tax of \$85,000, which is less than 10%, but it could be lower.

Expenses have been reduced by \$234,960, which are mostly capital expenses including \$100,000 from roads construction. This brings the proposed budget to an increase of 3.7%, a reduction from the original increase of 5.7%.

Board Member Hamilton stated that he would agree to the budget adjustments as recommended.

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Board Member Cole commended the Town Manager on the new proposed budget and all of the work involved. He understands reducing the reserve accounts but is concerned about cutting funding for the roads.

Town Manager Post stated that he does not like reducing the funding for roads as it is deferring maintenance. The Town has the infrastructure bond funding to utilize on road construction and next year the Town will have to increase road construction in the budget to \$400,000.

Board Member Cole asked the Manager's thoughts on not cutting the \$100,000 for road construction. Town Manager Post stated that he is trying to limit the impact on the taxpayers in these trying times. The bond funding will allow the Town to have a good amount of road work and paving completed. He stated that the Town needs to think about the businesses that are closed and people being unemployed.

Chair Hall stated that we need to keep in mind the taxpayers who are having a difficult time.

Vice Chair Munger moved that the Board approve the budget adjustments for FY21 as submitted. Board Member Cole seconded the motion.

Board Member Cole asked if the interest on the bond funding for the Library could be used. Town Manager Post stated that the interest earned on the Library Bond must be used on the bond project.

VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

Board Member Kelley thanked the Manager and Finance Director for their work on the budget.

h. Act on Revised Town Meeting Schedule and Method

Town Manager Post explained that the municipal officers, in Rockport's case, the Select Board, have the authority by state statute to have all the town meeting articles be voted on by secret ballots. He explained secret ballot or referendum vote and the necessary public hearings. The Board can choose to have the Town Meeting on August 18th with a secret ballot for municipal officers annual budget and Land Use Ordinances and then on August 19th hold the open meeting section of the warrant articles or the Board can choose to have all of the warrant articles voted on by secret ballot on Tuesday, August 18th. He provided the Board with a schedule and stated that he works backward from the election date to figure out when the other processes need to take place, including public hearings.

Chair Hall stated that she and the Town Manager went over the process at great length and it appears to her that since we are required to have one public hearing there is little need to take the risk of a second one when we are not required to do so.

Board Member Hamilton asked what day the referendum vote would take place. Town Manager Post stated that it could be either Tuesday, August 18th or Wednesday, August 19th. Elections are typically held on a Tuesday.

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Board Member Hamilton stated that since there will be a public hearing where we can hear the residents' concerns, he is leaning towards the referendum election.

Town Manager Post stated that the benefit of an open town meeting is that the voters can ask to have a budget amount decreased for a warrant article but are not able to do that at a referendum election. The question is how many meetings the Town wants to have and how to keep the public safe.

Board Member Cole stated that he has given this a lot of thought. The New England tradition of a town meeting indoors can be quite a long process and we need to think about people in his age group.

Chair Hall stated that it is difficult to know what the pandemic situation will look like in August.

Vice Chair Munger agreed with all the statements. The Board needs to be efficient and safe as there are many unusual circumstances.

Board Member Kelley asked how the public hearings will work with the Planning Board. Town Manager Post responded that the hearing will be held in the auditorium of the Opera House, with only 50 people being allowed to attend which will include approximately ten members of town staff and members of the Planning Board. Overflow could be accommodated downstairs in the meeting room which will be set up with monitors and microphones.

The Board agreed.

Chair Hall moved that the Board schedule the annual town meeting on August 18th using a referendum method only. Board Member Hamilton seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

VII. DISCUSSION ITEMS

a. Discuss Select Board Meeting Schedule and Start Time

Chair Hall stated that the board needs to decide the start time for the next Select Board meetings and if they want to meet at the Opera House instead of remotely. She stated that she proposed to the Town Manger to keep the start time at 5:30 to make it convenient for the staff.

Board Member Cole asked if someone is uncomfortable attending an in-person meeting, could they still Zoom into the meeting.

Chair Hall stated that if they make the Zoom meetings open to the public, then they could get Zoom bombed. She stated that the Board can try holding the meetings at the Opera House and reevaluate the start time.

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Vice Chair Munger stated that she is fine with the time as it is now at 5:30. She does not do well when it gets around nine o'clock.

The Board agreed on 5:30 p.m. as the start time for meetings.

Board Member Hamilton asked if the Board can still meet remotely if they wanted. Town Manager Post stated that legally the Board could hold remote meetings for up to thirty days after the emergency order ends.

Board Member Kelley asked if the Town still has the capability for using Zoom. The meetings could be livestreamed to the world and the members can utilize Zoom. Town Manager Post answered that the Town's account with Zoom is for a year. If a Board member is uncomfortable attending the meeting in person then they could use Zoom.

Board Member Hamilton wanted to know if the meetings would still be closed to the public if they were held in-person. Town Manager Post stated that by law up to 50 people could be at gatherings.

Board Member Hamilton stated that if the public can attend, he would not be comfortable being present. Vice Chair Munger stated that she would also be uncomfortable with having the public attend the meetings. Board Member Cole agreed to keep meeting remotely with the public participating by Livestream.

Chair Hall stated that she had no problem maintain the current practice using video conferencing.

Board Member Cole stated that he would prefer in person meetings but not having the public present at the meeting. He felt that there is value in the Board meeting in person.

By consensus, the Board agreed to continue to meet remotely.

VIII. ANNOUNCE FUTURE MEETINGS, OFFICE CLOSURE, ETC.

- June 8, 2020 – Regular 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 – Tow Offices Closed in Observance of Independence Day
- July 13, 2020 = Regular Board Meeting
-

IX. SELECT BOARD LIAISON REPORTS –

Board Member Hamilton stated that he has nothing to report from his committees.

Vice Chair Munger stated the Library Committee will be meeting at 10:00 a.m. on May 27th.

Board Member Kelley stated that the Conservation Commission will be meeting soon, and that Board Member Cole had described the Parks and Beautification's last meeting well.

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Board Member Cole reported that the Planning Board will be meeting to review solar farm applications.

Chair Hall stated that the MCWSC meets on Wednesday. The Camden / Rockport Broadband Task Force will be meeting soon.

Board Member Kelley asked about information from the harbor. Town Manager Post stated that the Harbormaster had a baby boy on May 18th and a week later Ben Odgren's wife have a baby boy. Ben Odgren works at the Library.

X. ADJOURNMENT

At 7:23 p.m., Vice Chair Munger moved to adjourn the meeting. Board Member Kelley seconded the motion. VOTE: 5 FOR – 0 OPPOSED (Vote by roll call)

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK as RECORDING SECRETARY

Action Items

- a. Act on Committee Application

Manager's Comments: Action item

- Sandy Hurlbut – Rockport Parks and Beautification Committee – Term to Expire June 30, 2022 (finish Laurie Smith's Term)

Suggested Motion:

I move the Board appoint Sandy Hurlbut to the Parks and Beautification Committee for a term ending June 30, 2022.

APPLICATION FOR COMMITTEE SERVICE

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

Sandy Hurlbut

Name: _____

45 Curtis Ave

Home Address: _____ Work Address: _____

Mailing Address (if different): _____

Phone Number: (Home) 207-701-7655 (Work) _____

sandyhurlbut@gmail.com

E-mail Address: _____

Rockport Parks & Beautification

Committee you wish to serve on: _____

Why do you want to serve on this committee?

After a lifelong love of Rockport, and currently living on the border between

Rockport & Camden, my husband and I want to do all we can to help keep

Rockport as beautiful as possible.

I am interested to serve as either a committee member or alternate.

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

I am an avid gardener who enjoys working outdoors. I have helped this

committee with numerous projects around town, painting fences, weeding

Goodridge Park, weeding the "high sidewalk", and litter pick-up. I am also

an active member of the Rockport Garden Club and assist with watering at

multiple locations around town.

Land Use philosophy: (if applicable)

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Further beautification of the town through planting and maintenance of

town parks.

Are you interested in serving on other committees?

Not at this time.

Interview comments:

Appointment Date: _____

Action Items

- b. Act on Re-appointments to Committees for three-year terms

Manager's Comments: Action item

Included in your packet is a listing of all board and committee members who have agreed to serve another term on their respective boards and committees. The terms will be for three years, ending June 30, 2023.

Thank you letters will be sent to the committee members who are not renewing their terms.

Suggested Motion:

I move the Board reappoint all the board and committee members as presented for three-year terms.

Committee Renewals 2020-2023

NAME	COMMITTEE	YES	NO	SELECT BOARD LIAISON
Stephen Corson	Capital Improvement Committee	X		Mark Kelley and Jeffrey Hamilton
Brenda Richardson	Cemetery Committee	X		Denise Munger
Vernon Hunter	Cemetery Committee	X		Denise Munger
Carole Gartley	Cemetery Committee	X		Denise Munger
Ted Skowronski	Conservation Commission		X	Mark Kelley
William Freeman	Investment Committee	X		Douglas Cole
David Jackson	Opera House Committee - (1 YEAR)	X		Denise Munger
Chris Fasoldt	Opera House Committee	X		Denise Munger
Linda Greenlaw	Opera House Committee	X		Denise Munger
William Kelley	Opera House Committee		X	Denise Munger
Stephen Smith	ORC	X		Denise Munger
William Gartley	ORC	X		Denise Munger
Ted Skowronski	Planning Board	X		Douglas Cole
Clark Doran	Planning Board		X	Douglas Cole
Craig Wilson	Recreation Committee	X		Jeffrey Hamilton
Maxwell MacCoole	ZBA	X		Denise Munger

**TOWN OF ROCKPORT
COMMITTEES/BOARDS**

COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Board of Assessment Review	(5) Regular Members (3) Alternates (3) for quorum		(1) RM (3) ALT		Monthly 3 rd Wed 8:00 a.m. Richardson Room	
	Tom Laurent, Chair	2021(RM)				
	Reuben Brown	2021(RM)				
	William Freeman	2021(RM)				
	Robert Hall	2021(RM)				Ray Freitag - 2019
SB Liaison	VACANCY	2019				
	NONE					
Staff Liaison	Kerry Leichtman					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Budget Committee	ELECTED (9) Regular Members (6) for quorum		(3) RM			
	(3 Year VACANCY)	2020(RM)				Tom Murphy
	Helen Shaw, Vice-Chair	2021(RM)				Owen Casas
	(1 Year VACANCY)	2021(RM)				Stevie Kumble
	Jerod Cronkite	2021(RM)				
	(3 Year VACANCY)	2020(RM)				
	Geoffrey Parker	2022(RM)				
	Jeffrey Charland, Chair	2022(RM)				
	Mark Kelley	2022(RM)				
	Eric Boucher	2020(RM)	YES			Took out papers (prev. 1-year term)
SB Liaison	NONE					
Staff Liaison	Bill Post & Megan Brackett					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
C/R Pathways	(5) Regular Members (3) Alternates (3) for quorum		(3) ALT		Monthly 1 st Wed 5:30 p.m. Camden/Rockport	
	Helen Shaw	2021(RM)				
	Lynda Clancy	2022(RM)				

	Owen Casas	2021(RM)				
	Margo Murphy	2021(RM)				
	Heidi Baker	2023(RM)				
SB Liaison	Jeffrey Hamilton					
Staff Liaison	Mike Young					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
CIP	(5) Regular Members (3) Alternates (3) for quorum		(3) ALT			
	Allen Mitchell, Chair	2022(RM)				
	Steven Dailey	2022(RM)				
	Joyce Mohr	2021(RM)				
	Stephen Corson	2020(RM)	YES			
	Jeffrey Charland	2021(RM)				
SB Liaison	Jeffrey Hamilton and Mark Kelley					
Staff Liaison	Bill Post and Megan Brackett					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Cemetery Committee	(10) Regular Members (3) Alternates (5) for quorum		(1) RM (3) ALT			
	Linda Greenlaw, Chair					
	Brenda Richardson, Vice-Chair	2020(RM)	YES			
	David Farley	2021(RM)				
	Polly Chatfield	2021(RM)				
	Vernon Hunter	2020(RM)	YES			
	Carole Gartley	2020(RM)	YES			
	Margaret Carleton	2021(RM)				
	Julie Clement	2022(RM)				
	Helen Shaw	2022(RM)				
	VACANCY	2019				Elizabeth Berry - 2019
SB Liaison	Denise Munger					
Staff Liaison	Linda Greenlaw					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Comprehensive Plan Committee	(15) Members: (2) Select Board (1) Planning Board					

	Robert Lawrence M.D. Vice-Chair	2022(RM)				
	Ryan Gates	2023(RM)				
SB Liaison	Mark Kelley					
Staff Liaison	Abbie Leonard					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Harbor Committee	(5) Regular Members (3) Alternates (3) for quorum		NONE		Monthly 3 rd Thurs 5:15 p.m. Richardson Room	
	Sam Temple, Chair	2021(RM)				
	Peter Ralston, Vice-Chair	2021(RM)				
	Cheryl Liechty	2021(RM)				
	Parker Hackett	2021(RM)				
	Scott Whitman	2021(RM)				
	Scott Warren	2022(ALT)				
	Nancy Albertson	2022(ALT)				
	Ralph, 'Doc' Wallace	2022(ALT)				
SB Liaison	Jeffrey Hamilton					
Staff Liaison	Abbie Leonard & Mike Young					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Investment Committee	(5) Regular Members (3) Alternates (3) for quorum		(1) RM (3) ALT			
	Mark Schwarzmann, Chair	2021(RM)				
	William Freeman, Vice-Chair	2020(RM)	YES			
	Laurence Novotney	2022(RM)				
	Jerod Cronkite	2021(RM)				Many years
	VACANCY					
SB Liaison	Douglas Cole					
Staff Liaison	Bill Post and Megan Brackett					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Library Building Committee	(3) Regular Members (2) Select Board	Dissolve when building is complete				
	Ann Filley	2021(RM)				

	Richard Anderson	2021(RM)				
	Mark Van Baalen	2022(RM)				
SB Liaison	Douglas Cole	Select Board				
SB Liaison	Denise Kennedy-Munger	Select Board				
Staff Liaison	Ben Blackmon					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Library Committee	ELECTED (5) Regular Members (3) for quorum		(1) RM		Monthly 3 rd Friday 10:30 a.m. RR	
	(3 Year VACANCY)	2020(RM)	NO			Heaven Bartlett
	Stephanie Kumble	2022(RM)				
	Helen Shaw	2021(RM)				
	Bill Chapman, Treasurer	2022(RM)				
	Elizabeth Dailey, Secretary	2021(RM)				
SB Liaison	Douglas Cole					
Staff Liaison	Ben Blackmon					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Opera House Committee	(5) Regular Members (3) Alternates (3) for quorum		(1) RM (3)ALT			
	Alexandra Fogel, Chair	2021(RM)				
	Linda Greenlaw	2020(RM)	YES			
	Chris Fasoldt	2020(RM)	YES			
	Dave Jackson	2020(RM)	YES			1- year renewal
	(VACANCY)	2020(RM)	NO			William Kelley
SB Liaison	Denise Munger					
Staff Liaison	Andrew Weber					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
ORC	(5) Regular Members (3) Alternates (1) ZBA Rep (2) PB Repts (3) quorum		(2)ALT (1)PB Rep			
	Richard Remsen, Chair	2022(RM)				
	Stephen Smith, Vice-Chair	2020(RM)	YES			
	William Gartley	2020(RM)	YES			
	Taylor Allen	2022(RM)				

	David Cockey – ZBA Rep	2021(ALT)				
	Robert Hall	2022(RM)				
SB Liaison	Denise Munger					
Staff Liaison	Bill Najpauer					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Pesticide Advisory Board	(5) Regular Members		(3) RM			
	Cheryl Liechty	2022 (RM)				
	Sandra Fabian	2023 (RM)				
	VACANCY					
	VACANCY					
	VACANCY					
SB Liaison	Mark Kelley					
Staff Liaison	Mike Young					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
Planning Board	(7) Regular Members (2) Alternates (4) for quorum		(2) RM (1) ALT		Monthly 4 th Thursday, 5:30 p.m. GCPR/Livestream	
	Joe Sternowski, Chair	2021(RM)				
	John Viehman, Vice-Chair	2021(RM)				
	(VACANCY)	2020(RM)	NO			(9) year max term - Jim Ostheimer
	(VACANCY)	2020(RM)	NO			Clark Doran
	Ted Skowronski	2020(RM)	YES			
	Tom Laurent	2021(RM)				
	Victoria Condon	2022(RM)				
SB Liaison	Mark Haley II, Alternate	2023 (ALT)				
Staff Liaison	Douglas Cole					
Staff Liaison	Bill Najpauer					
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS
RES Redevelopment Committee	Town Manager – Ex-Officio Finance Director – Ex-Officio Planner – Ex-Officio (1) Select Board Members: Debra Hall and Doug Cole					

	(1) Parks and Beautification Committee Member (3) Citizen's with Finance/Banking, Real Estate and/or Economic Development background (1) Neighborhood Member								
Parks & Beautification Member	Haunani Wallace								
Citizen	Amanda Dwelley								
Neighbor	Janet Hall								
Citizen	Mary Stevens								
Citizen	Martin Cates								
Citizen	Eric Boucher								
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS			
Recreation Committee	(5) Regular Members (3) Alternates (3) for quorum		(3) ALT		Monthly Wed - 9:00 am or 12:30 pm - MIRC				
	Suzanne Johndro, Chair	2022(RM)							
	Craig Wilson, Vice-Chair	2020(RM)	YES						
	Barrett Brown	2022(RM)							
	Brian Fitzpatrick	2022(RM)							
	Chris Christie	2022(RM)							
SB Liaison	Jeffrey Hamilton								
Staff Liaison	Mike Young								
COMMITTEE	MEMBERSHIP	EXPIRATION	VACANCY	N/R	MEETINGS	COMMENTS			
Rockport Parks and Beautification Committee	(9) Regular Members (5) for quorum (5) Alternates		(1) RM (2) ALT						
	Gretchen Leone	2021(ALT)							
	Eric Winters	2021(RM)							
	Steve Smith	2021(RM)							
	Haunani Wallace, Chair	2022(RM)							
	(VACANCY – 2 YEAR)	2022(RM)	Sandy Hurlbut						Laurie Smith
	Anna Remsen	2022(RM)							
	Sue Kauck	2022(RM)							

	Lea Anne Dunton	2022(RM)				
	Sally Cook	2023(ALT)				
	Janice Baldwin	2023(RM)				
	William Frohlich	2023(RM)				
	Amy Jenner	2023(ALT)				
SB Liaison	Douglas Cole & Mark Kelley					
Staff Liaison	Abbie Leonard & Mike Young					
COMMITTEE	MEMBERSHIP	VACANCY	N/R	MEETINGS	COMMENTS	
West Rockport Fire Station Building Committee	Stakeholders: Todd Philbrook – Deputy Chief John Wickenden – Assistant Chief Lieutenant – Bill Lane Lieutenant – Greg Rollins Firefighter – Allen Mitchell Resident - Kris Kangas Resident - Tom Cox	Dissolve when building is complete				
SB Liaison	Mark Kelley					
Staff Liaisons	Fire Chief - Jason Peasley & Town Manager - Bill Post					
COMMITTEE	MEMBERSHIP	VACANCY	N/R	MEETINGS	COMMENTS	
ZBA	(7) Regular Members (3) Alternates (5) for quorum Maxwell MacCoole	(3)ALT YES			Finished Emily's 1 year term	
	David Cockey					
	Terri Mackenzie					
	Kimberly Graffam					
	Thomas Kennedy					
	Geoffrey Parker					
	W. Kevin Olehnik, M.D.					
SB Liaison	Denise Munger					
Staff Liaison	Bill Najpauer					

Action Items

- c. Act on Re-appointment of David Jackson to Opera House Committee for a one-year term

Manager's Comments: Action item

Dave Jackson had agreed to serve a one-year term on the Opera House Committee. The Board has allowed this request previously (instead of a full three-year term).

Suggested motion:

I move the Board reappoint Dave Jackson to the Opera House Committee for a term ending June 30, 2021.

Action Items

- d. Act on Re-Appointment of Town Officials for Fiscal Year 2021

Manager's Comments: Action item

Included in your packet is a listing of all the Rockport Town Officials for reappointment for the 2021 Fiscal Year. These are annual appointments as required by Town of Rockport Charter, Section IV, Part A, Section 1.

Suggested Motion:

I move the Board reappoint the Town Officials as presented for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

APPOINTMENTS
2020-2021

NAME	TITLE	TERM/EXPIRATION
WILLIAM S. POST	TOWN MANAGER, DEPUTY TAX COLLECTOR, TREASURER	ANNUAL
	SEXTON, ROAD COMMISSIONER	ANNUAL
LINDA M. GREENLAW	TOWN CLERK, TAX COLLECTOR, DEPUTY TREASURER, ASSISTANT GA ADMINISTRATOR	ANNUAL
MEGAN BRACKETT	FINANCE DIRECTOR	ANNUAL
KERRY LEICHTMAN	ASSESSOR	ANNUAL
WILLIAM NAJPAUER	COMMUNITY DEVELOPMENT DIRECTOR, PLANNER	ANNUAL
WILLIAM NAJPAUER	ASSISTANT CODE ENFORCEMENT OFFICER	
WILLIAM NAJPAUER	ALTERNATE LOCAL PLUMBING INSPECTOR	ANNUAL
SCOTT E. BICKFORD	CODE ENFORCEMENT OFFICER AND LOCAL PLUMBING INSPECTOR	ANNUAL
MICHAEL YOUNG	PUBLIC WORKS DIRECTOR	ANNUAL
RANDY GAGNE	CHIEF OF POLICE	ANNUAL
JASON PEASLEY	FIRE CHIEF	ANNUAL
DIANE HAMILTON	GENERAL ASSISTANCE ADMINISTRATOR	ANNUAL
KERRY LEICHTMAN	E-911 COORDINATOR	ANNUAL
BENJAMIN BLACKMON	LIBRARY DIRECTOR	ANNUAL
ABBIE LEONARD	HARBORMASTER	ANNUAL
	ASSISTANT SEXTON	ANNUAL
JASON PEASLEY	DIRECTOR OF EMERGENCY MANAGEMENT AGENCY	ANNUAL
PHILIP SAUCIER/BERNSTEIN SHUR	TOWN ATTORNEY	ANNUAL
SMITH & ASSOCIATES	AUDITOR	ANNUAL

APPOINTMENTS
2020-2021

POLICE	DEPARTMENT	
NAME	TITLE	TERM/EXPIRATION
JAMES C. MOORE	SERGEANT/CONSTABLE	ANNUAL
TRAVIS W. FORD	PATROLMAN/CONSTABLE	ANNUAL
JACOB POWERS	PATROLMAN/CONSTABLE	ANNUAL
ANTONIO DEL VECCHICO	PATROLMAN/CONSTABLE	ANNUAL
MARK BENNETT	ANIMAL CONTROL OFFICER	ANNUAL

Action Items

- e. Act on Agreement with Town of Camden for Police Chief Services

Manager's Comments: Action item

Included in your packet is the new three-year agreement for services with Camden for the Police Chief position. The only significant change is that the cost for Rockport has decreased from 40.71% to 37% based on population.

Suggested Motion:

I move the Board approve the Joint Agreement Between the Towns and Camden and Rockport for Police Chief Services as presented.

**JOINT AGREEMENT BETWEEN
THE TOWNS OF CAMDEN AND ROCKPORT
FOR POLICE CHIEF SERVICES**

THIS AGREEMENT, effective July 1, 2020, is made and entered into by and between the TOWN OF CAMDEN, a municipality under the laws of the State of Maine with a principal address at 29 Elm Street, Camden, Maine 04843 (“Camden”) and the TOWN OF ROCKPORT, a municipality under the laws of the State of Maine with a principal address at 101 Main Street, Rockport, Maine 04856 (“Rockport”), referred to herein collectively as the “Parties”. The Parties recite as follows:

WHEREAS, both state law and the municipalities encourage the development of regional coalitions of local governments in order to establish efficient and effective delivery of municipal services;

WHEREAS, Randy Gagne is currently employed as the Police Chief for the Town of Camden (“Chief Gagne” or the “Police Chief”);

WHEREAS, upon the retirement of its current police chief effective July 1, 2016, the Town of Rockport had an immediate need for police chief services;

WHEREAS, the Towns wish to establish a 3-year term, subject to budgetary approval, whereby Chief Gagne, while serving as the police chief for Camden would also serve as the police chief for Rockport pursuant to the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth between the Towns, the Parties hereto intend to be legally bound to the terms and conditions of this Agreement and, as such, agree as follows:

1. **Interlocal Agreement; Purpose.** This Agreement shall be considered an interlocal cooperation agreement pursuant to 30-A M.R.S. § 2201 *et seq.* for the purpose of providing shared police chief services.
2. **Functional Organization.**
 - a. During the term of this agreement, Chief Gagne will remain solely an employee of the Town of Camden, and the Town of Camden shall be solely responsible for all aspects of Chief Gagne’s employment, including salary and benefits.
 - b. The Town of Camden shall provide police chief services to the Town of Rockport through Chief Gagne who will act as Rockport’s Chief of Police as set forth herein.

c. Chief Gagne will report to and consult with the Rockport Town Manager on issues relating to police chief services in Rockport.

3. **Scope of Services; Cost.**

a. During the term of this Agreement, Rockport shall pay Camden 37% of the total employment costs (salary and benefits) for Chief Gagne Camden will invoice Rockport monthly. Camden will continue to pay Chief Gagne directly for such services and will make all appropriate deductions for taxes and benefits and as required by law.

b. The Police Chief shall perform all duties and responsibilities of a police chief for the Town of Rockport provided for by law, ordinance, regulation and/or policies and procedures. Camden shall provide a cruiser or similar police vehicle to the Police Chief which shall be used as needed for police chief duties and responsibilities in and/or on behalf of Rockport. Duties of the Rockport Chief of Police are attached hereto.

c. During this period, the Police Chief will work with the Town Managers and members of both departments to develop goals for the departments to accomplish such as: review and update department policies, develop a joint training schedule, and similar tasks to allow for both departments to provide services as effectively as possible.

d. There will be scheduled reviews of the effectiveness of this agreement during the months of June of 2023 to allow for modifications, improvements or to plan for its termination.

4. **Property.** During the term of this Agreement and upon its termination by the Parties, all capital equipment, personal property and real property utilized for the purposes described in this Agreement shall be and remain the property of the Town having purchased and/or acquired such equipment or property.

5. **Term; Termination of Agreement.**

- a. This Agreement shall be effective through June 30, 2023.
- b. Should Camden terminate the current Police Chief for any reason, or should he become incapacitated for a period of over thirty (30) days, either Party may terminate this Agreement upon 15 days' written notice to the other Party.
- c. Either Town shall have the right to terminate this Agreement by providing the other Town with thirty (30) days' written notice or such shorter notice period as agreed to by both Parties.
- d. In the event that this Agreement is terminated by Rockport, Chief Gagne shall be entitled to continue in his capacity as Police Chief for the Town of Camden (unless similar termination is taken by Camden) under the same terms and conditions that existed prior to entering into this Agreement or under such other terms and conditions as can be reached between Chief Gagne and the Town of Camden.
- e. In the event of any termination of this Agreement, Rockport shall only be responsible to pay for the period during which Camden provided police chief services under this Agreement. Camden shall invoice Rockport for such services as a pro rata amount of any monthly period.

6. **Administration of Agreement.** The Town Managers of each Town shall be designated the co-administrators of this Agreement. The Town Managers and Police Chief will meet quarterly or more frequently as needed to review program status and draft goals for implementation of this Agreement as necessary. If either Town has any concerns during the course of this Agreement, they agree to meet with the other Town's Manager and the Police Chief to remedy the concerns, including but not limited to a possible amendment of this Agreement.

7. **Responsibility for Claims.** The Parties recognize that, although employed by Camden, Chief Gagne in his capacity as Chief of Police for Camden and Rockport provides services to each Town under this Agreement. Accordingly, the Parties hereto understand and agree that each Town is to be fully and solely responsible for any claims, causes of action, demands, or suits of any kind or nature which may be brought against that Town as a result of services provided for that Town and acts or omissions of the Police Chief within the scope of this Agreement.

Accordingly, neither Town hereto undertakes to indemnify the other Town for claims that arise by virtue of any action or inaction of the Police Chief in such other Town. This provision is subject to review and approval by the Maine Municipal Association Risk Pool which provides insurance coverage to both Camden and Rockport.

- 8. **Insurance.** Each Party shall maintain insurance, or provide self-insurance, at such levels of coverage as may be required by law and as will adequately protect itself from claims that may arise out of or result from the police chief services provided under this Agreement.
- 10. **Entire Agreement.** This Agreement represents the entire agreement between Camden and Rockport and supersedes any prior agreements, understandings, or representations pertaining to the subject matter of this Agreement and may be amended from time to time only by written agreement of the Parties hereto. Each Party represents that it has the authority to enter into this Agreement and that it is being executed by its duly authorized representatives. This Agreement shall be governed solely by the laws of the State of Maine.
- 11. **Severability.** If any provision or portion of this Agreement is held to be invalid or unenforceable by a Court of competent jurisdiction, the remainder of this Agreement is not affected and remains in full force and effect.

Signed by the Municipal Officers of the Towns of Camden and Rockport:

Camden Select Board

Rockport Select Board

Dated: June XX, 2020

Dated: June 2, 2020

Action Items

- f. Vote to sign the Budget Referendum – MSAD #28 and Five Town CSD Warrant and Notice of Election for Tuesday, July 14, 2020

Manager's Comments: Action item

Included in your packet is an updated budget warrant and notice of election for MSAD #28 and Five Town CSD. This was updated after the Governor's Order pertaining to local elections, school budget adoption processes and town meetings was announced. The change is that the school district does not have to have an open floor vote on the budget and a budget validation vote, only the budget referendum vote.

Suggested Motion:

I move the Board sign the MSAD #28 and Five Town CSD Warrant and Notice of Election for Tuesday, July 14, 2020 as presented.

**WARRANT AND NOTICE OF ELECTION
CALLING MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 28
BUDGET REFERENDUM
(20-A M.R.S. §§ 1486 & 1501; Executive Order #56 FY 19/20)**

TO: Robin Fagan, a resident Maine School Administrative District No. 28 (the "District") composed of the Towns of Camden and Rockport, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the District, namely, the Towns of Camden and Rockport, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF ROCKPORT
DISTRICT BUDGET REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Knox County, ss.

State of Maine

TO: Randy Gagne, Constable of Rockport: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF ROCKPORT: You are hereby notified that a District Budget Referendum election will be held at the Rockport Town Office, 101 Main Street in the Town of Rockport on Tuesday, July 14, 2020 for the purpose of determining the following question(s):

Question 1: **School Budget.** Shall Maine School Administrative District No. 28 appropriate the sum of **\$16,827,419.00** and raise the sum of **\$15,258,169.03** for the 2020-2021 school budget?
School Board Recommends a "Yes" Vote.

VOTER INFORMATION FOR QUESTION 1

The Maine School Administrative District No. 28 school budget submitted in this Question 1 totals **\$16,827,419.00**. It includes locally raised funds in the amount of **\$15,258,169.03**, to be assessed in shares to member municipalities in accordance with the District's cost sharing formula and state law. The locally raised amount exceeds the state's Essential Programs and Services funding model by **\$4,222,954.00**. This budget includes these cost centers and amounts:

Budget Referendum Warrant and Return
Town of Rockport
Page 1 of 4

Cost Center	Amount Appropriated
Regular Instruction	\$ 5,519,797.00
Special Education	\$ 2,298,391.00
Other Instruction	\$ 120,453.00
Student and Staff Support	\$ 1,119,442.00
System Administration	\$ 472,512.00
School Administration	\$ 775,764.00
Transportation and Buses	\$ 726,841.00
Facilities Maintenance	\$ 1,837,311.00
Debt Service and Other Commitments	\$ 3,827,909.00
All Other Expenditures	\$ 129,000.00
Summary of Total Authorized School Budget Expenditures:	\$ 16,827,419.00

Question 2: **Capital Reserve Fund.** Shall the School Board be authorized to transfer up to **\$175,000.00** from available fund balances to the Capital Reserve Fund and to expend up to **\$200,000** from said reserve fund for unanticipated or emergency school facility needs?
School Board Recommends a "Yes" Vote.

The polls must be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

[SIGNATURE PAGE FOLLOWS]

Dated as of this June 10, 2020.

[Handwritten signatures]

A majority of the School Board of Maine School Administrative District No. 28

A true copy of the Warrant and Notice of Election, attest:

[Handwritten signature: Robin Fagan]

Robin Fagan
Resident of
Maine School Administrative District No. 28

Countersigned this _____ day of _____, 2020 at Rockport, Maine.

A majority of the Municipal Officers of Rockport, Maine

A true copy of the Warrant and Notice of Election, attest:

Linda Greenlaw, Municipal Clerk
Rockport, Maine

RETURN

Knox County, ss.

State of Maine

TO: The School Board of Maine School Administrative District No. 28

June 11, 2020

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of Rockport, an attested copy of this warrant and notice of election, directing the Municipal Officers of said municipality to call a Maine School Administrative District No. 28 Budget Referendum at said time and place and for the purposes therein stated.

Robin Fagan
Robin Fagan
Resident of
Maine School Administrative District No. 28

RETURN

Knox County, ss.

State of Maine

TO: The Municipal Officers of the Town of Rockport

I certify that I have notified the voters of the Town of Rockport of the time and place of the Maine School Administrative District No. 28 Budget Referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at Rockport, Maine: _____, 2020

Randy Gagne, Constable
Rockport, Maine

**WARRANT AND NOTICE OF ELECTION
CALLING FIVE TOWN COMMUNITY SCHOOL DISTRICT
BUDGET REFERENDUM**

(20-A M.R.S. §§ 1701-C, 1486, &1501; Executive Order #56 FY 19/20)

TO: Robin Fagan, a resident Five Town Community School District (the "District") composed of the Towns of Appleton, Camden, Hope, Lincolnville, and Rockport, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the District, namely, the Towns of Appleton, Camden, Hope, Lincolnville, and Rockport, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF ROCKPORT
DISTRICT BUDGET REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Knox County, ss.

State of Maine

TO: Randy Gagne, Constable of Rockport: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF ROCKPORT: You are hereby notified that a District Budget Referendum election will be held at the Rockport Town Office, 101 Main Street in the Town of Rockport on Tuesday, July 14, 2020 for the purpose of determining the following question(s):

Question 1: School Budget. Shall Five Town Community School District appropriate the sum of **\$13,302,646.00** and raise the sum of **\$10,627,173.00** for the 2020-2021 school budget?

School Board Recommends a "Yes" Vote.

VOTER INFORMATION FOR QUESTION 1

The Five Town Community School District school budget submitted in this Question 1 totals **\$13,302,646.00**. It includes locally raised funds in the amount of **\$10,627,173.00**, to be assessed in shares to member municipalities in accordance with the District's cost sharing formula and state law. The locally raised amount exceeds the maximum state and local spending target by **\$2,971,708.00**. This budget includes these cost centers and amounts:

Cost Center	Amount Appropriated
Regular Instruction	\$ 5,186,044.00
Special Education	\$ 1,438,086.00

Career and Technical Education	\$ 87,432.00
Other Instruction	\$ 615,311.00
Student and Staff Support	\$ 1,167,095.00
System Administration	\$ 468,765.00
School Administration	\$ 524,951.00
Transportation and Buses	\$ 475,989.00
Facilities Maintenance	\$ 1,490,704.00
Debt Service and Other Commitments	\$ 1,695,664.00
All Other Expenditures	\$ 152,605.00
Summary of Total Authorized School Budget Expenditures:	\$ 13,302,646.00

Question 2: District Adult Ed Program. Shall the District be authorized to appropriate **\$381,478.00** for adult education and raise **\$224,381.00** as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program?
School Board Recommends a "Yes" Vote.

Question 3: Capital Reserve Fund. Shall the School District Committee be authorized to transfer up to **\$75,000.00** from unexpected balances to the Capital Reserve Fund and to expend **\$350,000.00** from that reserve fund for the capital items set forth below and for other unexpected or emergency school facility capital needs?

School	Capital Improvement or Equipment	Estimated Cost
CHRHS	Lecture Hall Renovations	\$250,000.00

School Board Recommends a "Yes" Vote.

Question 4: Region 8 Career and Technical Education Budget. Shall the regional career and technical operating budget as approved by the Region 8 Cooperative Board for the year beginning July 1, 2020 through June 30, 2021 be approved in the amount of **\$5,644,046.00**?

Local share from this school district is: **\$87,432.03**

Local share from this school district for Region 8 debt service: **\$754,222.76**

Question 5: Region 8 Adult Career and Technical Education Program. To see if the career and technical education region will appropriate **\$228,723.00** for Adult Education for the year beginning July 1, 2019 through June 30, 2020 and raise **\$86,750.00** as the local share with authorization to expand any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the Adult Education Program.

Local share from this school district is: **\$31,150.19**

The polls must be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Dated as of this June 10, 2020.

<u>Andrea K. Palise</u>	<u>Brooks Crane</u>
<u>[Signature]</u>	<u>_____</u>
<u>Wanda Dink</u>	<u>_____</u>
<u>RD Managan</u>	<u>_____</u>
<u>Pat H</u>	<u>_____</u>
<u>[Signature]</u>	<u>_____</u>
<u>Debra A. Huff</u>	<u>_____</u>

A majority of the School Board of Five Town Community School District

A true copy of the Warrant and Notice of Election, attest:

Robin Fagan
 Robin Fagan
 Resident of
 Five Town Community School District

Countersigned this _____ day of _____, 2020 at Rockport, Maine.

A majority of the Municipal Officers of Rockport, Maine

A true copy of the Warrant and Notice of Election, attest:

 Linda Greenlaw, Municipal Clerk
 Rockport, Maine

RETURN

Knox County, ss.

State of Maine

TO: The School Board of Five Town Community School District

June 11, 2020

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of Rockport, an attested copy of this warrant and notice of election, directing the Municipal Officers of said municipality to call a Five Town Community School District Budget Referendum at said time and place and for the purposes therein stated.

Robin Fagan

Robin Fagan

Resident of

Five Town Community School District

RETURN

Knox County, ss.

State of Maine

TO: The Municipal Officers of the Town of Rockport

I certify that I have notified the voters of the Town of Rockport of the time and place of the Five Town Community School District Budget Referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at Rockport, Maine: _____, 2020

Randy Gagne, Constable
Rockport, Maine

Action Items

- g. Act on Cemetery Committee Recommendations

Manager's Comments: Action item

The Cemetery Committee met and are recommending a couple of changes to the Cemetery Rules & Regulations. Your materials include a memo explaining the two recommended changes. Town Clerk Linda Greenlaw will be available to answer any questions.

Suggested Motion:

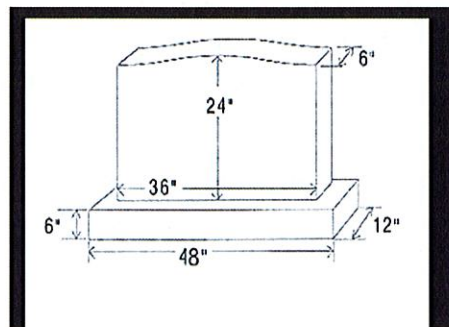
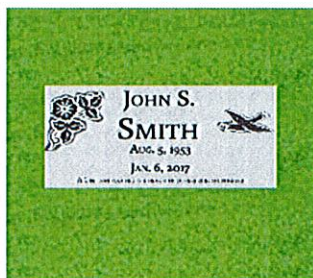
I move the Board approve the changes to the Cemetery Rules & Regulations as recommended by the Cemetery Committee.

Memorandum

To: WILLIAM S. POST, TOWN MANAGER
Cc: SELECT BOARD
From: LINDA M. GREENLAW, TOWN CLERK
Date: 6/17/2020
Re: AGENDA JUNE 22, 2020

I have two recommendations from the Cemetery Committee that needs to be placed on the agenda for the Monday, June 22, 2020 Select Board Meeting for the Select Board's consideration.

1. The Cemetery Committee voted to recommend to the Select Board additional language to be added to page 16, Section 17, B. The maximum size for any above ground monument shall be a maximum of three feet (3') across, three feet (3') high and ten inches (10") deep.



2. Additional language added to page 16, Section 17 C. Markers shall not exceed twenty-four (24") inches by twelve (12") inches by four (4") inches for a single grave.

SECTION 15 – MODIFICATIONS AND AMENDMENTS

- A. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Town, therefore, reserves the right, without notice, to make exceptions, suspensions or modifications in any of these Rules and Regulations when, in its judgment, the same appears advisable. Such exceptions, suspensions or modifications shall in no way be construed to affect the validity or continued general application of these Rules and Regulations.
- B. Emergency conditions may necessarily cause a labor and material shortage so that certain rules cannot be strictly enforced. To meet these conditions, the rules where necessary, will be temporarily modified or suspended. Such temporary modification or suspension shall in no way be construed as a waiver nor affect the strict enforcement of the rules upon the conclusion of the emergency.
- C. The Town may, and it hereby expressly reserves the right at any time or times to, adopt new Rules and Regulations, or to amend, alter or repeal any rule, regulation or article, section, paragraph or sentence in these Rules and Regulations.

SECTION 16 – DEALERS AND WORKMEN

- A. All dealers, firms or persons, engaged in erecting monuments, letter cutters, and persons or firms engaged in cleaning and repairing monuments, must contact the Sexton and/or Assistant Sexton or other authorized official. In cases of repairing and cleaning monuments, the Cemetery Associations should also be contacted.
- B. All dealers, firms or persons engaged by any plot owner for whatever reason to work within the Cemetery grounds shall abide by all Rules and Regulations of the Cemetery and notify the Sexton and/or Assistant Sexton.

SECTION 17 – MONUMENTS AND MARKERS

- A. No lot owner shall erect or place or cause to be placed on any lot in the Cemetery, any memorial with which the Select Board disapproves.
- B. The maximum size of a monument is governed by the size of the lot on which it is to be placed and is to be determined by the Sexton and/or Assistant Sexton. **The maximum size for any above ground monument shall be a maximum of three feet (3') across, three feet (3') high and ten inches (10") deep.**
- C. Any above ground monuments and/or rocks must have a foundations four (4) feet deep and at least two (2) inches larger on all sides of a central or family monument and said monument shall be placed on the foundation and be flush with the ground. Markers on new plots shall be flush with the ground. **Markers shall not exceed twenty-four (24") inches by twelve (12") inches by four (4") inches for a single grave.**
- D. Markers and monuments will be placed as noted on the Internment Notification Form and in compliance with these rules. If a decision is made to place a marker or monument after the Internment Notification has been filed, the Sexton and/or Assistant Sexton shall determine proper placement.
- E. While the Town will exercise all possible care to protect a memorial or other structure on any lot, and the raised lettering, carving or ornaments on such memorial, or other structure, it disclaims responsibility for any damage or injury thereto.
- F. No coping, curbing, fencing, hedging, grave mounds borders, or enclosures of any kind shall be allowed around any lot and no walks of brick, cinders, tile, stone, marble, terracotta, sand cement, gravel or wood shall be allowed on any lot. The Town reserves the right to remove the same if so erected, planted, or placed. Marble or stone corner markers are allowed with permission from the Sexton and/or Assistant Sexton. Benches are no longer permitted.

Action Items

- h. Act on EMS Evaluation in Partnership with the Town of Camden and Pen Bay Medical Center

Manager's Comments: Action item

Included in your materials is the proposal for the EMS evaluation and education effort to help us prepare for EMS service at the end of the current contract with Northeast Mobile Health Services. The cost of the project is \$18,000 which will be split between the Towns of Camden and Rockport and Pen Bay Medical Center evenly, with each party paying \$6,000. Tom Judge, Executive Director of LifeFlight of Maine, will be available for your questions. The cost of this will be paid from the Town Manager's Contingency line.

Suggested Motion:

I move the Board accept the EMS Evaluation proposal with the Town of Camden and Pen Bay Medical Center.

A Proposal for a Modified Informed Community Self Determination (ICSD) EMS Evaluation for the Towns of Camden and Rockport and for the Pen Bay Medical Center

I. Background and Project Overview

Community-based emergency medical services (EMS) find themselves somewhere between the all-volunteer, first-aid providing, donation-supported rescue service which first came to be and the all-paid, paramedic, professional health care operation of a hospital, fire or other municipal department, or private company now common in most cities.

The public's expectation of the EMS professionals who arrive at their door is high. In 1973, the public expected no more than a lights and siren, "horizontal taxi" ride to the hospital frequently provided by community volunteers. By 1983, the media-influenced public didn't know whether to expect just the fast ride to the hospital or life-saving care in the back of the ambulance. But by 1993, a Maine EMS study showed that almost 90% of Maine's citizens expected paramedics (the highest level of EMS capabilities) to arrive at their doorstep for their heart attack. With media influence, there is no reason to believe they expect anything different today regardless of what is actually available.

Most emergency medical services are moving from the volunteer/basic care end of the spectrum to some point closer to the paramedic, all-paid end in urban and suburban centers. Rural EMS agencies face challenges in doing so, because of intertwined transport volume, financial and workforce availability issues exacerbated by the declining availability of other health care resources in their communities. The need to transport patients to more distant urban facilities to which higher levels of health care have gravitated takes ambulances away from availability for 911 response.

The Camden-Rockport-Hope-Lincolnvile area was served for 77 years by the Camden First Aid Association until financial issues led to a significant increase of subsidy request to the four towns in 2013. Subsequently, the towns contracted with North East Mobile Health Services ("North East") for 911 service. The towns and North East also participate in a mutual aid plan with the City of Rockland Fire Department. Additionally, North East became a principal transporting agency for patients transported out of Pen Bay Medical Center (PBMC) in Rockport.

North East's initial contracts with the towns have been renewed to date with all four town agreements aligned for a common sunset date of July 1, 2021. There have, however, been increasing discussions among principals in the towns and the hospital about North East's ability to meet the demands of 911 response and the interfacility transport needs of PBMC. These discussions resulted in a request, with approval of the town and hospital parties involved, to Kevin McGinnis to utilize a modification of an EMS evaluation process called Informed Community Self-Determination (ICSD) to study the situation and provide options for future action. The ICSD process is designed for isolated rural

communities with EMS operations in jeopardy and involves informing taxpayers or their authorized representatives about the type and performance of their EMS agency, what options for change they might consider, and at what cost to them. Then they are guided through a process to decide among the options.

The greater Camden service area is not the type intended for strict application of ICSD. It is more urban, wealthier, served by a health-system affiliated hospital, and consists of multiple towns and therefore multiple sets of decision-makers. However, ICSD principles have been successfully applied in other settings, addressing other EMS-related issues in Maine. In this case, an evaluation of North East's type and level of performance in meeting 911 and interfacility obligations is requested. Based on this evaluation, the current and alternative operational models addressing both 911 and interfacility needs would be described as options. Development of community paramedicine and other ancillary services would also be considerations. The towns and PBMC would be engaged in a process to inform principal decision-makers about the options and their cost. It is noted that the proposed engagement is with the towns of Camden, Rockport, and with PBMC while the current EMS services contract with North East also includes the towns of Lincolnville and Hope. This would include town taxpayers as determined practical to the decision-making process for electing an option.

Finally, for the sake of transparency, the principal advisor in this process, Mr. McGinnis, is a past chief/CEO of North East from 2011 to 2014 and advisor to North East from 2014 to 2016. The hospital and Camden and Rockport town principals recognize this past affiliation and have requested this proposal regardless of that fact. In turn, Mr. McGinnis will partner with Michael Senecal, an experienced EMS director in western Maine, who will be involved in all evaluative components regarding North East to assure objectivity. Enhancing this expert objectivity, the project will utilize Dr. Richard Narad, a California university health services systems faculty member and expert on EMS systems evaluation, comparison and contracting

II. Purpose and Format of the Evaluation

Kevin McGinnis and his associates, Mr. Senecal and Dr. Narad, (the "advisors"), propose to conduct an independent, objective evaluation of emergency medical services capabilities and needs in and for the towns of Camden and Rockport and for PBMC. This evaluation will produce a description of the current operation with recommendations for improved response and patient care as may be indicated, and options for alternative delivery models. The advisors will work with the towns and PBMC to define the process by which these options will be considered and by which decision-makers. The advisors will then assist the towns and PBMC in informing the decision-makers about the process and options that they will consider. The scope of the contract will span from evaluation to selection of an option. Subsequent implementation of the selected option is beyond that scope.

The advisors will draw upon the ICSD evaluation process and template as they deem relevant to this project. They will work with Tom Judge who will serve as the facilitator

of the project and primary contact with town and PBMC principals. The evaluation and recommendations/plan will focus on the following areas.

A. North East Mobile Health Services in the Camden-Rockport Area

This is an historical and quantitative picture of the services now provided. It will provide decision-makers with a foundation of critical information from call and interfacility transport response profiles (call volumes, types, times, level of care and other response characteristics as available) to current staffing methods.

B. North East’s Capabilities and Performance

This is a qualitative look at the functional effectiveness of the service. It is organized to assess the following critical components: governance, general operations, patient care, facilities and equipment, staffing, training, safety, budgeting/finance (as information is made available), and community relations/services. It will gather and analyze issues identified by stakeholders and/or observed by the advisors as a part of the foundation upon which to develop operational options for decision-makers to consider.

C. Camden-Rockport-PBMC: Options to Meet Community Needs for an Agile, Responsive EMS Resource

This section takes the North East organization in the Camden area and Maine in general, as profiled in the previous two sections, and analyzes its strengths and weaknesses, as well as its opportunities and challenges. It then offers recommendations to make North East, with consideration of possible fire department first response partners, a reasonable model for continuing its service to the area. Finally, other operational options and their relative cost implications will be developed with principals in the towns and PBMC and offered in an agreed-upon ICSD format.

III. Methods, Deliverables and Estimated Work

The following describes the amount, type and product of the work proposed for each area of the evaluation.

A. North East Mobile Health Services in the Camden-Rockport Area

The advisors will:

- Meet with town, PBMC and North East principals to agree on the process to be followed in the project. Execute “Emergency Medical Services (EMS) Informed Community Self-Determination Program Agreement” (Appendix B of the ICSD template: <https://nasemso.org/wp-content/uploads/2020-Template-for-Informed-Community-Self-Determination-v-6.1.pdf>). This will include a definition of the decision-making process and decision-makers to be involved. It will result in a schedule of meetings to with decision-makers for information purposes.

(Complete initial meeting in June, 2020 or within 30 days of agreement execution; other meetings as agreed upon).

- Research Maine EMS (“MEMS”; as well as PBMC’s and North East’s as available) standard reporting data, to synthesize a picture of North East’s basic 911 and interfacility transport response characteristics.
- Request and review all town and service reports, including uses of mutual aid, and other materials with EMS-relevant historical interest.
- Request and review MEMS licensing information and any regional EMS information with historical significance to the service and towns.
- Conduct interviews with key EMS, town, and service “opinion-shapers” and leaders including:
 - ◆ North East CEO and Rockport base officials;
 - ◆ Chiefs of fire, and other services which interact with North East;
 - ◆ Maine EMS licensing staff;
 - ◆ Mid-Coast EMS Council members and Atlantic Partners EMS (APEMS) regional coordinating staff as relevant;
 - ◆ PBMC staff as designated by PBMC;
 - ◆ North East Ambulance Service staff as agreed upon; and
 - ◆ Others as suggested by the town, PBMC or North East principals.

Produced will be an historical and operating profile of the service in narrative and quantitative forms. Most of the work (e.g. the interviews) in this section provides material and background for reporting and recommendations in subsequent sections as well.

B. North East’s Capabilities and Performance

The advisors will:

- Inspect North East’s equipment, supplies, and facilities.
- Assess dispatch capabilities through interview or inspection.
- Interview key opinion-shapers and EMS leaders in this regard during the interviews described in the previous section.
- Review:
 - ◆ Maine EMS licensing data;
 - ◆ Such licensing and operating/QI information that APEMS can make available;
 - ◆ Such personnel and training records that North East makes available;

- ◆ Such budgetary and financial records North East makes available;
- ◆ Relevant operational policies and procedures (including dispatch), by-laws, surveys, municipal directives and authorizations, workplace safety and operating documents, forms, and records that North East makes available;

Governance, general operations, patient care, facilities and equipment, staffing, training, safety, budgeting/finance, and community relations/services components will be evaluated in a written narrative report and specific strengths and deficiencies noted. Accompanying this will be a compilation of relevant licensing, operating, financial, personnel and other significant materials. The components of the ICSD template that are deemed appropriate will be utilized.

C. Camden-Rockport-PBMC: Options to Meet Community Needs for an Agile, Responsive EMS Resource

The advisors will provide a “strengths, weaknesses, opportunities, and challenges analysis in crafting an option that represents “status quo with improvements”. They will develop other draft operational or process (e.g. request for proposal) options for consideration by the town and PBMC principals. They will then assist the principals in establishing and implementing the process for decision-maker and public review.

IV. The Advisors

Kevin McGinnis, assists communities and providers to assess their current EMS system capabilities and needs against contemporary standards. He then provides creative guidance in planning to meet those needs with 21st century excellence.

Mr. McGinnis is an independent EMS consultant, with 45 years of experience in EMS systems development. Former director of Maine EMS and Maine’s E-9-1-1 Program, he received the Governor’s EMS Award from Governor King in 1997. He authored “*The Rural and Frontier EMS Agenda for the Future*” a milestone book for the federal government and the National Rural Health Association. He coined the term “community paramedicine” a concept now in wide use worldwide. In 2018, Kevin received the *Journal of EMS* “Top Ten Innovator Award”. He was named by the Government *Technology/Solutions for State and Local Government* magazine as one of its 2013 “Top 25 Doers, Dreamers & Drivers in Public-Sector Innovation”.

He is the past Chairman of the U.S. Department of Homeland Security's SafeCom Program and continues to serve on its Executive Committee. Kevin is Vice-Chair of the Governing Board of the National Public Safety Telecommunications Council and was bestowed its top honor, the Richard DeMello Award, in 2017.

In August, 2015, he was named by the U.S. Secretary of Commerce to a second three-year term on the First Responder Network Authority (FirstNet) Board of Directors and termed out in October, 2018.

Mr. McGinnis has been an ambulance service chief of hospital, private, and volunteer ambulance services in Maine and New York, and has significant paramedic experience with urban, suburban, and rural fire rescue/first responder, and ambulance services. He has had experience as a member of, liaison to, or staffing a dozen regional EMS councils, and is responsible for having initiated or helped to develop regional and statewide EMS plans, protocols, QA/QI ASMI, run record data ASMI, and policies in three states.

Kevin has undergraduate degree from Brown University and a graduate degree from Cornell University, both in hospital and health services administration, and holds or has held a variety of EMS clinical and instructor certifications. He has practiced as an EMT or paramedic throughout most of his career.

Mr. McGinnis has participated as principal consultant, or on federal consulting for state or local EMS system evaluations in Arkansas, Alabama, South Dakota, New York and Montana. As a state (Maine) and regional EMS director, he has evaluated and assisted dozens of EMS operations of every type. He has completed service assessments and strategic planning projects throughout Maine.

Richard Narad, D.P.A., J.D.

Richard A. Narad is professor of health services administration at California State University, Chico. His research interest is public policy related to the planning, implementation, and management of emergency medical services systems. His publications have included evaluation of ambulance regulatory programs, modeling of changes in the ambulance industry, and a model for comparing public and private services.

Dr. Narad started in EMS administration in 1979. He served as Executive Director of the Merrimack Valley (Massachusetts) EMS Corporation and as EMS Coordinator for Sonoma County (California). He has provided consulting services to state and local governments regarding planning, implementation, and evaluation of EMS systems and has served as an expert witness in cases related to EMS.

He received an A.S. in Fire Science from Santa Rosa Junior College in 1975 and a B.A. in Health Care Management from CSU, Chico in 1979. He received his MPA., with a specialty in health services administration, and his DPA., with a specialty in health policy, from the University of Southern California. He also received his JD, with a focus on health law, from Concord Law School and is a member of the State Bar of California. He is a Fellow of the American College of Healthcare Executives.

Dr. Narad served as president of the Northern California EMS Administrators Association and as chair of the American Society for Testing and Materials' Committee

on EMS. He was treasurer of the California Association of Healthcare Leaders and a member of the National EMS Museum Foundation Board of Trustees. Currently, he serves as a board member and as an operations manager of Safe Space Winter Shelter and is a member of the California Medical Assistance Team.

Michael Senecal

Mr. Senecal is the director of North Star Emergency Medical Services, serving Franklin County, Maine. He attended the University of Illinois and Frontier Community College. He has been with North Star for eighteen years, helping to forge it from five separate ambulance services previously serving the county. North Star is operated by Franklin Memorial Hospital, a part of the Maine Health System. Mr. Senecal oversees 85 employees and a budget of \$4.3 million. He also serves as the hospital's emergency preparedness coordinator.

V. Time Frame

The advisors would complete all work within seven months of the execution of a consulting agreement. The schedule of internal meetings, deliverables, and deadlines will be established at the initial meeting described in section IIIA, above.

VI. Cost

The advisors professional fee will be \$18,000, payable half upon satisfactory progress four months after agreement execution and half upon completion of the project. It includes all time and expenses.

Engaging Communities to Preserve Access to Emergency Medical Services in Rural Maine

Preface

The Maine Rural Health Action Network (RHAN) is an initiative of rural health experts and stakeholders from business, philanthropy, education, health and social services which targets a growing rural health care crisis in Maine that must be addressed. Its members believe that access to emergency medical services (EMS) is a foundational component of health care for clusters of rural communities, and consider EMS to be an essential¹ and jeopardized building block of rural health access. EMS is addressed in the RHAN paper, *Building Blocks for Healthy Rural Communities—Guidelines and Foundational Services*.¹ There are several EMS issues that contribute to the rural health care crisis. Inadequate workforce, balancing and meeting the demand for increasing volumes of 911 calls and interfacility transports, and a need to facilitate community paramedicine are among these. The problem addressed in this paper goes to the heart of assuring EMS response in emergencies: that EMS capabilities in a given community are understood, are the type and level desired, and are adequately paid for by those who depend upon them. The Covid-19 emergency occurring currently will heighten the need for the solutions described. This crisis will underscore how fragile rural EMS resources are and how little the public is aware of what they are and are not capable. As communities examine their emergency health preparedness in the days post-crisis, a process like that described in this paper will be invaluable. Community leaders, residents, and knowledgeable EMS leaders should then be engaged in open discussions of strategies and determination of action plans.

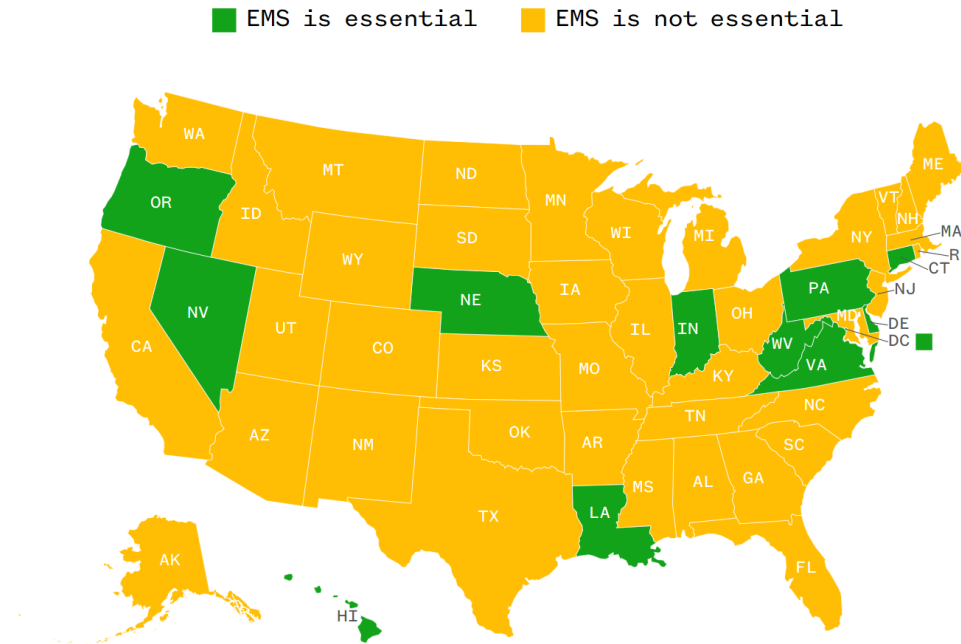
Introduction

In more than a dozen rural communities in Maine, the continued availability of local emergency medical services (EMS) is seriously threatened by challenging finances, workforce shortages, and other problems. In most cases, citizens expect that emergency medical services are available should they need them. Moreover, they expect those services to have a very high level of capability to handle complex, life-threatening problems.

It would be a surprise to many, however, that with very rare exceptions (estimates vary between four and fourteen states), emergency medical services (EMS) are not considered an “essential service” assured by state statute or by other incentives such as fire department rating impact on the cost of homeowner’s insurance.²⁻⁴ Indeed, as indicated by one study illustrated below, only 11 states have laws designating EMS as an “essential service”. Yet, if rural citizens were asked what local health services they consider most important, EMS would likely rank at the top of the list.

EMS services deemed essential in only 11 states

Unlike fire and police departments, EMS agencies are not considered an essential, or required, service in more than half of the country.



Sources: State health departments and state EMS agencies

Source - <https://www.nbcnews.com/health/health-care/there-s-shortage-volunteer-ems-workers-ambulances-rural-america-n1068556>. Another source states that only California Colorado, North Carolina, and Oregon deem EMS as essential.¹

Rural EMS Realities Don't Match Community Expectations

In 1993, a consumer survey conducted for Maine's Office of Emergency Medical Services revealed that 87% of respondents expected that a 9-1-1 call for a heart attack would be answered by the highest level of equipped and trained paramedics. Popular media representation of EMS has reinforced these expectations. In most urban areas, EMS agencies run by municipalities, health systems, or private companies have developed capabilities that approximate these expectations. In rural communities, however, mostly volunteer-based EMS providers have struggled to remain viable, let alone meet the very high standards of urban-based EMS systems. In rural areas, volunteer ambulance services have tended to be the foundation of ambulance response. While rural communities throughout the 1970s seemed to

find an adequate supply of community members willing to take first aid, first responder, and EMT courses and serve for a variety of personal reasons, the 1980s brought new pressures that threatened the rural volunteer-based model. Changing economic circumstances required families to pursue more than one paycheck, reducing their ability to volunteer their time. In addition, while advanced EMT and paramedic life support capabilities offered the temptation for ambulance services to do more for patients with enhanced equipment and training, the requisite training, experience, staffing and continuing education to provide advanced care became almost prohibitive on a volunteer basis.

A declining supply of volunteers, together with the need to pay staff to be on call and pay for their time while on calls, forced many rural ambulance agencies to adapt their staffing models from purely volunteer-based to a mix of paid and volunteer staff. Patient billing and local government subsidy revenue were often added to the traditional volunteer-run bake sales and suppers to enable agencies to pay staff. However, in most cases, rural EMS evolved haphazardly as the result of local relationships among local EMS leaders, politics, and/or agency mergers resulting from an untoward incident, staffing pressures, declines in patient volume, and/or other local factors. EMS agency leaders and communities pursued band-aid fixes as issues or needs arose, typically without a longer-range plan for ensuring the sustainability of the local EMS services.

While many Maine EMS agencies have transitioned to a purely paid or mixed staffing model and are able to provide paramedic response, progress has stagnated in many rural communities. This is largely because of increasing workforce challenges: lower volume services are often unable to generate sufficient patient-based revenue to meet the increasing pay requirements to compete for advanced EMTs and paramedics. A number of these rural communities have also suffered hospital and specialty medical office closures over the same period.

For example, in Jackman, a remote, rural community, local EMS is currently facing a potential reduction of hours and services at the community's health center. For over two decades, the ambulance has been allowed by Maine EMS to transport patients to the health center's 24/7 emergency facility despite the absence of an attached hospital. This saved the volunteer ambulance service many ninety-minute transports to hospitals for conditions that could be handled locally. Elimination of this resource, even partially, will create an added burden on the volunteers and extended periods when the ambulance is not in the community to respond.

Most rural EMS agencies experience increasing call volumes from patients underserved by primary/preventive care, have longer transports to remaining facilities, and are increasingly being called upon by those facilities to do interfacility transfers for patients from their community.

All of these pressures exacerbate the challenge of adequate EMS response to a citizenry that may be unaware of the response limitations that may periodically but increasingly exist. In the extreme, their first awareness of the problem occurs when the ambulance service closes its doors. This occurred in Ellsworth in 2018 where, with eight days' notice, the community lost its EMS provider, leaving Ellsworth and 17 other Maine towns without service. A Bangor regional EMS agency stepped in to cover that area, but the resulting solution for some of those towns remains uncertain as they debate continuing to use Ellsworth-based resources or trying to support their own.⁵ Similar issues have evolved even more recently in central Aroostook County and in the Knox County area.

It is often said that all politics are local. The same can be said of EMS. Despite federal and state EMS training, workforce recruitment and retention tools dissemination, volunteer ambulance service leadership development, and other improvement programs, few have successfully mitigated the on-the-ground challenges that local EMS agencies and rural communities face. In addition, ambulance certification/accreditation programs, which ensure some level of quality response, are not financially practical for most rural EMS agencies. Defining and establishing a standard "minimally acceptable" EMS response capability has been discussed nationally for decades, failing to gain traction because of debate over the definition and the looming objection to unfunded mandates. Similar issues revolve around having states declare EMS to be an essential service like police response. As a result, local rural EMS problems persist with agencies pursuing unrealistic or ineffective "solutions". The end result is that many EMS agencies lack the capacity to provide adequate basic or more advanced services to meet their communities' expectations of what will be available when they dial 9-1-1.

Recognizing this growing problem, state and national EMS leaders have proposed a different approach to helping rural communities evaluate and plan for building a more sustainable local EMS capacity and services. The model, labeled "Informed Community Self-Determination" (ICSD), engages citizens in rural communities to work with EMS experts to develop a plan for local EMS services. With expert support, ICSD engages community members in an evaluation of their EMS system capacity and, based on an assessment of specific options, what they could expect in the future, and at what cost.

In the remainder of this paper, we describe the ICSD model and its applicability to rural EMS in Maine. In the final section we discuss the community engagement approach used in the ICSD model and how it might be offered in Maine with the goal of ensuring continued access to EMS services in Maine's rural communities.

ICSD: A New Community-Engaged EMS Planning Model

The *Rural and Frontier EMS Agenda for the Future*, a book published by the national Rural Health Association in 2004⁶, proposed the **Informed Community Self-Determination (ICSD)** model of community-engaged planning to help communities and local EMS agencies co-design EMS services that fit with local resources and capacities and that reflect community preferences. Most simply stated, ICSD is designed to credibly inform taxpayers regarding the type and level of EMS they currently have, reveal flaws or limitations for the agency to address, explain alternative levels of basic or advanced care and types of response that could be available, approximate the cost of adopting those alternatives, and facilitate a taxpayer decision to fund their current coverage or adopt a new plan. The process also provides the basis for discussion of comprehensive and innovative financing models, including out-of-community subsidies by state or county governments for essential levels of service. Specifically, ICSD provides a process in which:

- An outside expert or entity conducts an objective evaluation of the EMS service using a standardized evaluation template/tool;
- The evaluator reports openly on the level of care, method/speed/availability of response and any issues which affect those factors;
- The evaluator reports to the agency leadership any deficiencies which jeopardize service performance in order that they can be addressed immediately by leadership or entered into the ICSD discussion as indicated;
- Based on accepted national practices and state EMS law and regulations, options are presented and their implementation and financial impacts explained in terms of costs, projected revenues, other sources of funding, and the effects of changes on local, tax-based subsidies; and
- The community holds a meeting(s) of taxpayers and/or their representative decision-makers to select a level and type of service it desires and establish the level of funding needed to implement and sustain it.

According to the 2004 *Agenda* report,

As a result of informed self-determination, communities without access to systems of advanced levels of care, and/or that have difficulty raising sufficient crew to always respond, devote financial resources and/or find alternative methods of making more effective use of existing resources (e.g., community paramedicine approach or combination of other community jobs) to increase levels of care and staff availability. Annual EMS system evaluations are done by a local team including community members and local leaders, using the standards, recommendations, and baseline data contained in the original community EMS system assessment report. These evaluations are shared

with the community, along with public education on the appropriate use of the EMS system.

A basic premise of the 2004 Report and the proposed ICSD model is that every rural community should have the opportunity to have a community EMS system assessment conducted by an objective technical assistance team from outside that community. The model presumes that the assessment team would conduct a local, on-site evaluation to provide a baseline review for community and agency leaders of their local EMS system's current capabilities.

Tools for Implementing ICSD

The informed self-determination principles and process have been used to some degree in several ambulance service evaluations. In Maine, it was used successfully in planning efforts throughout Franklin County in 2001 to 2003 and in St. George in 2010.⁷

Franklin Memorial Hospital was tasked to integrate five ambulance services that covered Franklin County into one hospital-based service. It accomplished that, but was faced with converting the reimbursement methodology for those services under Medicare from independent ambulance services to hospital services, at a financial disadvantage. The towns in Franklin County had paid ambulance subsidies previously but the Hospital was forced to request substantial subsidy increases. To provide some options, ICSD was employed to offer different levels of service at different subsidy rates (basic EMT or paramedic levels). Over a year, the choices were explained to town budget, town select board, and general town meetings. All towns eventually selected coverage at the paramedic level.

In Saint George the local volunteer EMS agency was faced with an inability to provide paramedic coverage to five villages spread along a peninsula. The secondary premise was the significant elderly population living at home who, without community support, were transitioning to long term nursing care outside the community at significant distance. The economic model goal was to see if the project could keep nine residents safely at home for at least nine additional months. The long-term tradeoff to MaineCare would more than cover the cost of adding a full-time paramedic to the community. The ICSD process brought the community together resulting in transforming the budget and resources to develop a community paramedic project, assure 24-hour paramedic coverage, and develop new community wide strategies to help the significant elderly population continue safely at home.

Nationally, ICSD gained little momentum, largely because it lacked a standard template that potential evaluators might use. As a result, the Joint Committee on Rural Emergency Care (JCREC), a committee of the National Association of State EMS Officials, the National Organization of State Offices of Rural Health, the National Rural Health Association, the

National Association of EMS Physicians, and the National Rural Health Resource Center's Technical Assistance and Services Center, has formally embraced the concept of ICSD in its workplan and in a forthcoming follow-on document to the 2004 *Agenda*. They formally targeted the creation of an ICSD template with which to train statewide cadres of evaluators who might employ the methodology. In addition, the Federal Office of Rural Health Policy is allowing states with funding from the Rural Hospital Flexibility Program (FLEX) to explore its use in community EMS evaluation projects.

In 2019, two members of the national EMS agency evaluation community received grant funding to create and publish a draft ICSD process template which is now available.⁸ The template is undergoing JCREC consensus review and is expected to be piloted in at least two western states in 2020. The template provides states and EMS evaluation teams with a more structured process and specific tools for employing ICSD in their EMS evaluations.

ICSD in Maine: Piloting an Approach for Ensuring Maine's Rural EMS System

In 2018, an ad hoc group of health professionals began meeting to establish a policy and action framework for addressing Maine's rural health challenges. With a vision of building a modern and sustainable rural health system in Maine, the Rural Health Action Network (RHAN) set forth five major goals for rural health system transformation focused on mobilizing leaders and community partnerships to begin to address Maine's rural health challenges, rethinking rural health delivery systems, redesigning payment systems, leveraging data and technology, and building the essential rural health workforce. With the knowledge that many rural EMS agencies in Maine are facing critical financial and operational challenges and the conviction that EMS is an essential service to which all rural Mainers deserve access, the RHAN prioritized EMS as one strategic starting point for addressing Maine's rural health challenges.

Experienced state and regional EMS system leaders have identified at least a dozen rural Maine community EMS agencies and systems at risk for failure across the state. Some of these are in communities where EMS has undergone regional changes with individual communities pursuing different strategies, as in the greater Ellsworth area. They may be individual EMS agencies where leadership and/or workforce are unstable. Some are in isolated communities where citizens are losing health care services, requiring them to seek care outside the community, often using EMS transportation to do so. Others may need to seek alternative local resources, such as EMS, for health care.

To illustrate how the ICSD process works, consider again the example of Jackman, the isolated community in Maine whose residents are having to decide how it wants to maintain access to its health center services, currently open 24/7 and used as a transport destination for some ambulance transports. The community's EMS capability, while limited to basic level care, is

essentially intact. However, the long-established local health center is faced with personnel and financial challenges that could force it to reduce hours of availability, leaving the community without the night and weekend urgent care resource it currently enjoys. The only recourse, other than a 90-minute drive or ride to a hospital, would be to call EMS to either transport them or provide ad hoc treatment in place with the patient subsequently refusing transport. This scenario could significantly increase the EMS call volume with long roundtrips to those hospitals. Without sufficient volume to enable the community to employ a full-time paid service to cover during those transports, the current level of service would be jeopardized.

A variant of the ICSD process is being used to enable the community to explore options for primary and urgent care coverage. Community members are discussing whether they want a weekday-only clinic coverage scenario to become reality or whether they want to pilot a transition to off-hours coverage by community paramedics supported by telehealth-linked emergency physicians. The weekday-only option carries no tax increase while the 24/7 access option would increase property taxes. Weekday-only clinic coverage will increase pressure on local EMS, which is allowed by the State to use the health center as a transport destination for many patients. Inability to do this “after hours” may jeopardize the current EMS workforce, and may require another ICSD process to examine EMS options. If the community chooses to maintain a 24/7 health center access using telehealth-connected paramedics, a marriage between EMS and primary care resources may evolve that addresses their mutual security. Either way, the community will be informed of the consequences of the choices they make.

As this example illustrates, decisions regarding EMS inevitably involve questions about primary care, urgent care, and often hospital services. In rural communities with a hospital, for example, the hospital’s need for inter-hospital transfers directly affects the response capacity of the local EMS provider. One of the potential benefits of the ICSD process, therefore, is that communities have the opportunity to discuss broader needs of the local health system on which they depend for primary care, hospital-based emergency care, and other essential services.

Next Steps

The ICSD model holds promise for helping communities secure the future of their EMS services. Yet, the model is new to most EMS organizations and communities and, in most cases, requires an expenditure of resources to support the process. The model also requires process dexterity when more than one community and set of decision-makers are involved. For these reasons, the RHAN proposes that the model be formally piloted and evaluated in three to five Maine communities and/or regions.

While the ICSD template is expected to be piloted in western states in 2020 by a Maine-led team, Maine offers unique benefits for initial piloting:

- There is a supportive State administration environment in which to pilot ICSD and explore other uses for it, such as was endeavored in Jackman. The importance and fragility of the rural EMS system is more broadly understood and appreciated than in many states.
- The ICSD process and other contemporary EMS system development concepts such as “community paramedic” were crafted in Maine, and those involved are available to refine the Maine pilots as they proceed.
- In addition to Jackman, Maine communities have already been identified that would benefit from the process, and in at least one case, may partially fund the first process.
- Each pilot would employ a national ICSD expert as lead evaluator who also has long experience in Maine’s EMS system. The initial pilots would not require a coordinating entity, as the lead evaluator could contract to serve this purpose on an interim basis. This would provide time to create or select the coordinating entity discussed below.
- In each pilot, a second evaluator (an experienced paramedic service chief) would apprentice under the lead evaluator. By the end of the pilots, a small cadre of ICSD evaluators would be available to the eventual coordinating entity.
- Pilots would enable ICSD system builders to implement the process in a variety of community EMS settings, from single municipality to regional service provision.

Appendix A outlines the steps, time, and effort required to conduct an ICSD assessment and process. The process ideally involves two evaluators. Based on ICSD processes conducted in Maine and other states, we estimate the average total cost of an ICSD process to be approximately \$14,000. This figure assumes average travel within Maine and an average ICSD process. It also assumes that there is essentially one community/municipality and decision-making process. This was the case for the St. George ICSD process in 2010, but not the 2001-2003 Franklin County experience with 21 towns/plantations and several unorganized townships. The logistical implications, and therefore costs, may vary widely. It may be necessary to adjust the scope of the process to accommodate complexity. In Franklin County, the options for decision-makers to choose among were reduced to: basic level, paramedic level, or no service from the five EMS bases that now constitute NorthStar EMS (all chose paramedic level). Multiple communities currently being served by a single EMS agency often organize together to contract with that agency. The logistical complexity may be less than it first appears as a result.

To ensure that the ICSD processes are consistent, reliable, and well-coordinated, it is advisable to establish a cadre of trained evaluators coordinated under the umbrella of Maine EMS or another qualified entity. There are many options for managing and coordinating the ICSD pilots. The roles of the State’s Offices of EMS and Rural Health, the state ambulance association, the Maine Hospital Association and others in helping to manage and/or coordinate

the ICSD pilots need to be explored. Ideally, a partnership of organizations, including philanthropic entities such as the Maine Health Access Foundation and others, can be forged to promote, support, and coordinate the ICSD pilots. This entity would promote the ICSD concept, schedule processes, administer the financial and logistical details, support and renew the evaluator cadre through apprenticeship, and assure performance improvement and program accountability. Assuming that evaluators are experienced paramedic service chiefs, a one-day training program followed by a one or two ICSD-process apprenticeship with an experienced evaluator should suffice to qualify them to lead processes. The purpose and availability of the ICSD program should be disseminated through EMS, municipal management, and hospital and health service networks in the State.

The RHAN believes there are communities willing and ready to undertake an ICSD assessment of their EMS system. Some communities will be willing and able to fund the ICSD assessment through their own resources. Others may require funding support.

Conclusion

Informed Community Self-Determination holds promise for addressing the increasingly distressed situation in which rural EMS agencies find themselves today. Recent changes in the MaineCare funding of ambulance service, and the increasing potential for the funding of community paramedicine make the future brighter. But short of a legislated declaration as an “essential service” accompanied by the State funding necessary to assure the safety net, the immediate infrastructure needs of EMS in rural Maine can only be addressed by the communities’ EMS services. The ICSD process can help the taxpayers of those communities make decisions about how robust that safety net will be.

Appendix A References

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Appendix B

Estimated Time, Effort, and Cost of an ICSD Assessment

The ICSD template⁹ was created and reviewed by EMS systems professionals with extensive agency evaluation experience in Maine and other rural settings around the country. It prescribes a process utilizing, ideally, two evaluators. The resources required and the process includes:

- *(Sixteen hours plus up to eight hours travel and expenses, assuming one evaluator travels)*. Initial logistical preparation and development and execution of an agreement between the community (generally one or more municipalities) and EMS agency (including a visit to the community for meeting among principals) on:
 - what the evaluation entails including process, community interaction and reports,
 - evaluator access to records, personnel, community members and agencies, facilities and equipment,
 - form of community meetings to receive information and make decision on options,
 - publication/distribution of information, and
 - process for implementing community decision and reviewing progress annually.
- *(Twelve hours)*. Pre-visit administration and completion of surveys on agency organization and performance. Preparation of results to inform inspections and reporting.
- *(Forty-eight hours on-site and up to sixteen hours travel assuming two evaluators; plus local travel, lodging and related expenses)*. Visit by evaluators to inspect records, facilities, equipment, and to perform patient care report (PCR) run review and conduct approximately thirty interviews. Phone interviews are only utilized for follow-up information or as a last resort for interviewees who are otherwise unavailable. Interviews with hospital and other personnel may require travel outside the locale.
- *(Thirty-two hours)*. Establishment and costing of options, preparation of report and other reporting, logistical and administrative details.
- *(Twenty hours on-site and up to sixteen hours travel, assuming two evaluators; plus local travel, lodging and related expenses)*. Hold community meeting for reporting, option discussion, and option selection.

- (*Five hours*). Completion and delivery of final report. Logistical and administrative detail completion.

Evaluator resources required are approximately 173 hours, or \$10,380 at \$60/hour. At an average travel distance of 200 miles (\$116 at \$0.58/mile), lodging/meals/incidentals at \$160/person/day, the travel projected above would cost approximately \$2,500. The total direct expenses required would then be approximately \$12,880. A ten percent administrative overhead charge would bring the total to just over \$14,000.

Discussion Items

- a. Review Short-term Rental Regulations Timeline

Manager's Comments: Discussion item

I have revised the timeline and process for the short-term rental regulation project. We will review this at the meeting.

Suggested Motion:

None needed.

Short-Term Rental Regulations

Process & Timeline

Updated June 17, 2020

<u>Date</u>	<u>Item</u>
May – June	Staff Research other municipalities regulations, permit structure, ordinances
July 9	Workshop to gather public comments on Short-term rentals (Via Zoom invite)
July 13	Staff provide summary of public comments, receive Select Board guidance
July 14 – August 1	Staff develop draft regulations/ordinance
July 27	Staff present draft regulations to Select Board
August 10	2 nd workshop to hear public comments on draft regulations
August 11 – 18	Staff make changes to draft regulations after public Comments
August 24 or Sept 8	Select Board vote to approve regulations/ordinance and place on November ballot
September 11	Ballots ordered
October 2	Absentee ballots available
November 3	Election/Special town meeting