

- PUBLIC MEETING -
Rockport Select Board
Monday, August 10, 2020 – 4:30 p.m.
Rockport Opera House Auditorium
Streamed at <https://livestream.com/Rockportmaine>

Please note: Due to the pandemic, the Select Board has been authorized by the state to meet remotely or in-person without the public present as long as the public can view and hear the meeting and provide comments on agenda items that include a public hearing or that otherwise allows for public comment. At this meeting, the Board will be meeting in-person and broadcasting the meeting through livestream. 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. Executive Session

- a. Convene in Executive Session pursuant to 1 M.R.S. Section 405(6)(A) to discuss a Personnel Matter

III. Convene as Wastewater Commissioners

- a. Discuss Wastewater Billing
- b. Consider Adjustments to FY2021 Wastewater Budget

IV. Town Manager's Report/Update

V. 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 at the direction of the Chair for each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.

VI. Amendments to the Agenda

VII. Consent Agenda

- a. Meeting Minute(s):
 - July 31, 2020 Emergency Meeting
- b. Accept Donation to Public Works from John Lane of Pleasant Mountain Blueberries, LLC

VIII. Action Items

- a. Act on Recommendation of Camden/Rockport Broadband Task Force
- b. Act on MMA Annual Election – Vice President and Executive Committee

IX. Discussion Items

- a. Discuss Program Room Use and Future Maintenance at the New Library

X. Announce Future Meetings, Office Closures, Etc.

- Tuesday, August 18, 2020 – Elections – Town Office Closed
- Wednesday, August 19, 2020 – Select Board and Organizational Meeting – ROHA
- Monday, September 7, 2020 – Town Offices Closed Labor Day
- Monday, September 14, 2020 – Regular Select Board Meeting - ROHA

XI. Select Board Liaison Reports

XII. Adjourn

Wastewater Commissioners

- a. Discuss Wastewater Billing
- b. Consider Adjustments to FY2021 Wastewater Budget

Manager's Comments: Discussion and possible action item

Finance Director Megan Brackett has prepared a document for each of these topics for the Board's information. These are included in your materials. The second topic and document include some potential adjustments to the Wastewater Budget that the Commissioners can consider.

Suggested Motion:

Any motion can be crafted based on the discussion at the meeting if necessary.

Wastewater Update
By Megan Brackett, Finance Director

As most are now aware, we have uncovered some possible billing errors with wastewater for the 2nd quarter of 2020. We are working diligently with customers and Maine Water to determine what the issues are and are examining each account. Meanwhile, there are some key points that I would like to discuss so that there is a better understanding of the wastewater system, how our rates are established, and how the billing cycle works.

The History of the System

In the 1980's, the Town of Rockport addressed a serious environmental issue. Many homes and businesses were discharging their sewage directly into the Penobscot Bay, both into Rockport Harbor and Clam Cove. Under State and Federal mandates, the Town constructed a wastewater collection system (the sewer) in two parts; one to service Rockport Village and surrounding areas, and another to service the Glen Cove portion of Town. Agreements were secured with Camden (for the Village system) and Rockland (for the Glen Cove system) to send the collected wastewater to their treatment plants, which meant that Rockport did not have to construct its own treatment plant.

The construction of the two separate systems was financed with a combination of State and Federal grants and by borrowing money through bonds that were to be paid back over several years by the users of the wastewater systems. Since the original construction of the system, we have increased the number of road miles that is serviced by the system. Extensions to the original system to serve Camden Hills Regional High School and properties along Commercial Street (Route 1) from West St. (Route 90) south to Elwood Avenue were constructed between 1988 and 1989 funded in part by a Tax Increment Financing District (TIF) established for that purpose. As the Comprehensive Plan was developed in 2003-2004, the issue of expanding the wastewater system was addressed. One of the highest priorities noted in the Comprehensive Plan is the linking of the two wastewater systems by extending the sewer system along Commercial Street from Elwood Ave (the southern terminus of the "Village" system) to South Street (the northern terminus of the Glen Cove system).

In the summer of 2014, the Wastewater Commissioners undertook engineering and feasibility studies for one section of this area, from Elwood Avenue to Sea Light Lane.

In 2019 the voters of Rockport approved a 4.5 million-dollar bond that will be used to continue the system and finish the connection between the Southern and Northern ends. This extension is now known as the Sea Light Lane to South Street extension. Much of this project will be funded using TIF revenues and State and Federal grant money. Our current plan is to send this project out to bid this fall and start construction next spring.

The additional construction that the Town undertook has two major components to it that benefit the Town as a whole. The first being that access to public sewer and public water have proven to increase development in the areas in which it is available, the more development we have in Town, the more value there is to spread the tax commitment to, thus potentially lowering your property tax bills. The second major component is that it allowed property owners of failing septic systems the option to discharge their waste by connecting to the public system and avoiding a huge expense on their part to construct a new septic system.

How Rates are Established

The Debt Service Fee - February of each year the Finance Director and Woodard and Curran Engineers and system maintenance crew meet and update the capital improvement plan for the system. The plan includes items ranging from pump replacements at our pump stations, to placing motorized cameras in the pipes to check for cracks or leaks, to replacing full pump stations. These are very important steps, as we want to make sure that we are maintaining the system the best way we can so that we do not end up with costly breakdowns or repairs. Once we have come up with a list of the things we would like to get done, this is condensed down to what we can afford to do, and what has to be done before we have issues with the system. We also know that the Camden Treatment Plant needs some very costly repairs and upgrades, and we are responsible for a portion of those upgrades. A few years ago, we established a reserve account and have been setting aside a portion of what we believe will be our annual debt payment to Camden for these upgrades. We did this to help lessen the burden on the sewer users in the future with a drastic increase in the debt service fee to cover the cost of this upgrade; instead we have been able to save money for this purpose alone and increase the debt service fee slightly each year to cover this increase.

Once we have finalized the capital improvement plan, we then determine what the debt service fee will be for the new year. The debt service fee is figured by looking at the total estimated cost of our above and below ground capital maintenance, add in any debt payments that have to be made that year, and subtract the budgeted use of the Capital Reserve.

In the Fiscal Year 2020-2021 wastewater budget we have allocated \$279,000 to above ground capital maintenance, \$75,000 to below ground capital maintenance and an annual capital reserve deposit of \$40,000, for a total capital investment of \$394,000. We also budgeted using \$104,000 from the Capital Reserve, making the net amount billed to users \$290,000. This \$290,000 investment is then divided equally to all users of the system, and anyone that owns property where sewer is located but has not connected to the system. We also have \$276,142 due in principal and interest payment on current debt that is due by the system, of this amount \$212,591 is funded by TIF revenues, which leaves the net amount \$63,551. We currently have 1,194 equivalent users of the system, which means each equivalent user is being charged \$296.11 per year or \$74.03 per quarter. This is an increase of \$12.24 per quarter over last year (ending June 30, 2020).

The Usage Rate – The usage rate is comprised of all other operating expenses not listed above, including contracted services to maintain the system, treatment expenses from the Town of Camden and City of Rockland, administrative services for billing, record keeping and lien processing, as well as additional Town of Rockport staff time to conduct other wastewater related business. Your usage is directly correlated to how much water you bring into your house. We do not have separate meters for the outgoing wastewater, so we rely on Maine Water's meters for the incoming water, which is the standard practice. If you do not have access to public water, but you use the public wastewater system, Maine Water will estimate your usage based on your house and family size and you are charged an estimated usage amount. If you have outside water faucets that you use a lot for watering, or filling your pool, you can purchase a meter to attach to that faucet and call in your meter readings to Maine Water for a credit on that usage, as that water is not returning to our wastewater system to be treated. If you are interested in this, you should reach out to Scott Bickford, Code Enforcement Officer at the Town Office.

If you are not on Maine Water for public water, and connected to the public wastewater system, your current wastewater bills is estimated based on a formula in the sewer ordinance. Depending on your living situation, this might result in an overcharge of what you are using. The only way that we have to correct this and get a more accurate reading is for you to install a meter on your well, it would be the same type of meter discussed above. You be responsible for calling Maine Water with the actual readings from the meter, but you would only be charged for what you are sending through the system. If this is something that you are interested in, please reach out to Code Enforcement Officer Scott Bickford and he can help you with this process.

Some major changes that effected this year's usage rates are as follows:

1. There is an inflow/infiltration problem somewhere in the system, this could be from users connecting sump pumps and/or roof drains to the system. This is a problem because this additional water is not metered, and we have no way of billing customers for this. Last summer the Town spent a significant amount of time and resources trying to locate the sources of additional inflow. We may also have a crack in an inground pipe that we are not aware of, which is why we are dedicating resources to sending motorized cameras through the pipes. We are certain this is a problem because we are being billed from Camden and Rockland for more waste then what we are billing.
2. We are projecting increases from the City of Rockland and Town of Camden for the costs associated in treating Rockport's Wastewater. It has been asked of us many times why our usage rate is not low like Camden's? This answer is twofold, one being that Camden is charging us the same usage rate as their customers are being charged, which is reasonable as it is costing them the same amount to treat Rockport's waste as it is theirs; and Camden has 1,880 users (not including the Town of Rockport users) and Rockport has 1,194 users. This means that there are more users to split the costs. On the other side, Rockland has 4,600 users on their system, a difference of 3,406 users. Another driving factor for keeping Camden usage rates low is that in the past, per Camden's Town Charter, the entire tax base paid for sewer projects instead of just the users of the system. Camden has a minimum quarterly bill which is currently \$74.60 a quarter. To put it into prospective, that is just slightly more than our current debt service payment.
3. We are processing more lines for nonpayment of sewer bills. This means that we have more residents that are not paying their sewer bills and our only recourse is to start the lien process on those accounts that are more than 90 days past due.

How the Billing Works

Users receive quarterly sewer bills from Maine Water, and your sewer usage is based on the amount of water that is brought into your home. Maine Water has a meter on the incoming water, and we assume what goes in must come out, which is the standard practice. If you live in a house that is not connected to public water, then Maine Water has a way to estimate your usage based on the number of people living in the house and the size of the house. Once your usage has been determined then we apply the usage rate to that amount. For example, say your normal usage is 14 units a quarter, this would equate to a charge of \$269.50 for the quarter (14 units multiplied by the usage rate of \$19.25 per unit), or \$89.83 a month.

Also included in your quarterly bill is the debt service fee, this fee is based on how many equivalent user(s) you have assessed to your home or business. The number of equivalent users is determined by the Code Enforcement Officer when you get the permit to connect to the sewer system. The current rate is \$74.03 per quarter per equivalent user.

In Summary

It is our hope that we will be able to reduce sewer rates in the coming year, hopefully by then we will have been able to determine where the inflow problem is and it will be corrected, we also ask that all homeowners and businesses do what they can to resolve this issue. If you know you have a roof drain or sump pump, or other items connected to the system that should not be there, please remove it and find another way to discharge the water.

All wastewater items, including approving and adopting the annual wastewater budget are discussed at open Select Board Meetings (acting as Wastewater Commissioners).

If you have additional questions please feel free to email Megan at mbrackett@rockportmaine.gov or call 207-230-0180 x6.



Town of Rockport, Maine

Finance Department

Town Office Building
101 Main Street
Rockport, Maine 04856

Megan A. Brackett, Finance Director

mbrackett@rockportmaine.gov

Telephone: 207.230.0180 x6

Fax: 207.706.4999

Date: August 4, 2020

To: William S. Post, Town Manager

Cc: Rockport Select Board

RE: Wastewater Budget factors and possible budget changes

Wastewater Debt Service Fee Budget Factors

A big topic of discussion is the Camden Treatment Plant upgrade. A few years ago we had some large item falling off our Capital Improvement Plan, at that time I stated that we knew the Camden Treatment Plant was going to have some costly upgrades, and that instead of reducing the debt service fee at the time, we should capture the items that were falling off and start a reserve account that could help us with our portion of those needed upgrades. We also put into place a method for increasing the deposit made to this reserve annually so that instead of increasing the debt service fee all at once to account for our new debt (our portion of the treatment plant upgrades), we would gradually increase this fee in an effort to not shock users of the system. We are not able to go out and individually bond for this project because we do not have ownership in the plant, it would be like me taking a mortgage out on a house I do not own. However, we will not be expected to come up with the total cost of our portion of the improvements all at once. Camden will bill us for our portion of the debt payment once they have made their annual or semi-annual debt payment to their lender.

New this year that is factoring into the debt service fee is the money that we have allocated for pipe repairs and additional review of the pipes we have in the ground. This amounts to \$50,000, however, we are paying Camden and Rockland to treat clean water and all users are picking up the cost of that, which is why we have put such an emphasis on locating the problem(s) and fixing them.

Proposed Changes to the Budget

Debt Service Fee Related Changes –

1. There is a line in the Capital Improvement Plan for the lease payment of another vehicle for wastewater, as we now have two people contracted to maintain our system, and currently only have one vehicle. This could be removed for this year as Woodward and Curran will need to hire another person, as one of the two we have has moved onto another job. The total of this would be \$16,000.
2. We could reduce the reserve deposit for the Camden Treatment Plant upgrades to \$62,000 from \$72,000, this would be a savings of \$10,000. This \$10,000 savings however would need to be made up in the coming year. We have been told that Camden plans to bid out the treatment plant project this fall with work to start next year.

With these two suggested changes, and keeping the use of the Capital Reserve at \$104,000, we could reduce the debt service fee from \$74.03 to \$68.58, which would be a decrease of \$5.45 per equivalent user per quarter, or a yearly total of \$21.80.

Usage Rate Related Changes –

1. We can remove the monthly billing from the Administration budget and go back to quarterly billing. Maine Water is not currently prepared to accommodate monthly billing. This would be a reduction of \$17,000.
2. We can reduce the Camden Treatment Plant billing amount. We currently have \$353,272 in this line. Over the past five quarters we have sent Camden an average of 10,612 units of wastewater to be treated per quarter. This would mean that on average we would send them 42,448 units of wastewater in course of the year. At Camden's current usage rate of \$7.46 per unit, that would equate to \$316,662.08 in the fiscal year. I would recommend that this budget amount could be reduced to \$325,000, a savings of \$28,272. I would not recommend going less then this as usage overall is higher for the first quarter of this year because of people being home more.
3. We do not have new rates from Rockland yet, but last year we spent \$148,205.45 to treat what we sent to them. Figuring a 10% increase between usage and rate adjustments, that would mean we would spend about \$163,025.99. We currently have budgeted \$163,461.

With the changes I have outlined above, we could reduce the usage rate from \$19.25 per unit to \$18.10 per unit. This would make a difference for an average single-family user of about \$8.05 per quarter or \$32.20 for the year.

The changes proposed between the debt service fee and the usage charges would have a combined quarterly savings of \$13.50, for a single user family, and a yearly savings of \$54.00 over the current rates.

Other Items to Consider

1. As a result of COIV-19 Maine Water did not read actual meters in April to determine that quarters usage. Instead they came up with an average usage amount and billed users that amount, about one third of our users saw no change at all; I can correlate those users to ones that either have digital meters or they are not connected to public water so their bills are estimated anyway and they are charged the same amount each quarter. One third of the users had over estimations for the April billing, which means they were billed for more than they actually used. The other third of users are the ones that saw huge increases in their July bill. I do believe that it would be fair to bill those users that were under charged in April at the prior rate of \$13.50. My recommendation would be to do this for all accounts that were underestimated in the month of April. This would be a total cost savings for those accounts of \$12,652.88.



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 August 5, 2020

MSAD #28 Assessment Errors

As the Board knows, the Town of Rockport was recently notified by MSAD #28 that the calculation to determine the allocation for Rockport and Camden's share of the school budget was incorrectly calculated for the 2020-2021 budget in an amount of \$422,784.40 over-assessed to Rockport taxpayers, and that the assessments have likely been calculated using an incorrect formula since at least 2009. The school district is working with an independent school finance consultant to verify the assessments for FY21 so that both Towns can commit taxes later this month.

While the District has announced that it is working to correct the issue for the 2020-2021 assessment, there must be a thorough examination and investigation of prior year calculations to fully understand the overall amount and extent of incorrect assessments to Rockport taxpayers. The Town has begun to work with MSAD # 28 and the Town of Camden to ensure a comprehensive investigation and potential solutions.

It is important to note that the error was discovered after inquiries from Rockport staff about the assessment calculation.

Public Safety Building Parking Lot Project

The Town received two bids for this project from Wellman Paving from Winterport and Performance Paving from Owls Head. The Request for Proposals asked for two bids: one for shim and overlay and one for a full depth reclaim and then paving. I have awarded the contract for this project to Performance Paving for a full depth reclaim and paving. The full depth reclaim will include grinding the existing pavement to eliminate any cracks and rutting, grading, and reshaping the surface and the pavement will be placed including a base layer and finish layer. After the grinding is complete, Public Works will excavate in front of the bay doors and refill with proper base material that will be compacted so that the rutting that has occurred in front of the doors will not happen again. This project is part of the 2019 Infrastructure Bond project list.

Parking Work Group

The Parking Work Group met on July 24th for the first time since the start of the pandemic and reviewed where we left off and what the next steps are moving forward.

Pascal Avenue Crosswalks

As you know, MDOT directed the Town to remove and not repaint two crosswalks on Pascal Avenue previously. However, after residents contacted me, I directed the Public Works Director to discuss further with MDOT. After additional guidance, I am pleased to announce that we will be repainting the crosswalks on Pascal Avenue at the Ship Street intersection and the West Street intersection (near RAYR). These will be located to allow for safe landing zones at each location.

Sea Street Water Line

Maine Water notified the Town and residents on Sea Street that they will be replacing approximately 1,800 feet of 2.25-inch cast iron water main with 8-inch ductile iron. The project will begin at the intersection of Pascal and end at the intersection of Maple and is expected to start by the end of August.

Revenue Sharing – New Projections

After the state's revenue forecasting committee met, the State Treasurer released new revenue sharing projections on August 3rd. Our original projection in March was \$348,000. The new projection is \$308,000. This is good news for Rockport as I did not adjust the revenue sharing estimate when we adjusted the budget due to the pandemic. We have estimated only \$216,000 for FY21. This also allows us flexibility for FY22 budgeting.

West Rockport Fire Station

Chief Peasley and I met with Amanda Austin of 2A Architects and Bill Lane of Gartley and Dorsky Engineers and reviewed the preliminary sketches based on discussion from the stakeholder group and tours of the current station and the Lincolnville Fire Station. After discussion, there will be some changes made to the sketches and another review will be done by Chief Peasley and I.

Annual Employee BBQ

I have cancelled the annual employee barbeque that is usually held in July because of the pandemic. Years of service awards will be presented to employees at their department location by their Department Head and me in the near future.

Employee years of service awards:

- Russell Fuller, Public Works Department – 20 years
- Scott Bickford, Code Enforcement – 15 years
- Kerry Leichtman, Assessing – 10 years
- James Moore, Police Department – 5 years

Consent Agenda

- a. Meeting Minute(s):
- b. Accept Donation to Public Works from John Lane of Pleasant Mountain Blueberries, LLC

Suggested Motion:

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

**Rockport Select Board
Meeting Minutes
Executive Session
Friday July 31, 2020 – 9:30 a.m.
Via Zoom**

Present: Chair Debra Hall, Vice Chair Denise Munger, Douglas Cole, Mark Kelley, Jeffrey Hamilton and William Post, Town Manager

I. Call Meeting to Order

Chair Hall called the meeting to order at 9:31 a.m.

II. Executive Session

- a. Discussion of a Legal Matters pursuant to 1 M.R.S. Section 405 (6) (E)

Board Member Kelley moved to go into Executive Session pursuant to 1 M.R.S. Section 405 (6) (E) to discuss Legal Matters. Board Member Hamilton seconded the motion. VOTE: 5 FOR - 0 OPPOSED (vote by roll call)

(Board Member Mark Kelley left the meeting at 10:20 a.m. due to technical difficulties.)

Vice-Chair Munger moved to exit the Executive Session and return to a public session at 10:27 a.m. Board Member Hamilton seconded the motion. VOTE: 4 FOR - 0 OPPOSED (vote by roll call)

III. Adjournment

Board Member Hamilton moved to adjourn the meeting at 10:27 a.m. Vice-Chair Munger seconded the motion. VOTE: 4 FOR - 0 OPPOSED (vote by roll call)

Action Items

- a. Act on Recommendation of Camden/Rockport Broadband Task Force

Manager's Comments: Action item

The Select Board previously agreed with the formation of the Camden / Rockport Broadband Task Force to consider next steps for bringing high speed internet to Camden and Rockport residences and businesses.

Steps the Task Force has taken include:

1. Drafting and publication of numerous articles about high speed internet over a period of several months. Topics included the need for and benefits of high speed internet in the areas of healthcare, education and work. As a result of the pandemic we are seeing significant increase and awareness of the importance of each of these in our daily lives.
2. The Task Force has had discussions with Mission Broadband, the entity that prepared surveys (at no cost) for both towns to post on their websites asking questions about how residents were faring with respect to internet connectivity and bandwidth during the pandemic. Survey responses as well as other resident feedback confirms continued difficulty by residents not only with respect to bandwidth but with reliability of service.
3. In meetings with Mission Broadband and others we have confirmed that the recommended next steps include the development of a high level design for the system as well as the development of a RFP and management of that process. This includes the first two phases on the attached July 28, 2020 proposal from Mission Broadband.
4. The next step after completion of the first two phases is the consideration of whether to proceed and the options for funding any such system including the issuance of revenue bonds, the creation of a utility district and others. It is not feasible to proceed to those considerations without knowing the parameters of the system and the associated costs.
5. The Select Board included funding for this in FY21 as did Camden and Rockport also has a grant that will cover 70% of the cost for the first two phases.
6. The Camden / Rockport Broadband Task Force unanimously recommends to both Camden and Rockport Select Boards that we proceed with retaining Mission Broadband for the first two phases of this project with the cost to be shared between the two towns on an equal basis. The Camden Select Board addressed this issue at their meeting on August 4, 2020 and voted to proceed and authorized an amount not to exceed \$10,000 for the project.

Suggested Motion:

I move the Board adopt the recommendation of the Camden / Rockport Broadband Task Force to retain the services of Mission Broadband to design a system and draft a Request for Proposal to bring high speed internet to the communities of Rockport and Camden, with Rockport allocating up to \$10,000 for this purpose.



**Proposal to Camden / Rockport Broadband Task Force
For Professional Broadband Consulting Services
by Mission Broadband, Inc.**

Contact Information:

John Dougherty
Vice President/General Manager Mission Broadband, Inc.
145 Exchange Street, Suite 4
Bangor, ME 04401
johndougherty@missionbroadband.com
207-922-4102

Cover Letter

Thank you for your time and allowing us to be part of your June 10th meeting. We are pleased to provide a broadband consulting proposal to the Camden / Rockport Broadband Task Force. Mission Broadband understands Camden and Rockport's desire to deliver a quality broadband infrastructure to their communities.

This response is being submitted by Mission Broadband, Inc., a company within the ProInfoNet family of companies, originally founded by Jim Rogers in 1995 as independent technology consultants. Our team has provided superior consulting services to its clients across the United States for the past 24 years.

Mission Broadband was formed to focus on the needs of broadband within municipalities. The combined resources and experience of our family of companies strongly qualifies Mission Broadband for working with your Towns' on their broadband project. Our team has years of industry experience performing broadband network consulting, including feasibility studies, business modeling, engineering, design, build, implementation, project management and support. Our multi-faceted experience covers municipal, healthcare, private, ISP and broadband networks. Mission Broadband's team of professionals has managed large fiber projects and understands the operational and financial models that drive network builds and ongoing operational services.

Mission Broadband is an independent consultant. We are not affiliated with any Internet Service Provider (ISP) or Telecommunications company. We remain vendor neutral and technology neutral, allowing us to work with our clients without any concern regarding conflict of interest statutes and laws within your Towns' or the State.

Mission Broadband takes an open and creative approach to each project and seeks to solve municipal and regional broadband needs in the most efficient and transparent manner. We value our relationships with our clients and work diligently to deliver outstanding customer service.

Please accept this proposal on behalf of Mission Broadband, Inc. We look forward to working with the Camden / Rockport Broadband Task Force on a successful broadband project.

Name: John E. Dougherty
Title: Vice President and General Manager, Mission Broadband, Inc.

Signature:  _____

Overview

The purpose of this proposal is to provide your Broadband Task Force with some next steps on navigating the broadband landscape in your communities. We will outline three specific Scopes of Work to be considered for the work Mission Broadband would perform on behalf of the Broadband Task Force.

High-Level FTTP GPON Design

RFP Process

Financial Modeling

From previous meetings and e-mails with your towns' representatives and our Camden / Rockport Broadband Task Force meeting this month, Mission Broadband understands the your collective desire to quantify a quality broadband infrastructure for your communities, while also exploring potential regional needs and partners or Service Providers who may be willing to participate in deployment and service of a municipal broadband network. The towns of Rockport and Camden have conducted a variety of outreach actions to the townspeople and businesses, capturing data and the interest of expanding broadband infrastructure within their communities. Mission Broadband has also reviewed the 2015 Tilson plan for the towns of Rockland, Rockport, and Owl's Head. In addition, Mission Broadband conducted a "Social Distancing Broadband Impact Survey" and has reviewed this data as well as providing all data sets to the Towns.

It is our understanding the Broadband Task Force prefers a Fiber-to-the-Premise (FTTP) solution but is open to other technology solutions providing they can perform at required network standards such as bandwidths and latency which will be outlined in our project discussions. For the purpose of the high-level design outlined in this proposal, Mission Broadband will focus on a FTTP, Gigabit Passive Optical Network (GPON) solution.

The High-Level design will be used in the Request for Proposal (RFP) process providing clarity to vendors who will respond to the RFP. Upon discretion of the Broadband Task Force, Mission Broadband suggests opening up the RFP so vendors can be creative with their designs, but adhering to the specifications outlined, i.e bandwidth, latency, SLA, etc. Our experience recommends this approach to solicit a better quality of vendor responses. Ultimately recommendation from the Broadband Task Force will determine final RFP specifications.

All data will be used to develop a financial modeling document for use by the Broadband Task Force in exploring deployment of broadband infrastructure. The financial model will have multiple inputs and ability to add variables for establishment of different deployment models.

Scope of Work and Approach

High-Level FTTP GPON Design

The documentation will include, a map showing Central Office(s) locations, fiber cable backbone, distribution and premise drops laid out, Central Office specifications and Bill of Material (BOM). Obtaining pole and structure assets will be used for input into software used for a high-level design. We typically can use pole and structure data provided by Town and power company. We will also work with the Broadband Task Force for layout of appropriate parcels of land, buildings, bridges, etc. Mission Broadband will also discuss with Broadband Task Force available land for placement of Central Offices and/or outside plant required pedestals.

- **High-Level Design Document**
 - Location of Central Office(s)
 - Location of Hubs/Cabinets
 - Fiber Routes (Underground and Aerial)
 - Size and amount of each fiber cable
 - Central Office(s) specifications
 - High level Bill of Material (BOM)

A key element for performing the High-Level design includes the following:

(Existing resources from Towns' and Mission Broadband non-disclosure agreement with CMP)

- Vertical and Aerial:
 - Vertical asset location latitude (pole and structure)
 - Vertical asset location longitude (pole and structure)
 - Identify street or road or route (pole and structure)
 - Identify pole owners (joint owners)
 - Identify electric structure ID (route and pole number)
- Underground or buried:
 - Identify street or road or route
 - Identify (Manhole, handhole, pedestal, etc.) asset number
 - (Manhole, handhole, pedestal, etc.) underground asset location Latitude
 - (Manhole, handhole, pedestal, etc.) underground asset location Longitude

Request for Proposal (RFP) Process:

Mission Broadband's RFP process is open and fair to all respondents. As a vendor neutral independent consultant, we rate all respondents by pre-determined criteria agreed upon with the Broadband Task Force. The purpose of our RFP process is to elicit quality designs and accurate pricing for the Towns. This work will feed the financial modeling and provide the Broadband Task Force with accurate costs and projections to help determine feasibility of a broadband network deployment.

- Develop a draft RFP based on the specifications gathered.
 - Towns data collection
 - Broadband Task Force and stakeholder requirements
 - High-Level Design
 - Other conditions as needed
- Facilitate review and finalization of the draft RFP.
- Prepare final RFP(s) based on input from the Broadband Task Force.

- Determine vendor rating/selection criteria.
- The Mission Broadband team will support issuance of the RFP and the team of experts will field and manage questions and answers with prospective vendors.
- Expected RFP open competitive bid period will be 4 to 6 weeks.
 - Extended bid response times possible if requested by respondents and agreed to by the Broadband Task Force.
- The Mission Broadband team of experts will evaluate all proposals as follows:
 - Review each vendor proposal based on the requirements and specifications in the RFP.
 - Rate each vendor proposal based on the approved vendor rating/selection criteria.
 - Evaluate proposed technology solutions based on the requirements and specifications in the RFP.
 - Perform a comparative analysis of all vendor(s) costs.
- Mission Broadband will prepare a report summarizing each vendor proposal along with a ranking based on the approved vendor rating/selection criteria.
- Present the report to the Broadband Task Force and Stakeholders.

Financial Modeling:

The scope of the financial modeling will involve development of a dynamic document to be used by Broadband Task Force in understanding deployment models of a broadband network. There will fixed costs as well as variable inputs helping identify options of overall project costs.

- Data sets
 - CAPEX, OPEX, ROI, Take Rates, etc.
 - Input from Broadband Task Force collected data
 - Information obtained through RFP process
- Deployment option
- Potential revenue sharing options
- Identify risks

Mission Broadband Timeframe and Pricing

Scope of Work	Timeline	Cost
High-Level FTTP GPON Design	6 to 8 weeks	\$8,925
Execute RFP Process	8 to 10 Weeks	\$9,195
Financial Modeling	4 Weeks	4,135

As previously mentioned, Mission Broadband is an independent consultant and not affiliated with any Internet Service Provider (ISP) or Telecommunications company.

Thank you for your review of Mission Broadband's proposal. We appreciate your diligence in reviewing our proposal and we are available to review and clarify questions with the Broadband Task Force as your schedule permits. From our experience working with communities, Mission Broadband appreciates the social and economic impacts for Camden and Rockport to have a high-speed broadband network. The revitalization of the community, remote work force development, tele-health and education are all benefits of a broadband network. Mission Broadband looks forward to working with the towns of Camden and Rockport on this important broadband project.

Action Items

- b. Act on MMA Annual Election – Vice President and Executive Committee

Manager's Comments: Action item

This is the annual election for the proposed MMA vice-president and three members for the MMA Executive Committee. MMA has a nominating process that is followed and submits a proposed slate of nominees to member municipalities. The Board cannot provide a write-in candidate. The MMA Voting Ballot must be approved and signed by a majority of the Select Board or a municipal official designated by the Board. Instead of voting on the proposed slate each year, the Board could choose to authorize the manager to perform this function each year.

Suggested Motion:

I move the Board cast the Town of Rockport's MMA ballot for the proposed slate of nominees.

OR

I move the Board authorize the Town Manager to cast the Town of Rockport's MMA executive committee and vice-president ballot annually.



Maine Municipal Association

60 COMMUNITY DRIVE
AUGUSTA, MAINE 04330-9486
(207) 623-8428
www.memun.org

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations

FROM: Stephen W. Gove, MMA Executive Director

DATE: July 27, 2020

SUBJECT: MMA Annual Election - Vice President and Executive Committee Members

Deadline: Friday, August 21, 2020 by 12:00 noon

Nomination Process – Each year member municipalities have an opportunity to vote in the election of the proposed MMA Vice President and municipal officials to serve on the MMA Executive Committee. A five-member Nominating Committee was appointed in March to review nominations submitted by municipal officials and conduct interviews with those municipal officials qualifying for and interested in serving as the MMA Vice President and Executive Committee. The MMA Nominating Committee completed its task in May and put forth a Proposed Slate of Nominees for 2020 to member municipalities.

Petition Process – As part of the May mailing, information was also provided on the MMA Petition Process. Pursuant to the MMA Bylaws, nominations may also be made by Petition signed by a majority of the municipal officers in each of at least 5 member municipalities. The deadline for receipt of nominations by petition was Friday, July 10, by 4:30 pm. There were no municipal officials nominated by petition.

It is now time for each member municipality to cast its official vote.

Election Process – Enclosed you will find the MMA Voting Ballot which includes the proposed Slate of Nominees to serve on the MMA Executive Committee as selected by the MMA Nominating Committee. A brief biographical sketch on each nominee listed on the MMA Voting Ballot is enclosed for your reference. You will note that unlike municipal elections, MMA does not provide for “*Write-in Candidates*” since our process includes an opportunity to nominate a candidate by petition, as noted above.

The MMA Voting Ballot must be signed by a majority of the municipal officers **or** a municipal official designated by a majority of the municipal officers, and received by the Maine Municipal Association by 12:00 noon on Friday, August 21. We have enclosed a self-addressed self-stamped envelope for your convenience. The MMA Voting Ballots will be counted that afternoon and the election results confirmed under the direction of MMA President Christine Landes, City Manager, City of Gardiner.

Election results will be available by contacting the MMA Executive Office or by visiting the MMA website at www.memun.org on Monday, August 24. A formal announcement of the election results will be made at the MMA Annual Business Meeting being held Wednesday, October 7, at 11:00 a.m. Newly elected Executive Committee members will be introduced at the MMA Awards Luncheon as well as the MMA Annual Business Meeting and will officially take office on January 1, 2021.

If you have any questions on the Election Process, please contact me or Theresa Chavarie at 1-800-452-8786 or in the Augusta area at 623-8428, or by e-mail at tchavarie@memun.org. Thank you.

**MAINE MUNICIPAL ASSOCIATION
BIOGRAPHICAL SKETCH OF
PROPOSED SLATE OF NOMINEES FOR 2021 EXECUTIVE COMMITTEE**

**MMA VICE PRESIDENT
(1-Year Term)**

JAMES BENNETT (CITY MANAGER, CITY OF BIDDEFORD)

Professional & Municipal Experience:

- City of Biddeford, Maine – City Manager (August 2015 – present)
- Adjunct Professor, USM Muskie School, Masters level courses: (1) Public Budgeting and Finance, and (2) Managing Towns and Municipalities
- City of Presque Isle, Maine – City Manager (March 2010 - July 2015)
- Town of Sabattus, Maine – Interim Town Manager (September 2009 – March 2010)
- City of Lewiston, Maine – City Administrator (March 2002 – July 2009)
- Town of Westbrook, Maine – Administrative Assistant to the Mayor (October 1996 – March 2002)
- Town Old Orchard Beach, Maine – Town Manager (May 1990 – October 1996)
- Town of New Gloucester, Maine – Town Manager (February 1988 – May 1990)
- Town of Dixfield, Maine – Town Manager (February 1986 – February 1988)
- Town of Lisbon, Maine – Selectman (May 1982 – February 1986) Vice Chairman (1985 – 1986)

Other Experience, Committees and Affiliations:

- Member, Maine Municipal Association (MMA) Executive Committee (1992 – 1996) (2018 – present)
- Member, MMA Property & Casualty Pool Board of Directors (1992 – 1996) (2018 – present)
- Member, MMA Workers Compensation Fund Board of Trustees (1992 – 1996) (2018 – present)
- Member, MMA Strategic & Finance Committee (1995 - 1996, 2018 – present); Chair (1995 -1996, 2019-2020)
- Member, Governor’s Municipal Advisory Committee (1992 – 1996) (2019 – present)
- Member, MMA Legislative Policy Committee (served as member many years since 1990)
- Co-developed and presented 2020 MMA Webinar “Budgeting in Uncertain Times” in response to COVID-19
- Frequent presenter on behalf of MMA Training: Basic Budgeting since 1993; Cash Management for Municipalities since late 1990s; Top Ten Things I wish I Was Told Earlier in My Career since 2014, Leadership Training since 2018
- President, International City/County Management Association (2014 – 2015); Regional Vice President, (2008 – 2011) Chairperson, Conference Planning Committee, (2007 – 2008); Committee Member (various years 1997 – 2011); Small Community Task Force (1999 – 2001)
- ICMA Emerging Leaders Development Program Facilitator (2007 – present)
- President, Maine Town & City Management Association (1998 –1999); Board of Directors (1991 – 2000)
- President, Aroostook Municipal Association (2012 – 2014)
- Executive Board, Northern Maine Development Commission (2010 – present)
- Chairperson, Aroostook Tourism Committee (2011 – 2013)
- Member, Revolving Loan Committee, Northern Maine Development Commission (2010 – present)
- Executive Board, Maine Service Center Coalition (2011 – present)
- Treasurer, Martindale Country Club (2005 – 2008)
- Treasurer, Kora Clown Shrine Unit (2004 – 2008)
- Kora Divan, Kora Shriners (2004-2006; 2019 - present)
- Worshipful Master, Ancient York Lodge of Free and Accepted Masons (2007)
- Chairman and Founder, Ginger Bennett Memorial Scholarship Fund (2003 – present)
- Chairman, Joseph Graziano Memorial Scholarship Fund (2004 – 2012)

Education:

- Master of Business Administration, University of Southern Maine
- Bachelor of Science, Business Administration, University of Southern Maine
- Associate of Science, Accounting, Bentley College

Awards and Certifications:

- ICMA Legacy Leader since 2008
- All –America City, National Civic League (LEW) 2007
- Public Service Leadership Award, Androscoggin Chamber of Commerce 2006
- Maine Town and City Management Association’s “Linc Stackpole Manager of the Year” August 2003
- ICMA Credentialed Manager since 2002 (*initial year of program*)
- MTCMA Certified Municipal Manager since 1993

MMA EXECUTIVE COMMITTEE MEMBERS

(3-Year Terms)

ROBERT BUTLER (CHAIR OF SELECTBOARD, TOWN OF WALDOBORO)

Professional & Municipal Experience:

- Town of Waldoboro, Select Board Chair (first year of third non-consecutive term)
- Town of Waldoboro committees, including: Budget Committee, Economic Development Committee, Culinary Arts Committee, Sylvania Task Force, Communications and Technology Committee, Town Manager Search Committee and A.D. Gray Committee, Water Department Committee
- Waldoboro Public Library, Treasurer
- Waldoboro Public Library, Member of Board of Trustees
- Waldoboro Business Association, Member, Board
- Municipal Review Committee, Member, Board

Other Experience, Committees and Affiliations:

- Peace Corps, Afghanistan 1968-1970: Taught English as a foreign language in a rural village in the Kuz Konar District of Nangrahar Province and at the Institute of Civil Aviation, Kabul
- Ashland Oil Company, Beirut, Lebanon: Middle East Representative
- Arabian American Oil Company, Dhahran, Saudi Arabia: Government Relations and Contracting Rep
- Bank of Boston, Boston, MA and Tehran, Iran: Middle East Africa Division, Credit Analyst and Middle East Representative
- The National Commercial Bank, Dammam, Saudi Arabia: Head of Corporate Banking, Eastern Province
- Mount Street Holdings, London, England and Al-Khobar, Saudi Arabia: Partner and Financial Advisor
- A.I.N.V. (Arizona), Inc., President. Holding company for a private Saudi investment in a jojoba plantation located in Hyder, Arizona, which my wife and I subsequently purchased.
- Cottonwood Creek, Madera, California, Manager: Certified Organic Grape and Almond farm
- Boston Jojoba Company/The Jojoba Company, President and Co-Owner with my wife. Founded to purchase jojoba seeds and to process and market pure, unrefined golden jojoba world-wide. My wife and I sold the business to Israeli growers in September 2018. She retired immediately upon the sale. I retired in April 2019

Education:

- BA/MA German Literature, The Johns Hopkins University, Baltimore, Maryland (1968)
- MA International Relations, The Johns Hopkins University School of Advanced International Studies (1972)
- Middle East Center for Arab Studies, Shemlan, Lebanon (1973), Advanced Arabic
- MBA Boston University, Boston, Massachusetts (1980)

TERRY HELMS (SELECTPERSON, TOWN OF GRAND ISLE)

Professional & Municipal Experience:

- Town of Grand Isle, Selectperson (July 2015 – present)

Other Experience, Committees and Affiliations:

- Assisted in organizing Congrès Mondial Acadien event in northern Maine as part of the Maine Regional Coordinating Committee and Executive Committee
- Self-employed: TH Enterprises, Caribou, Limestone, Lille and Grand Isle, Maine
- Historic Restoration Specialist
- Tom Sawyer Waste Management, Caribou, Maine

- Tony's Major Muffler Mechanic, Presque Isle, Maine
- Power's Roofing and Sheet Metal, Caribou, Maine
- Bacon Chevrolet General Mechanic, Greenwich, Ohio
- United States Air Force Sargent, Loring, Maine, Keflavic NAS, Iceland
- Saranac Central School System, Library Assistant, Saranac, New York

Education:

- University of Maine at Presque Isle, completed semester (left due to financial obligations)
- School Without Walls, Washington DC, completed high school education
- Ballou High School, Washington DC
- Saranac Central Elementary, Jr. and High School, Saranac, New York
- Conner Elementary School, Long Beach, Mississippi

Awards and Certifications:

- Maine Preservation Honor Award (November 2014)
- Paint and Plaster Repair Seminar (January 2007)
- Maine Preservation Honor Award (May 2006)
- Four Barrel Carburetor Systems (January 1985)
- Computer Command Control Fundamentals (January 1985)
- Transportation Award (June 1983)
- NCO Orientation Phase II – Security (March 1983)
- Steering Systems, Power Brakes, Wheel Alignment and Wheel Balancing (November 1980)
- Air Force Office of Safety and Health (November 1979)
- General Purpose Mechanic Course (September 1979)

DIANE HINES (TOWN MANAGER, TOWN OF LUDLOW & REED PLANTATION)

Professional & Municipal Experience:

- Town of Reed Plantation, Maine, Town Manager (2015 – Present)
- Town of Ludlow, Maine, Town Manager (2010 – Present)
- Town of Hammond, Maine Town Administrator (2006 – 2014)
- Member, Maine Municipal Association, Legislative Policy Committee
- Treasurer, Aroostook Municipal Association

Other Experience, Committees and Affiliations:

- Southern Aroostook Community School – Mathematics Teacher (2009 – 2010)
- Wood Prairie Farm, Bridgewater, Maine – Shipping Room Manager (2008 – 2009)
- Hines Sculpture and Stone Work, Hammond, Maine, Self Employed (1995 – 2012)
- Camden-Rockport School District, Camden, Maine – Substitute Teacher (1994)
- Fogg's Home Center, Houlton, Maine – Assistant Manager Home/Garden (1992 – 1994)
- MSAD #29, Houlton, Maine – Substitute Teacher (1985 – 1992)
- McLaughlin Textile, Houlton, Maine – Assistant Manager/Sales (1981 – 1985)
- Maine Glove Company, Houlton, Maine – Assistant Manager and trainer 1979 – 1981)

Education:

- University of Maine at Presque Isle, Presque Isle, Maine (Secondary Education Certification) (1994)
- Philadelphia College of Textiles and Science- Philadelphia, Penna, (B.S. Textile Design) (1974)
- SAD#29 School Board (2002 – 2007)
- Maine Municipal Association - Training Programs (2006 – 2018)
- Public Relations Chair, Houlton Rotary Club (2014 – 2018)



MAINE MUNICIPAL ASSOCIATION
VOTING BALLOT

Election of MMA Vice President and Executive Committee Members
Deadline for Receipt of Voting Ballots – 12:00 noon on Friday, August 21, 2020

VICE-PRESIDENT - 1 YEAR TERM

Vote for One

Proposed by MMA Nominating Committee:

James Bennett, City Manager, City of Biddeford

EXECUTIVE COMMITTEE MEMBERS - 3 YEAR TERM

Vote for Three

Proposed by MMA Nominating Committee:

Robert Butler, Chair of Selectboard, Town of Waldoboro

Terry Helms, Selectperson, Town of Grand Isle

Diane Hines, Town Manager, Town of Ludlow & Reed Plantation

Please note that unlike municipal elections, MMA does not provide for "Write-in Candidates" since our process includes an opportunity to nominate a candidate by petition.

The Voting Ballot may be cast by a majority of the municipal officers, or a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____

Municipality: _____

Signed by a Municipal Official designated by a majority of Municipal Officers:

Print Name: _____

Signature: _____

Position: _____

OR Signed by a Majority of Municipal Officers

Current # of Municipal Officers: _____

Print Names:

Signatures:

Return To:

*MMA Annual Election
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
FAX: (207) 626-3358
Email: rlambert@memun.org*

Discussion Items

- a. Discuss New Library Operating Policies

Manager's Comments: Discussion item

Select Board member Cole has raised several good questions in regard to the new library. Please see the document in your material for reference. Now is an appropriate time to discuss the various issues he has raised as we move closer to the library's completion. Library Director Ben Blackmon will be in attendance at the meeting for this discussion.

Care and Feeding of Your New Public Library

I. Introduction

As the completion of our new library rapidly approaches, this would be a good time for the Select Board to review existing policies regarding the library as well as create new policies to address the enlarged scope of services that are expected to be provided at the library. This paper will review some of the background and thinking that went into the construction of the library and then raise several points of discussion to be addressed by the various stakeholders

II. Background

The new library differs vastly from the old beloved library that it replaced. The previous library served its function well as a place where the community could check out books and get help from the staff in finding information. Over time however two changes were slowly occurring: One, with the rise of the internet, the library began to morph into more of a community center while still providing its core role of promoting books and providing information for the patrons. And two, deferred maintenance began to take a toll on the building. Between these two forces, the building eventually outgrew its space needs and the infrastructure became dilapidated.

The new building was designed to meet the needs of a modern library. While maintaining its traditional role as a repository for books and source of information, the new library has incorporated significantly expanded Information Technology capabilities as well as large community spaces. The design allows for the community space to be used for both library sponsored events as well as other community events that can be held entirely separate from the library functions.

With the new construction came the opportunity to implement new technologies and construction material to help lower the maintenance and operations costs. As any home owner knows, there is always maintenance that needs to be done. The new building cost \$3.5 million dollars. The town must have plans and policies on maintaining the building going forward and not just let this maintenance fall victim to the vagaries of the budget process. Hopefully continued involvement of the Rockport Library Foundation will help with this.

As a reminder to the reader, our town charter delineates the responsibilities for the operation and maintenance of the library as follows: The town's taxpayers pay for the maintenance of the building, along with the salaries and benefits for the staff. The Library Committee is responsible for providing books, materials, and programming. The library committee obtains these funds from an endowment for which they have sole oversight.

This document is intended to only cover the building, its surrounds, and its uses.

III. The Rockport Room

This room was designed and built with state of the art audiovisual capabilities and seating for up to 60 people. The space is designed so that it can be available to the public, particularly in the evenings and Sundays when the library portion of the building is closed.

There are many community organizations that may be interested in utilizing this space. A partial list would include CIFF, Maine Media Workshops, Bay Chamber Concerts, and Camden Conference. There is also the potential for private parties to want to use the space

Questions for discussion:

- Who will have jurisdiction over who can use the space?
- Who will be responsible for scheduling events?
- What, if any, will be the charge for using the space?
- What account will collected fees be allocated to?
- Can this revenue help offset other new expenses?

IV. Building Maintenance Requirements

Service contracts will likely have to be put in place for various aspects of the building maintenance. These include, for example:

- a. HVAC
- b. Cleaning services
- c. Spring window washing
- d. Elevator
- e. Fire and alarm systems

V. Outdoor Grounds maintenance

Because of the library's pre-eminent location, an annual maintenance contract with a landscaping company will most likely be necessary. Beyond the basic annual maintenance contract, assistance can be expected from DPW, Parks and Beautification, and The Rockport Garden Club. Grounds keeping at the old library had become a problem over time.

The annual maintenance contract will need to include items such as the following:

- a. Spring clean up
 - i. Pruning of shrubs
 - ii. Edging of gardens
 - iii. Mulching of beds
 - iv. Sweeping of terraces and walkways
 - v. fertilizing
- b. Summer
 - i. Mowing of grass
 - ii. Deadheading of plants
- c. Fall clean up
 - i. Final weeding
 - ii. Pruning of shrubs
 - iii. Replacement of dead plantings
- d. Winter
 - i. Snow removal

VI. Potential Sources of Revenue

As noted, the Town is responsible for maintenance of the new building. In addition to taxation of Rockport property owners, what are the other sources of potential revenue?

- a. Outside sources of funding such as endowments to offset expenses
- b. Library cards – a contribution of a portion to offset expenses (Camden \$48, Rockland \$45)