

<b>NAME</b>	<b>ATTEND</b>
Michelle Hannan, Chair	X
Mark Kelley, Vice-Chair	X
Eric Boucher	X
Jim Annis	X
Denise Munger	X
Jonathan Duke, Town Manager	X
Rockport AV Staff	X
General Public	X
Robin Chace Payson	X
Sam Temple	X
Abbie Leonard	X

Additional Attendees- Megan Brackett



**December 12, 2022 – 6:00 p.m.**

**Geoffrey C. Parker Room – Rockport Opera House**

## Consent Agenda

- a. Committee Resignation(s):  
David Pio – Planning Board
- b. Minute(s):  
November 14, 2022

### *Suggested Motion:*

*I move the Board Approve the Consent Agenda as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		
Mark Kelley, Vice-Chair			X			
Eric Boucher		X		X		
Jim Annis			X			
Denise Munger	X			X		

## Action Item

- a. Act on Committee Applications(s):
  - Robin Chace Payson – Harbor Committee

### Manager's Comments: Action item

Robin will be in attendance to answer any questions. Robin will fill the Alternate Vacancy due to the resignation of Doc Wallace and will finish that term ending June 2025.

### *Suggested Motion:*

*I move the Board approve Robin Chace Payson to the Harbor Committee as Alternate with a term ending in June 2025.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		
Mark Kelley, Vice-Chair		X		X		
Eric Boucher				X		
Jim Annis				X		
Denise Munger	X			X		

## Action Item

- b. Act on Committee Workplan(s):  
Harbor Committee

### Manager's Comments: Action item

Attached is the proposed Harbor Committee workplan for the calendar year 2023.

I'm unsure if there is priority to the bullets listed for the proposed work plan, but I would suggest the addition of a new bullet to review the most recent edition of the Rockport Harbor Rules which were last approved in December 2014. This review should come in concert with the review of commercial use and a vendors policy for the Marine Park.

Secondly, I believe a joint meeting between the Harbor Committee and the Parks and Beautification Committee should be a priority for both groups to see if a clear line can be found between the responsibility of each group at Marine Park.

The Board's discussion regarding the peddler's permittee with the sauna highlighted the shortcomings of existing policy in dealing with a harbor that is busier than it has ever been. The Town needs clear expectations in the operations within Marine Park and those expectations are largely absent. The increased activity at the harbor helps by increasing revenues and reducing the impact of harbor operations on taxpayers, but competing interests from commercial marine activities to commercial fishermen to pleasure boaters to residents who wish to sit and enjoy the view; all need to share this important space in Rockport.

### *Suggested Motion:*

*I move the Board approve the Harbor Committee workplan as presented (or amended).*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		6:50 p.m.
Mark Kelley, Vice-Chair		X		X		
Eric Boucher				X		
Jim Annis				X		
Denise Munger	X			X		

### Additional Comments:

Add to Work Plan- Review of Harbor Rules and joint meeting between Harbor and Parks Committee
Strike from work plan- Food truck- pending Harbor and Parks Committee meeting and policy.

## Action Item

c. Act on Harbor Fee Schedule

### Manager's Comments: Action item

Attached is a memo from Abbie to explain the proposed changes on the Harbor Fee Schedule for 2023. Abbie will be present to answer any questions you may have.

The revised fee schedule proposal addresses a variety of needs by not only increasing revenues, but impacting areas which have a greater ripple effect on others using the harbor.

### *Suggested Motion:*

*I move the Board approve the Harbor Fee Schedule for 2023 as presented (or amended)*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		6:58 p.m.
Mark Kelley, Vice-Chair				X		
Eric Boucher				X		
Jim Annis		X		X		
Denise Munger	X			X		

### Additional Comments:

Will add details to permit on Dingy responsibilities

## Action Item

d. Act on Personnel Policy Amendments

### Manager's Comments: Action item

*Following the workshop on November 28<sup>th</sup>, Megan and I worked diligently to find a proposal stood closer to where the Board had discussed accrual limits for employees. Effectively the new caps would amount to the maximum an individual could accumulate over the course of two years. The memo explains how that proposal fits with our neighboring communities and it would work. Another added suggestion could involve continuing the grandfathering of existing classes of employees and only placing these caps on new employees. There are concerns within staff of the potential impacts on employees who've earned time under the current system.*

*Additionally, there were significant changes to the Shared Leave section to ensure compliance with IRS rules. Effectively we are only creating a bank for leave and no longer allowing the gifting of time from one employee to another, as that is where IRS concerns are most notable.*

### Suggested Motion:

***I move the Board approve the Personnel Policy Amendments as presented as of January 1, 2023 (or amended)***

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		7:35 p.m.
Mark Kelley, Vice-Chair				X		
Eric Boucher				X		
Jim Annis		X		X		
Denise Munger	X			X		

Additional Comments:

Maintain Accruals as is; update separation benefits.

## Action Item

- e. Act on Resignation – Town Clerk – Linda Greenlaw

### Manager's Comments: Action item

*Commensurate with Linda's desire to retire as Town Clerk, the Board must take action to confirm her resignation as a department head effective January 5<sup>th</sup>.*

### Suggested Motion:

*I move the Board accept with regret the resignation of Linda Greenlaw as Town Clerk effective January 5, 2023.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		
Mark Kelley, Vice-Chair				X		
Eric Boucher				X		
Jim Annis		X		X		
Denise Munger	X			X		

### Additional Comments:

Congratulations Linda! We will miss you!



## Action Item

- f. Act on Appointment – Town Clerk – Elizabeth Lowe

### Manager's Comments: Action item

*While the authority to hire new employees rests with the Town Manager, our charter requires the Select Board to confirm the appointment of new department heads under the manager's charge.*

*Elizabeth "Liz" Lowe has served for over six years in the Town of Camden's clerk's office as Deputy Clerk. As the Town's tax collector and Bureau of Motor Vehicles agent, Liz is intimately aware of the processes and challenges in motor vehicle registration and property tax collection. So not only is Liz well equipped to step into our office, but she's able to help us transition into new areas as well.*

*Liz and her husband Andrew live on Beech Hill and I am always glad to have yet another Rockport resident working with us to make Rockport better every day.*

*This motion will be a bit more complicated than usual because we will need to appoint Liz as Town Clerk after Linda's retirement date and also appoint her as Registrar of Voters as of January 1<sup>st</sup> because that is the end of the term of office for that position by statute.*

### Suggested Motion:

***I move the Board confirm the appointment of Elizabeth Lowe as Town Clerk and Tax Collector as of January 6, 2023 and as Registrar of Voters as of January 1, 2023.***

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		
Mark Kelley, Vice-Chair		X		X		
Eric Boucher				X		
Jim Annis				X		
Denise Munger	X			X		

Additional Comments:


## Discussion Item

- a. Discussion on FY '23 Capital Improvement Plan

### Manager's Comments:

The Board met with members of the Budget Committee to review the Capital Improvement Plan on November 28<sup>th</sup>. Since that date, the Board members have shared their own rankings of each item within the plan and the compilation of those rankings will be recorded within the plan. From there, the relative weight of each proposal will be used in determining its place in the forthcoming FY '24 annual town budget.

A copy of the rankings will be provided on Monday prior to the meeting.

Additional Comments: (Time:            )


## Executive Session

- a. Discussion of Labor Contract Negotiations

*Suggested Motion:*

*I move the Board exit regular session to enter into executive session to discuss labor negotiations.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		7:41p.m
Mark Kelley, Vice-Chair		X		X		
Eric Boucher				X		
Jim Annis				X		
Denise Munger	X			X		

*Suggested Motion:*

*I move the Board exit executive session and move back into regular session.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		8:14 p.m.
Mark Kelley, Vice-Chair				X		
Eric Boucher				X		
Jim Annis			X	X		
Denise Munger	X			X		

# Adjourn

*Suggested Motion:*

*I move the Board adjourn the meeting.*

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Michelle Hannan, Chair				X		8:14 p.m.
Mark Kelley, Vice-Chair				X		
Eric Boucher				X		
Jim Annis		X		X		
Denise Munger	X			X		