

- PUBLIC MEETING -
Rockport Select Board
Monday, December 9, 2024
GCPR – Opera House - 6:00 p.m.

AGENDA

- I. Call Meeting to Order**
- II. Amendments to the Agenda**
- III. Public Comment on Non-Agenda Items**
- IV. Town Manager’s Report/Updates**
- V. Consent Agenda**
 - a. Approve Meeting Minute(s):
 - November 12, 2024
- VI. Action Items**
 - a. Act on Committee Workplan(s):
 - Harbor Committee
 - b. Act on Committee Bylaw(s):
 - Budget Committee
 - c. Act on 2025 Harbor Fee Schedule
 - d. Act on Personnel Policies and Procedures Amendment – Fire and EMS Personnel Appendix H
 - e. Act on Five Town CSD Referendum – January 14, 2025
- VII. Discussion Items**
- VIII. Wastewater Commissioners**
 - a. Act on Sewer Abatement
- IX. Select Board Liaison Reports**
- X. Executive Session**
 - a. Discussion with Town Counsel pursuant to 1 M.R.S. Section 405(6)(E)
- XI. Adjourn**

Future Meetings, Office Closures, Etc.

Tuesday, December 24, 2024 – Christmas Eve – Town Office Closed
Wednesday, December 25, 2024 – Christmas Day – Town Office Closed
Wednesday, January 1, 2025 – New Years Day – Town Office Closed
Monday, January 13, 2025 – Select Board Meeting
Monday, January 20, 2025 – Martin Luther King Jr Day – Town Office Closed

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

Jonathan Duke, Town Manager

Email: jduke@rockportmaine.gov

Diane Hamilton, Executive Assistant and General Assistance Administrator

Email: dhamilton@rockportmaine.gov

Town Manager's Report & Update December 9, 2024

Town Clerk:

January 14th School Referendum: On the Select Board agenda for Monday evening is a request to approve a referendum from Five Town CSD concerning a bond they wish to take out to make improvements to Camden Hills Regional High School. The referendum would be held January 14th from 8am-8pm. Due to the expected turnout, we will hold this secret ballot referendum at the Town Office, so voters can cast their ballots in person on that date. Absentee balloting should be available early next week. This will be fourth election conducted by our staff this calendar year and coming off a challenging presidential election, this does have a considerable burden on our clerks.

Dog Licensing: All dogs must be licensed by January 31st to avoid any late fee charges, so now is a great time to get your dog licensed. The State of Maine has implemented a new web based dog licensing service for town offices to undertake which has added a curveball to our usual process in the office, but hopefully this won't impact our residents negatively.

Harbor:

Closing Time: In the next couple weeks, with the removal of the commercial floats, all of our floats will be removed from the water for the season. On there removal of the floats, we've inspected each of them to ensure they are not in need of further repairs in the offseason. In addition, we will replace one of our floats this offseason after many years of saving for their replacement due to age and wear.

Holiday on the Harbor:

- Save the date for **December 31st** for Holiday on the Harbor's New Year's Eve celebration. Food trucks, music, luminaries, and fireworks- more information to come. So check our Rockport Harbor Facebook page with more information!

Police Department:

New Hires:

It has been a busy month in the world of hiring new employees for our police department. Last month, I introduced the hiring of our new lieutenant, Chris Young. Within the last two weeks, we've hired two patrol officers who will bring our department back to full staffing for the first time in many months.

Dustin Hedgpath and James Greeley are joining us in a full-time patrol officer capacity after previously being employed by the Searsport Police Department. Greeley is a veteran of the Marine Corps who has worked for nearly two decades in law enforcement. James and his wife Katie live in Searsmont with their children and in his spare time Greeley a volunteer coach with the Camden Hills football team. Hedgpath has nearly two years under his belt in law enforcement and before that he worked 7 years in corrections at the Maine State Prison. Hedgpath and his family live in Prospect and he is eager to get to know our community and our residents. Please welcome Dustin and James to Rockport!

Planning and Codes:

Retirement:

Scott Bickford, our Code Enforcement Officer will be retiring on January 24th after 19 years of full-time service. We are thankful for all his hard work and dedication to the Town of Rockport. Scott has been an integral part of the Town of Rockport's code enforcement team for many years prior to joining as a full-time employee in 2005. As a part-time local plumbing inspector for nearly a decade prior to being hired full time, Scott was involved with so many projects over the last thirty years. Surely it will be hard to imagine coming in to get a permit in Rockport without a chat with Scott Bickford, but his legacy will be intact as a real bedrock piece of the Town's operations. But even beyond Rockport, Scott Bickford has been a code officer's code officer and regionally so many in this field rely upon Scott's wit and wisdom to deal with the challenging aspects of plumbing code and land use ordinances. Thank you, Scott, for your decades of service to Rockport and our residents!

Comprehensive Plan:

The first Public Meeting on the latest draft of the Comprehensive Plan was on November 14th at the Opera House. We've received little feedback thus far on this most recent draft. The draft document is available on the Towns website for review.

Harbor Strategic Plan Task Force:

The Task Force is currently reviewing the responses to the RFP to hire a consultant to draft the strategic plan for the harbor. We hope to have a selection early in the new year so they can begin working with the task force as soon as possible.

VPI Task Force/Bridge Advisory Group:

We will be meeting with Maine DOT Bridge department to discuss Goose River Bridge work to be done and how it could accommodate a second sidewalk. It seems very preliminary, but it is fair to say it's looking quite good we could end up with sidewalks on both sides of a new bridge. There is a lot of work left to do on this effort, but Maine DOT has worked hard to respond to citizen requests.

Public Works:

Winter Work: Our crews are already out working on starting our road work for 2025. We're focusing on brush cutting in the Rock Ridge/West Wood/Pine Wood in advance of paving this summer. As a rule of thumb, Town roads sit within a 50 foot right of way within which the Town must maintain adequate room for drainage and public utilities. The middle of the road may not lie exactly in the middle of this right of way but 25 feet from the center should provide some sense of the edge of the right of way. Removing tree limbs and other vegetation in this area not only improves line of sight for motorists, but it also greatly aids ditching and allowing sunlight to support melting snow and ice off a road, lessening the need for sand and salt.

Remember if you have any questions or concerns on Town roads, please reach out to Public Works at 236-6245.

Assessing:

Revaluation:

Representatives from KRT Appraisal have been circulating around Rockport through the summer and fall visiting various neighborhoods to gather data concerning each property in our town. The data from each property is crucial to provide as clear a representation as possible as to the assessed value of each property. This process can seem intrusive for property owners, but a full property revaluation requires all data involved to be as accurate as possible. Neither the Town, nor the contractors employed by the Town, wish to provide an inaccurate value to any property owner which could easily be resolved if the revaluation company is able to gather an accurate read on a given property. Obviously, the sales of properties in Rockport in recent months will set a stage to understand the impact of the market value, but we all need each property owner's help in providing that data through these visits to improve the accuracy of the entire effort. Rockport has not had a full property revaluation since 2005 and while our assessing department works diligently to gather information each year, the best method to level set all properties is a full property revaluation. We appreciate your assistance through this process.

Fire Department:

West Rockport Fire Station Updates:

Sadly, our delayed completion of the West Rockport Fire Station is continuing to progress and now we may not be able to fully move in until mid-January. We are working diligently with Maine Coast Construction to ensure subcontractors are onsite and completing tasks quickly, but unfortunately getting these subcontractors to the jobsite has been incredibly challenging. There will still be several weeks of punch list items needing to be completed, and exterior items that will wait until spring, but we will be moving in and functioning as a full-time Fire and EMS service well before full completion of the project.

Calls:

The fire department has had **365** calls YTD, and our first responding crew has had **121** EMS calls.

Volunteers:

For those interested in learning more about joining the fire department, please contact Chief Peasley at jpeasley@rockportmaine.gov

Marge Jones Fields:

Facility Improvements:

In some unfortunate news, our basketball courts will be out of commission for some months, and we can use your help to get them back into playing shape. Despite our best attempts to resurface our basketball courts, the courts have a very large crack across the entire centerline which necessitates removing all the pavement, re-compacting the gravel underneath and new pavement. With recent winters and spring rains the cracks were just too big to fix. A fundraising will be started to help with this portion that was in the plan. New basketball post and backboards with new pavement and lines will be installed in the spring once the ground has time to settle. If you wish to help us complete this unplanned project, please reach out to Fire Chief Jason Peasley or myself.

If you want to schedule the use of a field for this year, email rockportrec@rockportmaine.gov.

Library:

Upcoming Programs: Check out the library website at <https://www.rockport.lib.me.us/>

Opera House:

For more information on all of our events, please visit our calendar at [rockportmaine.gov/operahousecalendar](https://www.rockportmaine.gov/operahousecalendar).

If you wish to participate in helping make these shows part of our calendar in 2025, please visit [RockportOperaHouse.org/Sponsorship](https://www.rockportmaine.gov/OperaHouse.org/Sponsorship) to learn more.

Employment Opportunities:

We have several job openings with the Town of Rockport, stop by the Town Office for an application or call and we can email you an application.

The Town of Rockport is an Equal Opportunity Employer.

Job applications are available on our town website, along with a detailed job description and pay/benefits. <https://www.rockportmaine.gov/jobs>

Civic Ready:

We encourage all residents to sign up for this, if you are interested in knowing what is happening in the Town of Rockport. What is great about this system is that you decide which types of information you receive whether it is a reminder when property taxes are due to information on an upcoming event at the library, opera house or when a public works project is happening in your neighborhood; Civic Alert can keep you informed. Those interested can also sign up for alerts on our website at <https://www.rockportmaine.gov/civicready>

Maine Water Assistance Program:

Is a federally funded program to help support eligible households in having access to drinking water and wastewater utility services. Households will be required to have water liability to be eligible for the drinking water/wastewater program. To receive an application, you can call 888-623-6762 or email water@mainehousing.org.

Rockport Resource Newsletter:

If you would like to receive the Rockport Resource Newsletter via email you can sign up through our website.

NAME	ATTEND
Denise Munger, Chair	
Michelle Hannan, Vice-Chair	
Kim Graffam	
Michael Thompson	
John Viehman	
Jonathan Duke, Town Manager	
Rockport AV Staff	
General Public	



December 9, 2024 – 6:00 p.m.

GCPR – Opera House

Consent Agenda

- a. Approve Meeting Minutes
 - November 12, 2024

Suggested Motion:

I move to approve Consent Agenda as presented.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Additional Comments:

Action Item

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

Manager's Comments: Action item

The Harbor Committee has presented a mildly amended list from the workplan proposed last year.

Suggested Motion:

I move to approve the Harbor Committee Workplan as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Additional Comments:

Action Item

- b. Act on Committee Bylaw(s):
 - Budget Committee

Manager's Comments: Action item

The Budget Committee made very small changes to their bylaws. Effectively making the adjustment to remove the former capital planning committee from their bylaws and placing them with sole responsibility for capital planning needs.

Suggested Motion:

I move to approve the Budget Committee Bylaws as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Additional Comments:

Action Item

- c. Act on 2025 Harbor Fee Schedule

Manager's Comments: Action item

Some minor adjustments to the fee schedule for 2025 include mooring fee increases for resident and non-resident alike and an increase to the launch ramp fee.

Suggested Motion:

I move to approve the Harbor Fee Schedule as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Additional Comments:

Action Items

- d. Act on Personnel Policies and Procedures Amendment – Fire and EMS Personnel Appendix H

Managers Comments:

The proposed change to the personnel policies are focused solely on the full time fire fighters and paramedics who will work 24 hours at a time per shift and log between 24 and 48 hours a week. The Department of Labor allows employees using these jobs to accumulate up to 53 hours of work per week without triggering overtime rules. However, few departments in the state utilize that standard so we've struck a middle ground between the minimum the law allows and common practice in our region. From there there are a lot of policies which trigger from that overtime designation which is different for our standard work week employees.

Suggested Motion:

I move to approve the Personnel Policies and Procedures Amendment – Fire and EMS Personnel Appendix H as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Additional Comments:

Action Items

- e. Act on Five Town CSD Referendum – January 14, 2025

Managers Comments:

Five Town CSD's School Board has voted to set a referendum on Tuesday, January 14th for residents of the five town region to decide on a bond issue for improvements required at Camden Hills Regional High School. The bond package includes a replacement for the failed geothermal system installed when the school was built 25 years ago, new windows and siding which have failed, and a turf athletic field.

Suggested Motion:

I move to approve the Five Town CSD Referendum – January 14, 2025 as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Additional Comments:

Wastewater Commissioners

Suggested Motion:

I move to exit regular session and enter Wastewater Commissioners.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

- a. Act on Sewer Abatement – Alex Armentrout

Managers Comments:

Continued from your last meeting, this is the matter of Alex Armentrout’s abatement. Alex’s property has a sewer line running in front of it, but the line is a private line and exists on a private road.

Suggested Motion:

I move to approve (or deny) the sewer abatement for Alex Armentrout as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Suggested Motion:

I move to exit Wastewaters Commissioners back to regular session.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						

Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Executive Session

Suggested Motion:

I move to exit regular session and enter Executive Session for discussion with Town Counsel pursuant to 1 M.R.S. Section 405(6)(E)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Suggested Motion:

I move to exit Executive Session back to regular session.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson						
John Viehman						

Minutes

NAME	ATTEND
Denise Munger, Chair	✓
Michelle Hannan, Vice-Chair	✓
Kim Graffam	✓
Michael Thompson	✓
John Viehman	✓
Jonathan Duke, Town Manager	✓
Rockport AV Staff	✓
General Public	✓

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October 15, 2024 – 6:00 p.m.

GCPR – Opera House

Motion to Amend agenda to move discussion on Resident Concerns with unhoused non-residents following Act on G.A. ordinance and appendices

Michelle Hannan – motion

Kim Graffam – 2nd

5 - yes

0 - no

Public Hearing

General Assistance Ordinance and Appendices

Additional Comments:

Public Hearing

Referendum Election Special Town Meeting – November 5, 2024

Manager's Comments: Action Item

This hearing is meant to provide the community the opportunity to discuss and learn more about the articles it will vote upon on November 5th.

A copy of the warrant is attached.

Additional Comments:

Consent Agenda

- a. Approve Meeting Minutes
 - September 9, 2024
 - September 17, 2024

Suggested Motion:

I move to approve the Consent Agenda as presented.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						
John Viehman						

Additional Comments:

Action Item

- a. Act on General Assistance Ordinance and Appendices

Manager's Comments: Action item

Following the completion of the public hearing, the Board will need to approve the General Assistance Maximums and Ordinance for Knox County for the Town to use these figures in our calculations for general assistance eligibility. This process is mandated by state law.

Suggested Motion:

I move the Board to adopt the 2024-2025 General Assistance Ordinance and Appendices as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair						
Kim Graffam						
Michael Thompson		✓				
John Viehman	✓					

Additional Comments:

Action Item

- b. Act on Committee Resignation(s):
- Mark Kelley – Budget Committee

Manager's Comments: Action item

After many years of service, Mark moved to Lubec and was recently elected as a Select Board member there. As part of his move, he has resigned from the Budget Committee.

Suggested Motion:

I move to approve budget committee resignation as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		Ⓞ				
Michael Thompson						
John Viehman		✓				

Additional Comments:

Action Item

- c. Act on Budget Committee Replacement for one-year term ending June 2025.
 - Karl Anderson – Budget Committee

Manager’s Comments: Action item

Karl was the highest receiver of votes for the vacant Budget Committee positions last June and had agreed to join the committee once Mark Kelley’s resignation was in hand. It took us some time to finalize this effort, but Karl is excited to join this committee.

Suggested Motion:

I move to approve Karl Anderson for the budget committee for a one-year term ending June 2025 as presented. (or amended)

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						
John Viehman						

Additional Comments:

Discussion Items

- a. Discussion on Resident Concerns with Unhoused Non-Residents

Manager's Comments: Discussion item

The Town of Rockport has been at the epicenter of a growing issue for unhoused people in our region. Though we have always had individuals struggling to afford basic necessities, the prevalence of unhoused people in Rockport has only grown since the pandemic in 2020. This issue is not isolated to Rockport, but rather it is a challenge for our entire country.

This summer town staff and our Select Board received concerns from residents regarding individuals squatting on private properties, suspected drug use, calls of robberies in the neighborhood, and other issues. Some of those residents on Ben Paul Lane asked to attend Tuesday's meeting to share those concerns and hear from Town leadership.

We have invited Senator Pinny Beebe-Center, Representative Vicki Doudera, Police Chief Randy Gagne, GA Administrator Diane Hamilton, and representatives from Volunteers of America who are contracted with the Town to assist our GA and Police departments in assisting those who need greater social service needs than we usually have access to as a small municipality. I have also invited Adi Govinder Dasa, a Community Health Worker for Maine Health to discuss Pen Bay's role in our social service safety net in Rockport.

Also attached to this packet is a section from the Maine Townsman from this summer which describes a new state law which dramatically changes the General Assistance program as it stands today and, in effect, creates a DHHS in each of Maine's 400+ municipalities.

Additional Comments:

Discussion Items

- b. Discussion on Fiber Network Purchase

Manager's Comments: Discussion item

Several years ago, the Town contracted with GWI to construct a small fiberoptic network in Rockport Village. As part of the terms of that contract the Town now has the option to purchase the network for \$1. MIDC has been working to explore options surrounding this purchase and find new avenues to expand the reach of fiber in the Village. With the expansion of fiber into the southern portion of the community, options on the private market to expand fiber in Rockport are limited. MIDC has found an entity, AXIOM, which would manage a Rockport owned network and assist in potential expansion options of this network. Given the deadlines to dedicate ARPA funds this year, and a prior Board's decision to dedicate half of Rockport's ARPA funds to this purpose... now is the time to discuss this matter to a greater extent.

Additional Comments

The Board agreed to move forward with a contract with Axiom along the lines of the draft contract in the meeting packet. Contract to be acted on at Nov. 12 meeting.
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Wastewater Commissioners

Suggested Motion:

8:30 PM

I move to exit regular session to enter as WW Commissioners.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						8:30 pm
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						
John Viehman						

a. Update from Wastewater Exploratory Task Force

Manager's Comments: Discussion item

Taylor Allen, Chair of the Wastewater Exploratory Task Force, asked to update the Select Board on his group's efforts.

b. Executive Session - Discussion on legal matters pursuant to 1 M.R.S. Section 405(6)(E)

Motion if needed:

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						
John Viehman						

Motion - Exit Executive session to regular session

Exit WW commissioners to regular session.

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						10:00 pm
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						
John Viehman						

MH
KG

5-yes
0-no
10:00 pm

Adjourn

Suggested Motion:

I move the Board adjourn the meeting.

10 pm

NAME	MOTION	SECOND	ABSTAIN	YES	NO	Time
Denise Munger, Chair						10:00 PM
Michelle Hannan, Vice-Chair	✓					
Kim Graffam		✓				
Michael Thompson						
John Viehman						

Harbor Committee Work Plan 2025

1. ~~Climate Resilience planning & recommendations in collaboration with the Conversation Commission~~ - This item ceded to the Harbor Task Force
2. Fee Schedule and Budget review
3. Responding to needs as they arise
4. Review of the Harbor Committee Bylaws
5. Commercial use review
6. Review of Harbor Ordinances



Bylaws of the Budget Committee of the Town of Rockport, Maine

Section 1. Purpose and Scope

The purpose of the Budget Committee of the Town of Rockport is to study and review the proposed budget and all articles in the annual warrant or special town meeting warrant that impact the finances of the Town of Rockport and to make independent recommendations on those warrant articles and the final budget to the voters on the ballot or to the annual town meeting or special Town meeting. The Budget Committee will also be responsible for the study, review, and recommendation of the annual Capital Improvement Plan (CIP).

The purpose of these bylaws is to establish reasonable rules of procedure for Committee meetings and to promote the fair, orderly, and efficient conduct of the Committee's proceedings and affairs.

Section 2. Established

The Committee was established at the 1957 Annual Town Meeting and amended by the Town of Rockport Charter adopted November 8, 2005, with implementation on July 1, 2006, and amended by general vote November 4, 2014.

Section 3. Membership

The Budget Committee of the Town of Rockport consists of nine (9) members elected by secret ballot by the voters of Rockport at the annual or special town meetings. Members of the Committee shall be qualified to vote in the Town of Rockport.

Section 4. Term of Office

Members of the Budget Committee serve elected terms of three (3) years on a staggered basis

Deleted: There will also be up to (3) three non-voting, ex-officio members, to be appointed by the Select Board, that served as members of the prior Capital Improvement Committee, whose duties have been directed to the Budget Committee. These ex-officio members will assist the Budget Committee in their mission to assist the Select Board in establishing the annual Capital Improvement Plan. ¶

with the dates of office coinciding with those of the Select Board. The recall of members of the Committee must be in keeping with Maine Municipal Statutes and Article VIII (General Provisions), Section 8 (Recall of Elected Officials) of the Town of Rockport Charter. Members of the Committee who resign or are recalled by voters shall be replaced according to the laws and regulations of the State of Maine.

Deleted: Ex-officio members shall be appointed annually by the Select Board and shall serve a term for one (1) year.

Section 5. Officers; Duties

Officers of the Committee consist of a Chair, Vice-Chair and Secretary to be chosen at the organizational meeting held that fiscal year. The Chair presides at all meetings; in the absence of the Chair the Vice-Chair presides. The Secretary is responsible for all meeting minutes and shall provide those to the Chair and Finance Director.

Deleted: an

Deleted: within sixty (60) days of the election of Committee members

Section 6. Meetings

Regular Meetings must be held at least twice annually to consider the proposed annual budget. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Committee, provided, however, that proper notice is given to each member. Meetings of the Budget Committee are open to the public and must be announced in advance in accordance with Town procedures.

Minutes shall be taken in writing, electronically or on the Committee Report Form at every meeting and are retained as part of the Committee's permanent record. Minutes shall contain, at a minimum, time, date, and place of meeting; members present, and final votes taken on any issue. Minutes shall be distributed to committee members in advance of the next scheduled meeting, where they shall be accepted or amended and accepted and made publicly available.

Such meetings may be held in person or if allowed by state law or town policy, via electronic conference call or similar means if for some reason it is impractical for the Committee to meet in person.

Section 7. Quorum, Voting, and Conflict of Interest

A quorum shall consist of five (5) members of the Committee. A quorum shall be necessary to take a vote on any issue.

Any action of the Committee shall require the affirmative vote of a majority of the members in attendance.

Conflict of Interest is, in general, governed by the provisions of Article VIII (General Provisions), Section 4 (Conflict of Interest) of the Town of Rockport Charter. Members must disclose such conflicts as soon as it becomes clear that there is such a possibility; members with conflicts are required to abstain from the discussion and voting unless asked to provide answers to specific, technical questions.

Members may abstain from voting for any reason. If a member abstains from voting passage of the motion requires a majority of the votes cast. An abstention does not count as a vote either yea or nay.

Section 8. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law or provisions of the Rockport Charter shall be resolved in favor of the law and/or the Charter.

Section 9. Waiver; Amendments

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the Committee after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Approved by the Budget Committee on August 15, 2018

Approved by the Select Board on October 23, 2018

Approved by the Budget Committee on September 1, 2021

Approved by the Select Board on September 13, 2021

[Approved by the Budget Committee on November 18, 2024](#)

[Approved by the Select Board on December 9, 2024](#)

**Proposed Marine Park/Harbor Fees:
Effective 01-01-25 to 12-31-25**

	Base Fee	Per Foot
Moorings		
Residents (property tax payer)	\$ 175.00	\$2.00/ft
Rental-	\$ 200.00	
Non-resident	\$ 250.00	\$2.00/ft
Commercial	\$ 200.00	\$2.00/ft
Inner Harbor, Resident	\$ 200.00	\$2.00/ft
Inner Harbor, non-resident	\$ 300.00	\$2.00/ft
Wait List fee	\$ 25.00	
Commercial Float, Parking and Skiff	\$ 350.00	
Commercial Boat Operator Permit	\$ 500.00	
Commercial Marine Service Permit	\$850.00 or \$40.00/per use	
Private Float		
Goose River	\$400.00	
Tie-Offs		
Residents	\$ 225.00	
Non-Resident	\$ 300.00	
River dinghy location- resident/non-resident	150.00/ 225.00	
Rack Space (includes season launch pass)	150.00/200.00	
resident/non-resident		
Dinghy/kayak removal Fee	\$100	
Boat Ramp		
Self Propelled Vessel- Resident	\$ 3.00	
Self Propelled Vessel-Non- Resident	\$ 5.00	
Res/use	\$ 5.00	
Res/season	\$ 50.00	
NR/use	\$ 10.00	
NR/season	\$ 100.00	
CH/use	\$ 40.00	
CH/season	\$ 750.00	
Season Guide	\$ 650.00	
Winter Storage		\$2.50/s.f.
Length x Beam except for trimaran: average of the 3 hulls x beam		
Dockage- 1st hour courtesy- \$10/hr each add'tl hour		
Overnight Dockage		
LF/night <40'		\$2.50/ft
LF/night 40'-60'		\$3.50/ft
LF/night >60'		\$6.00/ft
Rockport Residents and/or mooring holders after 5:00 when space allows- no reservations and must be off the dock by 9:00a.m.		\$1.50/ft
Commercial Passenger Vessels	\$40.00	
Maximum stay on the floats from Memorial Day to Labor Day shall not exceed 7 consecutive days		
Cancellation Fee: Vessels 50'< A minimum charge of one night shall be imposed for any reservation not cancelled with in 72 Hours		
Parking		
Overnight per night	\$ 8.00	
Power		
50 AMP	\$30.00/night	
30 AMP	\$20.00/night	
Selectboard approved:		

APPENDIX H

Fire and Emergency Medical Services Personnel

Introduction

The Town of Rockport realizes that the work performed, and shifts worked for full-time Fire and Emergency Medical Services (EMS) personnel are different than that of other full-time employees. To accommodate those difference, we have added this appendix to the Personnel Policies and Procedures Handbook to address benefits and policies specific to these employees. Any policy that is listed in this Appendix but is also listed elsewhere in this handbook, this Appendix will be followed and will override what is listed in the Handbook, otherwise all other Policies and Procedures in the Handbook shall be followed by this class of employee.

H.1. Organizational Structure

The Fire Chief will oversee the operations of full-time firefighters, full-time EMS staff, per-diem EMS/Firefighter staff, and volunteer firefighters.

There will be an EMS Supervisor which will handle the day-to-day operations of EMS staff.

For each shift there will be a designated shift lead.

H.2. Employee Orientation and Onboarding

Each new employee will be given an orientation to the Town by the Fire Chief and Finance Director, including a review of the employee's job description, a copy of the Personnel Policies and Procedures Handbook, a review of benefits and submission of completed application forms, a copy of the Safety Policies, a review of general Town Policies, and all required training, including sexual harassment training, VDT and Biohazard training. Additional orientation may be provided by the Fire Chief or EMS Supervisor as deemed appropriate.

All new or promoted employees shall be given a letter from the Town Manager which formalizes the hiring and recites appropriate conditions and decisions relevant to the appointment including, but not limited to, work commencement date and time, amount of compensation, probationary period, identification of immediate supervisor, and type of employment.

H.3. Background Checks

It will be the standard practice of the Town to complete full criminal and driving record background checks on all employees hired for this department. The offer of employment may be withdrawn with the background check which is not satisfactory to the Town Manager.

H.4 Driving

All Town owned vehicles should not only be operated in accordance with the motor vehicle laws but also any applicable local traffic ordinances. Violations of these laws are the personal obligation and responsibility of the driver and not the Town of Rockport. Employee drivers should always display an extraordinary amount respect for their driving safety and courtesy. Any

disregard for these important considerations will result in appropriate disciplinary action by the Town Manager.

Annually, the Town of Rockport will run checks on all employees who drive Town owned vehicles. If new infractions appear on the driving record that will be reviewed with the Town Manager and the Fire Chief and driving privileges may be suspended for a determined period of time. If it is determined that driving restrictions should be terminated indefinitely, this may be cause for termination of employment.

H.5. License Requirements

Driver's License – An employee may be suspended without pay if the employee's license is suspended or revoked. The imposition of any suspension for more than six (6) months, or lasting more than six (6) months, shall result in termination of employment. An employee who receives a second suspension of their driver's license for any length of time shall be subject to immediate termination of employment.

The employee may be allowed to return to work during the period of suspension. The decision to allow an employee to return to work, and the length of time worked, is at the discretion of the Town Manager. If the employee is allowed to return to work, the employee will be paid at the lowest full-time fire department pay rate. The employee may use vacation time while not working during the period of any suspension. The remaining time will be without pay and there will be no accrual of benefits during the period the employee is not working.

Driver's License Suspension for Medical Reasons – An employee whose license is suspended for a medical reason may request to be allowed to participate in the Return-to-Work policy.

EMT/Paramedic License – All employees hired with an EMT or Paramedic License must maintain a current license at all times. Failure to maintain this license may be cause for disciplinary action, up to and including termination.

If an employee voluntarily wishes to reduce their licensing level, this must be prior approved by the Fire Chief and Town Manager, this change may also impact rate of pay and/or position with the department.

H.6. Job Fair Labor Standards Act Classification

The EMS Supervisor, Paramedics, Advanced EMT's/Firefighters, Basic EMT's/Firefighters, per-diem staff, and volunteer firefighters will all be classified as non-exempt.

H.7. Probationary Period

All staff shall be placed on a probationary period for six (6) months.

During the probationary period, the Fire Chief or their designee shall conduct interim performance evaluations with the employee sixty (60) days, one hundred and twenty (120) days, and again before the expiration of the probationary period, or as close as reasonably possible, no more than 15 days past the deadline, except for the final probationary review, this must be

completed prior to the end of the probationary period. The Fire Chief or their designee will complete a written probationary performance evaluation at each of the intervals listed above. During the probationary period the chief and supervisor shall observe the employee's work habits, skills, attitude and other pertinent characteristics for successful job performance. Unsatisfactory performance at any time during the probationary period may result in dismissal without appeal rights. The Town Manager shall determine if it is in the best interest of the Town to have that employee continue in that position. The Fire Chief, Town Manager or designee may at other times during the employee's probationary period conduct additional performance evaluations if deemed necessary.

H.8. Standard Work Week, Scheduling and Base Pay

The standard work week will follow suit with other Town employees as described in this Handbook.

Shift work will be scheduled as working twenty-four (24) hours on, forty-eight (48) hours off, twenty-four (24) hours on, and four (4) days off. This is subject to change depending on the needs of the department with 14 days' notice to staff.

Pay will be averaged and will be based on an average of 43 hours per week.

H.9. Shift Swaps

The Town recognizes that there may be times where working a scheduled shift could cause conflict for an employee. It is the policy of the Town to allow employees of the same license level to swap shifts with each other so long as it is approved by the Fire Chief or designee and the following requirements are met:

1. You submit the request through the required platforms established by the department;
2. You are swapping a shift with another employee who is the same license level as you;
3. Your shift swaps are happening in the same pay week as your required scheduled shift;
4. It does not cause hardship for either duty crew affected by the swapped shift; and
5. Both employees agree to the swapped shift.

The Fire Chief, Town Manager or designee reserves the right to deny a shift swap request for any reason.

H.10. Outside Employment

Outside employment may be obtained with the permission of the Fire Chief. Such Employment may be terminated or curtailed by the Fire Chief if, in their judgement, such employment hinders the employee in the impartial or efficient performance of the employee's duties. In any event, no employee shall fail to appear for a mandatory work shift assignment due to conflicting outside employment commitments. The Fire Chief shall not exercise their discretion as set forth in this section in an arbitrary or capricious manner, or with the intent to discriminate against any employees.

H.11. Attendance and Ready for Duty

It is the responsibility of the employee to be in their uniform and have their equipment ready for the start of their designated shift; this should not be done after the start of the employees' designated shift start time.

Employees arriving before their designated start time for work may be allowed on the premise but may not engage in work activities and may be subject to discipline for doing so, unless such extra work has been previously and specifically been authorized.

H.12. Retirement

The Town of Rockport provides the retirement plan options as outlined in this Handbook, with the exception of changes to the Maine Public Employees Retirement System (MPERS) plan. Employees will be eligible for the MPERS 3C plan which allows full retirement after 25 years of service with a 66.67% benefit payment, with an additional 2% benefit for each year of service after 25 years of service.

H.13. Personal Time Off (PTO) Accruals

The Town recognizes that employees working this specialized shift work would consume more Personal Time Off (PTO) to take one day off than an employee that works an eight- or ten-hour shift. To adjust for that the Town has adjusted the rates at which a full-time employee designated for this shift work accrued to PTO. All other policies related to PTO will remain as directed by this Handbook in Article 11.

Adjust accrual rates for full-time EMT/Firefighters and Paramedics:

New hires through their second (2nd) year of employment will be eligible to earn 256 hours of PTO annually, accrued at 4.99 hours a week, unless noted otherwise.

Third (3rd) year of employment through seventh (7th) year of employment will be eligible to earn 301 hours of PTO annually, accrued at 5.78 hours a week, unless noted otherwise.

Eighth (8th) year of employment through sixteenth (16th) year of employment will be eligible to earn 346 hours of PTO annually, accrued at 6.65 hours a week, unless noted otherwise.

Seventeen (17) years of employment and beyond will be eligible to earn 390 hours of PTO annually, accrued at 7.5 hours a week, unless noted otherwise.

Employees are not eligible to accrue PTO when out on paid or unpaid leave that is either voluntary or non-voluntary. Such leaves include State or Federal Family Medical leave, voluntary unpaid leave of absence, and/or suspension without pay. Employees would be eligible to accrue time off if they are out on a Workers Compensation Claim or on suspension with pay.

H.14. Holidays

All holidays will remain the same as listed in Article 10 of the Handbook.

All full-time employees in this department will be paid ten (10) hours at the normal hourly rate for all holidays listed. Holiday time will not count towards hours worked for the sake of calculating overtime pay.

If an employee works the on the holiday, they shall receive the base pay for hours worked, plus the ten (10) hours of straight pay holiday hours.

H.15. Court/Jury Duty

If an employee needs to appear in court as the result of a call they reported to while on shift the Town shall pay the employee for their court time. If the court time falls outside of their regularly scheduled shift the Town will pay the employee a minimum of four (4) hours call back time to attend the proceedings. If the court time falls within the employees regularly scheduled shift the Town will pay the employee their normal straight time to attend the proceedings. Should the court proceedings fall on the employees' regularly scheduled shift it will be the policy of the Town to back fill this employee's duty shift from 7:30 am to 5 pm, the employee attending court proceedings would be expected to report for duty as regularly scheduled outside of that time.

If an employee needs to appear for Jury Duty on one of their regularly scheduled workdays they can either try to do a shift swap as outlined in this policy or we could cover the shift with per diem staff from 7:30am to 5pm, and the employee would be required to report for duty as regularly scheduled outside of that time.

H.16. Bereavement Leave

Bereavement Leave will follow the Handbook as outlined in Article 9.1, with the exception of the following:

1. The approval to use this time must be approved by the Town Manager and they will consider the shift requirements and schedule already published to determine the total hours approved for leave.
2. An employee will receive a maximum of 48 hours paid time off for the death of an immediate family member; and
3. An employee may be granted a maximum of 24 hours paid time off to attend a funeral of a person not covered by the definition of an immediate family member at the sole discretion of the Town Manager.

H.17. Meal Breaks

A one-hour paid meal break will be provided. In circumstances where calls or normal duties as prescribed conflict with a lunch or meal break, there will be other time allowed for the meal break. It is expected the employee will remain available for calls that may come in during this time.

H.18. Overtime Pay

Overtime pay calculations will start after the employee has worked 48 hours worked from 0:00 Monday to 24:00 Sunday.

For the purpose of calculating overtime, it is solely based on the number of hours actually worked. Holiday or PTO time does not count towards hours worked, therefore would not be used in calculating overtime.

H.19. Call Back Time

In the event that there is a need for additional personnel support on a call, while off duty, there will be an official call-back issued for employees in the area. There will be a minimum payment of three (3) hours work for a call-back.

H.20. Uniforms and Equipment

All uniforms will be issued by the Town, they are expected to be kept clean, serviceable and professional, and not worn/used for non-department related activities. Any clothing item that is not department issued must be approved by the Chief before it is worn on duty.

Issued to each full-time employee will be two (2) polo uniform shirts and two (2) pairs of blue pants which shall be worn while on duty. Between the hours of 1700 and 0700, an employee can wear a department issues t-shirt instead of the polo uniform if desired, each full-time employee will be issued one (1) department t-shirt. The Town will also provide each full-time employee with one (1) all-season jacket, a zip-up pullover and a safety vest.

Issued to each per-diem employee will be one (1) polo uniform shirt and one (1) of blue pants which shall be worn while on duty. Between the hours of 1700 and 0700, an employee can wear a department issues t-shirt instead of the polo uniform if desired, each part-time employee will be issued one (1) department t-shirt. The Town will also provide each part-time employee with one (1) all-season jacket, a zip-up pullover and a safety vest.

Approved shorts may be worn between Memorial Day and Indigenous Peoples Day, employees choosing to wear shorts shall ensure they are wearing appropriate personal protective equipment as appropriate while on all emergency responses. Shorts may also be worn outside of this period depending on the weather and with prior approval from the Chief.

H.21. Personal Appearance/Hygiene

Tattoos – Employees with visible arm or leg tattoos that are considered potentially offensive shall be issued and shall wear an opaque covering that renders them nonvisible. Visible tattoos above the collar bone shall not be allowed.

Jewelry – It is recommended that employees wear a minimal amount of jewelry while on duty. Jewelry allowed shall not interfere with personal protective equipment, present an infection control issue or present a safety risk to employees or patients. The chief reserves the right to require an employee to remove a piece of jewelry they deem does not fit this policy.

Hair/Facial Hair - All hair shall be kept clean and of an appropriate style. Hair dye or styles of extreme color or nature are discouraged as they do not present a professional appearance. Any employee with hair below their collar shall keep it up and secured in a professional nature. Facial hair shall be kept neat and trimmed to a professional nature. Suppression qualified personnel

shall not have hair that comes in contact with the seal of the SCBA facepiece. Employees assigned to an EMS only role shall be allowed a beard that is kept trimmed and professional as long as a PAPR is available to be used. Employees must keep facial hair trimmed to allow proper fit testing of an N95 rated mask.

H.22. Operations and Response

All employees shall be prepared to respond in the most rapid and efficient manner to all emergency calls within the Town of Rockport and/or mutual aid requests.

EMS Responses - Employees shall respond to all EMS calls, utilizing the dispatch response codes to determine the proper response mode. Members shall utilize all extra information and their professional decision making to alter their mode of response as needed. Employees should work in a coordinated fashion to provide the best care possible, sharing primary care responsibilities as possible based on license level.

Fire Responses - Members shall respond per the main department SOG's. The paramedic assigned to the shift shall respond with the rescue and assist on scene as needed, including basic initial pump operations. The primary suppression member of the shift shall operate the first due fire apparatus.

H.23. Additional Policies and Standard Operating Procedures

Due to the functions of this department, there are many additional Policies and Standard Operating Procedures that have been approved by the Town Manager, it is the requirement of the employee to follow these.

H.24. Definitions

Per-Diem – This would be an employee who is covering a shift for a minimum of four (4) hours.

On-call – This is an employee who is responding to call and will be paid for the hours spent on that call.