

- PUBLIC MEETING -
Rockport Select Board

Tuesday, November 13, 2018

7:00 p.m.

Geoffrey C. Parker Community Meeting Room, Rockport Opera House

Streamed at <http://livestream.com/Rockportmaine>

AGENDA

I. Call Meeting to Order

Please either turn off your cell phones and other electronic devices or set them to mute while in this meeting room or the hallways. If you need to take or make a phone call, please step outdoors.

II. Public Hearing

- a. None this meeting

III. Minutes, Meetings and Announcements

- a. Approval of the minutes of previous meetings:
 - None this meeting
- b. Announcements of upcoming Select Board **meeting(s)**:
 - Regular Select Board meeting on **Monday, December 3rd at 7:00 p.m.**, Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at <http://livestream.com/Rockportmaine>
 - Select Board Executive Session on **Tuesday, December 4, 2018 at 5:30 p.m.** Rockport Town Office Conference Room
- c. Announcements of upcoming Select Board **workshop(s)**:
 - Internal Control Policy Workshop on **Monday, December 3, 2018 at 5:30 p.m.**, Geoffrey C. Parker Community Meeting Room, Rockport Opera House
- d. Announcement(s) and/or Training(s):
 - Town Offices will be closed **Thursday, November 22, 2018, and Friday, November 23, 2018**, in celebration of Thanksgiving
- e. Committee Openings:

Application for Committee Service can be found at the Town Office and on the Town Website: www.town.rockport.me.us

NOTE: If a committee does not have any vacancies, it may still be possible to apply to join the committee as an alternate member. Alternate members can attend all meetings, participate in discussions, but may only vote in the absence of a regular

member. If interested, please check with the town office to see if there are alternate member spots available for the committee of interest.

- Board of Assessment Review – 1 vacant seat
- Budget Committee – 3 vacant seats
- Camden-Rockport Pathways Committee – 2 vacant seats
- Investment Committee – 1 vacant seat
- Zoning Board of Appeals – 2 vacant seats
- f. Agenda Changes
- g. Public Comment – public comment should be directed at issues not under discussion on this evening's agenda. Comment from the public will be welcome prior to each agenda item. Further comment will be granted only by permission from the Board. All public comment should be brief and to the point.

IV. Town Manager's Report (20 minutes)

V. Consent Agenda (10 minutes)

- a. Committee Resignation(s):
 - Heaven Bartlett – Budget Committee

VI. Unfinished Business

VII. New Business

- a. Committee Application(s): (5 minutes) - Action
 - Cheryl Liechty - Harbor Committee, Alternate
 - Jeff Charland - Budget Committee
 - Geoff Parker – Budget Committee
- b. Discuss/Approve Harbor Fee Schedule (30 minutes) - Action
- c. Discuss Library Results – Next Step (15 minutes) - Discussion
- d. Discuss Mid Coast Regional Planning Commission Membership (10 minutes) – Discussion/Action

VIII. Wastewater Commissioners

- a. None this meeting

IX. Liaison Reports

X. Executive Session

- a. None this meeting

XI. Adjournment

Manager's Report – November 13, 2018

Assessing

The “Thanks for Giving” program sponsored by the Assessor’s Association was successful with two boxes of food donations collected here in Rockport. Hannah Sisk is taking her Assessor’s test this week. This is a difficult test that take most people several attempts to pass. We are hopeful that she will do well.



Finance

The Finance Department has been busy working on budget preparation. Budget memos have gone out to all department heads reminding them that budgets are due by December 14th and no later as we have essentially lost 3 weeks in our budget schedule. This is not necessarily a bad thing as it forces us to get it done and allows a little more flexibility at the end of the process to deal with storms and other delays.

Fire Department

The Fire Department has continued with the never-ending series of calls that seem to always be happening on nights and weekends. They are way ahead of last year’s call numbers. They are finished with the annual fire prevention programs at the schools.

The Fire organization has decided to purchase a storage container to store the ladder truck rather than shrink wrap it because of the possible damage from condensation and moisture. This is paid for from the separate fire organization and not tax dollars.

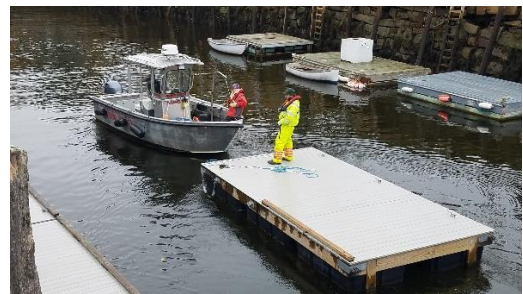
The Fire Department participated in an emergency response training at the hospital recently.

Harbor

Docks are coming out at the harbor with the final ones coming out over the next week or so. The harbor committee has been working on updates to the harbor fee schedule which will be discussed as part of the agenda.

The ramp down to the Heron Dock has been fixed. A longer hose on the pump out station has been installed to allow a longer reach.

The pedestal move is waiting for funding from Legacy Rockport which we expect will be approved very soon. The stone wall by the launch ramp which is beginning to lean in, is being budgeted for next year's budget or possibly done in the spring if funds allow.



Other

The generator is on a 12-week delivery schedule from when the order was placed on 10/25/18 this puts delivery to the bidder, the week of January 14th. Our goal is to have everything ready to go so that once the generator gets here they need to put it in place and connect everything and test it. We are meeting with the company next week to lay out where we need to install conduit and place the concrete pads.

We completed a table top exercise with Knox County EMA to review and evaluate our response to the most likely major emergency, a severe winter storm. Since our last table top exercise, we have completed most of the weaknesses found in our plan and training which is good, however this new training identified several areas that we need to work on. Most of these are very achievable and we are working towards that goal. Thank you to Jason, Abbie and Diane for setting this up.

The "report it /fix it" program is proving to be very useful, however we are still having problems identifying the status of street lights that are out or have been repaired so all of the street lights that have been reported out still show as out even though they may have been repaired.

We have restarted our quarterly meetings with Pen Bay Regional Hospital to build a better connection between the hospital and the community as well as maintain good emergency planning and communications with that facility.

Police Department

The Police Department has been running at 100 calls a week. They held a drug take back program that netted 108 pounds of collected drugs between the Towns of Rockport and Camden. Tony Del Vecchio attended the FBI interview and interrogation school.

The all-night parking ban will go into effect on November 15th. Officers will likely be putting friendly “reminders” on cars if the weather allows, before ticketing or towing.

Finally, Police Officers in Rockport and Camden completed their annual firearm training and qualifications. I try and attend these trainings and support them in this as it is so important. I always walk away with great pride in our Police Officers and the way that they approach this part of their job. I hear over and over again that they train with the hope that they never have to call on that training. They are dedicated and serious and I don’t believe it is simply because I am standing there. It was one of the coldest days we had seen so far this year but they didn’t complain.



Public Works

Paving is complete for this year. We paved West Street extension, Ministerial Drive, Brandy Brooke, Scott Street and Mt Pleasant Street up to Molly Sholes house.



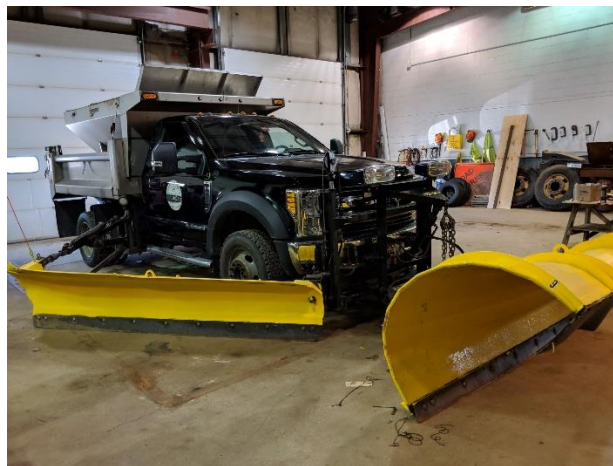
The Oshkosh is back in Limestone getting the frame sand blasted and repainted because the Public Works Director was concerned about a step in the process that was not done correctly. We expect to have it back the third week of November.

The sidewalk at the end of Pascal Avenue is due to be refaced next week.

The ditching and culvert work on Glen Cove Drive and Hawthorne Drive has been completed.

Two members of the crew have been working with the school to get all ballfields put to bed for the winter so that next Spring the startup time is minimal.

Trucks are being set up with plow gear and wings in preparation for the first event of the season. We have a lot of staff out using vacation and comp time before winter hits in full force so we are not short-handed. Of course, they all are on call in the event of a storm that would require them to come in to plow.



Town Clerk/Tax Collector

The Town Clerk's has been consumed with elections over the past several weeks with over 700 early and absentee ballots processed and nearly 76% of registered voter's participating in the election.

The amount of time it takes to process early voting in order to protect the security of the voting process is significant. There are several steps more than the normal process that add a lot of extra time for the Town Clerk and Staff. In addition, we had a huge voter turnout, that led to long lines for most of the day. For the most part, people took it all in stride and spirits stayed upbeat all day.

I want to extend a huge thank you to Linda and her staff and the many volunteers that made the process go smoothly. They take a great deal of pride in this part of their work and should be commended for that effort.

V. Consent Agenda (10 minutes)

- a. Committee Resignation(s):
 - Heaven Bartlett – Budget Committee

Manager's Comments:

Included in your packet is a copy of the e-mail from Heaven Bartlett resigning from the Budget Committee, as well as a thank you card for Select Board Members thanking her for her service on the Budget Committee.

Suggested Motion:

I move approve the consent agenda as presented (or amended)

Linda Greenlaw

From: Heaven Bartlett
Sent: Saturday, October 20, 2018 10:23 AM
To: Linda Greenlaw; Thomas Murphy
Subject: Budget committee

Linda,

I am writing to submit my resignation from the budget committee. I can not find the time to make it to meetings and I feel the town would be better served by someone with the time to dedicate to the process.

Best,
Heaven

Sent from my iPhone

VII. New Business

- a. Committee Application(s): (5 minutes) - Action
 - Cheryl Liechty - Harbor Committee, Alternate (term June 2021)
 - Jeff Charland - Budget Committee, finish out term June 2019
 - Geoff Parker – Budget Committee, finish out term June 2019

Manager's Comments:

Included in your packet are applications from Cheryl Liechty for the Harbor Committee and Jeff Charland for the Budget Committee and Geoff Parker for the Budget Committee. Jeff Charland and Geoff Parker will be present for an interview by the Board and possible appointment. There is a vacancy as an alternate on the Harbor Committee and three regular vacancies in the Budget Committee due to the recent resignations.

Suggested Motion:

I move to appoint Cheryl Liechty to the Harbor Committee as an alternate member for a term to expire June 2021

Suggested Motion:

I move to appoint Jeff Charland to the Budget Committee for a term to expire June 2019 (to finish out Jan Rosenbaum's term)

Suggested Motion:

I move to appoint Geoff Parker to the Budget Committee for a term to expire June 2019 (to finish out Chris Farley's term)

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport 101 Main Street Rockport, ME 04856

Name: CHERYL LIECHTY Home Mailing Address: 3 SPRUCE ST.
ROCKPORT, ME 04856
Legal Address: (SAME) Work Address: PB MIDIM, 4 GLEN COVE DR., STE 201
ROCKPORT ME 04856
Phone Number: (Home) 207-236-0521 (Work) 207-921-5678 E-Mail Address: cheryl.liechty@gmail.com
cell (preferred) 207-230-4364
Committee you wish to serve on: HARBOR

Why do you want to serve on this committee?

I was asked by Sam Temple to consider joining the
committee and am looking forward to learning more about
how the town manages the harbor - I am looking forward
to participating in this.

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

I have been a "customer" in terms of mooring, dinghy
tie-off and town landing storage for several years. I have some
previous town committee experience (Library Committee) as
well.

Land Use philosophy: (if applicable)

The biggest challenges appear to be around balancing public
access to town land/properties vs. need to generate revenue/
encourage business development. In this context, we also
need to consider conservation and the visual/historic
heritage that attracts visitors and prospective residents to
our community.

Are there objectives you wish to see accomplished?

(First, I would like to learn more about harbor
issues at hand.)

Are you interested in serving on other committees?

Not at this time.

Interview comments:

Appointment Date: _____

To the members of the Rockport Select Board,

I've known Cheryl Liechty through her use of a boat in the harbor, she is intelligent, respectful and a good communicator. Her correspondence is prompt and she is decisive. I heartily recommend her as a member of the Harbor Committee.

Respectfully,

Sam Temple

Chair, Harbor Committee

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport 101 Main Street Rockport, ME 04856

Name: Jeffrey Charland

Home Address: 20 Forest Glen Drive, Rockport, ME 04856

Work Address: Bar Harbor Bank & Trust, Rockland

Mailing Address (if different): Same as home address

Phone Number: (Home) 207-266-5006 (Work) 207-669-6796

E-mail Address: jcharland@barharbor.bank

Committee you wish to serve on: Budget Committee

Why do you want to serve on this committee?

I'm very interested in serving my community. Having spent most of my professional life working with budgets, I feel I can bring experience and perspective to the committee.

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

Having worked for nonprofit and for-profit organizations, I have learned about balancing needs and wants; the importance of a budget that allows organizations to achieve their mission and the concept that customers (tax payers) deserve value for their dollar.

Specifically, I have drafted numerous multi-million dollar budgets and have been the responsible party for ensuring that the organizations I have worked for achieve their objectives while staying within budget.

Land Use philosophy: (if applicable)

Serve public good, with deference to tax payers, environment and economic development.

APPLICATION FOR COMMITTEE SERVICE – continued

Are there objectives you wish to see accomplished?

Ideally, I would hope that the committee could develop a budget that addresses the needs of the Town without requiring an increase to the mill rate.

I have no specific projects that I seek to advance.

Are you interested in serving on other committees?

I'm currently serving on the CIP committee and am not interested in any additional

committees at this time.

Interview comments:

Appointment Date: _____

APPLICATION FOR COMMITTEE SERVICE

Town of Rockport 101 Main Street Rockport, ME 04856

Name: Geoff Parker Home Mailing Address: P.O. Box 7 Rockport
Legal Address: 40 School St Work Address: 40 School St Rockport
Phone Number: (Home) 236-3637 (Work) 236-3637 E-Mail Address: geoffrey.c.parker@maine.com
Committee you wish to serve on: Budget Committee

Why do you want to serve on this committee?

To continue to support my community

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

25 years of town involvement including Select Board, ZBA,
Comp plan and various committees

Land Use philosophy: (if applicable)

Are there objectives you wish to see accomplished?

A smooth running committee that embraces the breadth
of philosophies cordially

Are you interested in serving on other committees?

Not at this time, Thanks

Interview comments:

Appointment Date: _____

- b. Discuss/Approve Harbor Fee Schedule (30 minutes) – Action

Manager's Comments:

Included in your packet is a copy of the changes to the fee schedule recommended by the Harbor Committee at the last meeting they had on November 1st.

The Harbor Committee recommended significant changes to mooring fee's last year and the same for dingy "tie off" fees, so there is no change in those fees.

There were recommended changes to the commercial marine service permit which covers marine businesses that use the Town's floats commissioning and decommissioning of customer's boats as well as stepping masts. That fee went from \$500.00 to \$850.00 annually, or \$40.00 per use. Overnight dockage for vessels over 50 feet went from \$3/foot to \$3.50/foot and winter storage went from \$1.50/square foot to \$2.00/square foot.

Suggested Motion:

I move to approve the recommended changes to the Harbor Fee schedule as recommended by the Harbor Committee.

Marine Park/Harbor Fees: Effective 01-01-18 to 12-31-18			Proposed 2019
	Base Fee	Per Foot	
Moorings			
Residents	\$ 100.00	\$2.00/ft	
Rental	\$ 175.00		
Non-res	\$ 225.00	\$2.00/ft	
Inner Harbor Commercial	\$ 170.00	\$2.00/ft	
Inner Harbor Resident	\$ 200.00	\$2.00/ft	
Inner Harbor Non-resident	\$ 300.00	\$2.00/ft	
Commercial Float, Parking and Skiff	\$ 300.00		
Commercial Boat Operator Permit	\$ 250.00		\$300.00
Commercial Marine Service Permit	\$ 500.00		\$850.00 or \$40.00 per use
Private Float			
Goose River	\$ 350.00		\$400.00
Tie-Offs			
Residents	\$ 175.00		
Non-res	\$ 250.00		
River dinghy location	\$ 100.00		\$125.00
Rack Space	\$ 75.00		\$100.00
Boat Ramp			
Self Propelled Vessel- Resident	\$ 1.00		
Self Propelled Vessel-Non- Resident	\$ 2.00		
Res/use	\$ 4.00		
Res/season	\$ 25.00		
NR/use	\$ 5.00		
NR/season	\$ 50.00		
CH/use	\$ 40.00		
CH/season	\$ 750.00		
Season Guide	\$ 400.00		
Winter Storage		\$1.50/s.f.	\$2.00/s.f.
Length x Beam except for trimaran: average of the 3 hulls x beam			
Overnight Dockage			
LF/night <50'		\$2.00/ft	\$2.50/ft
LF/night >50'		\$3.00/ft	\$3.50/ft
Rockport Residents and/or mooring holders after 5:00 when space allows		\$1.00/ft	
Commercial Passenger Vessels	\$ 35.00		
Parking			
Overnight per night	\$ 8.00		
Power			
50 AMP	\$20.00/night		
30 AMP	\$10.00/night		

c. Discuss Library Results – Next Step (15 minutes) – Discussion

Manager's Comments:

With the success of the Library vote on Tuesday, it is important for us to start to think about next steps for us to get the Library built in the most cost-efficient manner and within our total budget of 3.5 million dollars. This includes soft costs, architectural fee's and engineering fees, permits, contingency, inflation and furnishings.

It does not include parking, sidewalks and intersection improvements. Those are planned as part of the 2020 budget process and will be part of a DOT grant application for improvements to the intersection. This is on the DOT's schedule and at last check we were in a good position for 50% funding of the cost of the sidewalk and intersection improvements. Improvements to parking and Limerock Street are 100% the responsibility of the Town.

There are two committee's that have been working in parallel to each other for many months. The Design Team that I pulled together and the Capital Campaign Committee that has grown into a fully functional Rockport Public Library Foundation that has taken on the task of raising the 2 million dollars necessary to build the Library.

The design team has been working on the design with the architect since last Spring. The goal of that team has been to move past the "schematic design" stage normally used in developing pricing for a bond proposal and into the design development phase. The biggest difference between these two stages is that the schematic design uses mostly a per square foot price to get a total cost estimate. Given today's volatile construction market, this can be risky, and the possibility of wild price differences exist.

By going to the next step, we have spent a lot of time on the further development of the design so that estimators can develop pricing based on actual design specifications for materials etc.

Additionally, we have hired an "Owner's Representative" who is working with the design team to ask the tough questions and force the committee to make some decision based on the reality of design and how that impacts construction costs.

We now basically have 4 different estimates to construct the building. Two estimates from local contractors who know and understand the project and the local job market an estimator the Town hired to do an independent estimate and our Owner's Representative who worked with his estimator to do an estimate. They all come in within \$100,000 of each other and with an estimate that would build the building at a cost that allows for a healthy contingency and inflation factor as well as "soft" costs.

The Owner's Rep did a lot of preliminary work basically building the building on paper, asking questions and getting us to make some decisions that will impact the overall cost, early in the process. We have eliminated many design problems and are attempting to answer questions that will lead to change orders before there are change orders that are costly.

One item that we identified as a big cost savings is getting the building started as soon as possible in the spring. This would make it possible to meet the goal of getting the building closed in and heated before winter. This is a big savings (over \$100,000) in not having to provide temporary heat in the building while it is under construction. In addition, delaying construction would also add to the cost of inflation and rising material costs. Our recommended goal is to get the building started in mid-late April of 2019.

We **were** planning to start demolition as soon as possible, however it was decided at a recent meeting that it would be best to recommend leaving the building up, until late winter, because of the additional permitting that would be required from DEP due to the proximity to the stream and the fact that we would have to fence the site and do a lot of erosion control as well.

The reason for demolishing the building ASAP was to dig test holes, to establish where ledge might be on the site. While we were able to do two test borings, we don't have a great deal of confidence in the fact that we will not find any ledge on the site. For estimating purposes, it would be good to get more data.

Knowing that we will be demolishing the building in the Spring, our Public Works Department will be able to do a series of test holes with our excavator around the building without fear of damaging the structure or plantings around the building. This will be accomplished as soon as possible.

Now that the vote has passed, we can switch into high gear and begin working on construction drawings to get the project out to bid by the end of February with a construction start date anticipated of April 15th.

This is an aggressive schedule but will save us money in the long run.

The Rockport Public Library Foundation has also been very active over the past 4 months raising over 1 million dollars of the 2 million dollars goal. They anticipate that once the vote is announced they will have donors who will step forward who have been waiting to see if the taxpayers supported the new Library on the ballot. Their goal is to have a significant portion of the money pledged by the end of this year.

At this point there is no decision needed and no action to be made.

- d. Discuss Mid Coast Regional Planning Commission Membership (10 minutes) – Discussion/Action

Manager's Comments:

The Mid-Coast Regional Planning Commission (MCRPC) is a nonprofit organization that provides a wide range of land use, transportation and economic planning services to its member communities in Waldo and Knox Counties, Maine. These services may either be at no cost to communities or provided on a contract for fee basis, depending on the type and level of service. We have used their services most recently for a review of the Comprehensive Plan. We are not using their services in the re-writing of the plan.

We have been members of MCRPC for several years and the annual fee is \$600 a year. It is a very small fee to be a member of the organization.

We have budgeted this however, we have not received an invoice and our membership fee has not been paid.

Suggested Motion:

I move to continue our membership in the Mid-coast Regional Planning Commission.

Or

Suggested Motion:

I move to relinquish our membership in the Mid-coast Regional Planning Commission and to not budget for it in the coming year.



MID-COAST

REGIONAL PLANNING COMMISSION

2019 MEMBERSHIP FORM

CERTIFICATION:

The Town hereby appoints (or reappoints) the following two people as representatives to the Mid-Coast Regional Planning Commission (MCRPC):

1. Name: _____ Email Address: _____
an elected official of municipal government or designee, **AND**
2. Name: _____ Email Address: _____
a resident of the Town.

I, the undersigned, authorize the submittal of this membership form on behalf of the Town.

Signature of City official

Date

Print name and title

INVOICE:

Calendar Year 2019 annual membership dues are \$600.00 (Six Hundred Dollars) for each of the Towns our region. The MCRPC Membership year runs from January to December each year, independent of the various fiscal year end/beginning dates of our member communities.

Please mark which of the following applies:

___ Dues are enclosed with this Membership Form (please return this form by Friday, November 30).

___ The City commits to pay 2019 annual Membership dues on or before _____.

PLEASE RETURN This form to MCRPC by Friday, November 30, 2018

New Office: 639 Main Street, Rockland "Steel House South"

New Mailing Address: P.O. Box 962 Rockland ME 04841

mcrpc@midcoast.com

594-2299



MID-COAST

REGIONAL PLANNING COMMISSION

October 9, 2018

To all Municipalities in the Midcoast Region:

Enclosed are the 2019 Membership Form and a brochure describing the services we offer to member communities in Knox and Waldo Counties. Please complete the Membership Form and return it to our office, if possible with the appropriate dues payment enclosed, by Friday, November 30, 2018.

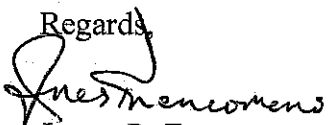
Calendar Year 2019 Annual Membership dues are \$1,200.00 (One Thousand, Two Hundred Dollars) for each of the two Cities, and \$600.00 (Six Hundred Dollars) for each of the Towns in the Midcoast region.

We are a municipally based organization, serving the needs of elected and appointed officials. We typically work directly with volunteer committees charged with drafting ordinances, facilitating master plans for specific sites as needed, and preparing Comprehensive Plans. For the coming year, we are focusing on ordinance amendment work, as well as flood resilience planning and infrastructure projects to address increasing risks of storm surge and sea level rise in our island and coastal communities. Also, we are seeking Towns and Cities with a special interest in identifying and creating opportunities for more affordable housing to participate in MCRPC's next "Multi-Community Housing Assessment."

Payment of annual dues entitles municipalities to receive limited technical assistance on a range of land use issues including ordinance interpretation, advice on subdivision and site plan review matters, and education on preparing and using Comprehensive Plans. Through regular participation, members also determine MCRPC priorities and oversee our operations. Accordingly, we ask for two representatives to attend, and to vote on behalf of their community, at MCRPC's annual meetings in April each year and, if desired, to attend regular meetings of MCRPC's Executive Board which meets monthly, on the fourth Monday at 5:30 p.m., at the office address below.

For more information, and an archive of MCRPC sample work, please visit www.midcoastplanning.org. Please do not hesitate to contact us at any time with questions, suggestions, or requests for service.

Regards,


James P. Francomano,
Executive Director

New Office: 639 Main Street, Rockland "Steel House South"

New Mailing Address: P.O. Box 962 Rockland ME 04841

mcrpc@midcoast.com

594-2299