

- PUBLIC MEETING -

Rockport Select Board

Monday, April 8, 2019 – 7:00 p.m.

Geoffrey C. Parker Room – Rockport Opera House

Streamed at <https://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

Public Hearing on a Special Amusement permit for music for Bleecker & Greer (d/b/a Maine Street Meats) (Sarah Greer) at 310 Commercial Street, Rockport, ME

Public Hearing on proposed Warrant Article Ten (10) Approve the design, site preparation, and construction of a sewer line extension from Sea Light Lane to South Street along Route 1, including all other expenses reasonably related thereto (the “Project”);

III. Minutes, Meetings and Announcements

- a. Approval of the minutes of previous meetings:
 - **Wednesday, March 14, 2018**, meeting of the Select Board
- b. Announcements of upcoming Select Board **meeting(s)**:
 - Public Hearing Select Board Meeting on **Monday, April 29, 2019, 7:00 p.m.**, Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at <https://livestream.com/Rockportmaine>
 - Regular Select Board Meeting on **Monday, May 13th, 2019, 7:00 p.m.**, Geoffrey C. Parker Community Meeting Room, Rockport Opera House, to be streamed at <https://livestream.com/Rockportmaine>
- c. Announcements of upcoming Select Board **Workshop(s)**:
 - None this meeting
- d. Announcement(s) and/or Training(s):
 - Candidate Nominations papers are available at the Town Office, and are due back by 5:00 p.m. on Thursday, April 11, 2019.
 - 1 Select Board – Three Year Term (Kenneth McKinley)

- 2 Library Committee – Three Year Terms (Stephanie Kumble, Ann Filley)
 - 1 School Board – Three Year Term (Carole Gartley)
 - 3 Budget Committee – Three Year Term (Geoffrey Parker/Chris Farley), (Jeffrey Charland/Jan Rosenbaum) and (Mark Kelley)
 - 1 Budget Committee – One Year Term (Jeffrey Payson/Heaven Bartlett)
- 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.
- Investment Committee – 1 vacant seat
 - Zoning Board of Appeals – 1 vacant seat
- 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.

V. Town Manager’s Report

VI. Consent Agenda

- a. None at this meeting

VII. Unfinished Business

- a. Policy discussion on allocating indirect costs to capital projects

VIII. New Business

- a. Committee Application(s):
 - None at this meeting
- b. Approve Peddlers Permit for Flatbread Food Truck at the Harbor Park
- c. Vote to Approve Special Amusement permit for Bleecker & Greer (d/b/a Maine Street Meats)
- d. Consider Parking Plans for the Rockport Public Library Project

- e. Discuss and Accept memorandum of understanding from the Rockport Library Foundation
- f. Vote to place Food Sovereignty Ordinance Article Three (3) on the June 2019 Annual Town Meeting Warrant
- g. Recommendation vote by the Select Board on Food Sovereignty Ordinance Article Three (3) of the June 2019 Annual Town Meeting Warrant
- h. Vote to place Marijuana Cultivation Ordinance Article Four (4) on the June 2019 Annual Town Meeting Warrant
- i. Recommendation vote by the Select Board on Marijuana Cultivation Ordinance Article Four (4) of the June 2019 Annual Town Meeting Warrant
- j. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 Article Five (5) on the June 2019 Annual Town Meeting Warrant.
- k. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 Article Five (5) on the June 2019 Annual Town Meeting Warrant.
- l. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1 Article Six (6) on the June 2019 Annual Town Meeting Warrant.
- m. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1 Article Six (6) on the June 2019 Annual Town Meeting Warrant.
- n. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507 Article Seven (7) on the June 2019 Annual Town Meeting Warrant.
- o. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507 Article Seven (7) on the June 2019 Annual Town Meeting Warrant.
- p. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 601.9 Article Eight (8) on the June 2019 Annual Town Meeting Warrant.
- q. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 601.9 Article Eight (8) on the June 2019 Annual Town Meeting Warrant.

- r. Vote to place on the warrant the sale of a portion of Town owned land located at Map 018 Lot 077, Article Nine (9) on the June 2019 Annual Town Meeting Warrant.
- s. Recommendation vote by the Select Board on the sale of a portion of Town owned land located at Map 018 Lot 077, Article Nine (9) on the June 2019 Annual Town Meeting Warrant.
- t. Vote to place on the warrant the design, site preparation, and construction of a sewer line extension on Article Ten (10) on the June Annual Town Meeting Warrant, Vote to Appropriate the sum of \$4,500,000 as funds for the costs of the Project to be funded through general obligation bonds; and Vote to Authorize the Select Board to issue, at one time or from time to time, general obligation securities of the Town of Rockport, Maine, including future refunding obligations, in an aggregate principal amount not to exceed \$4,500,000;
- u. Recommendation vote by the Select Board on the of Sewer Line Extension on Article Ten (10) on the June Annual Town Meeting Warrant.
- v. Final discussions and decisions on Budget Articles Eleven (11) through Twenty-one (21) and votes by the Select Board to place these Articles on the June 2019 Annual Town Meeting Warrant
- w. Recommendation votes by the Select Board on Budget Articles Eleven (11) through Twenty-one (21) of the June 2019 Annual Town Meeting Warrant
- x. Vote to place Budget Articles Twenty-Two (22) through Thirty-one (31) on the June 2019 Annual Town Meeting Warrant
- y. Recommendation votes by the Select Board on Articles Twenty-two (22) through Thirty (31) of the June 2019 Annual Town Meeting Warrant
- z. Vote to set the annual town meeting date and time as stated in the first paragraph of the June 11, 2019 and June 12, 2019 Annual Town Meeting Warrant
- aa. Authorize payment of \$24,000 to Scarborough Police Department coming out of the Police Department career development reserve account.
- bb. Vote to Approve Quit Claim Deed
- cc. Preliminary Discussion regarding an infrastructure bond
- dd. Vote to restrict the use of all MRC tip stabilizations funds
- ee. Select Board Group Picture

IX. Wastewater Commissioners

- a. Approve inspections letters
- b. Approve no response fees

X. Liaison Reports

XI. Executive Session

- a. Discussion of a Personnel Matter pursuant to 1 M.R.S.A. Section 405(6)(A) (if needed)

XII. Adjournment

****** PUBLIC HEARING NOTICE ******

TOWN OF ROCKPORT

On Monday, April 8, 2019 at 7:00 p.m. at the Rockport Opera House, the Rockport Select Board will have on their agenda a hearing on the following application:

SPECIAL AMUSEMENT PERMIT FOR MUSIC for BLEECKER & GREER (d/b/a MAINE STREET MEATS)(Sarah Greer) at 310 Commercial Street, Rockport, ME

This public hearing will be part of the Select Board's regular meeting agenda.

Linda M. Greenlaw, Town Clerk

Richard C. Bates
Town Manager
rbates@town.rockport.me.us



Diane Hamilton
Executive Assistant
General Assistance Administrator
dhamilton@town.rockport.me.us

101 Main Street
Rockport, Maine 04856
207-236-0806 x 3
207-230-0112 Fax
www.town.rockport.me.us

-Public Hearing-

**Monday, April 8, 2019, 7:00 p.m.
Geoffrey C. Parker Meeting Room Opera House,
at a Regular Select Board Meeting.**

- (1) Approve the design, site preparation, and construction of a sewer line extension from Sea Light Lane to South Street along Route 1, including all other expenses reasonably related thereto (the "Project");
- (2) Appropriate the sum of \$4,500,000 as funds for the costs of the Project to be funded through general obligation bonds; and
- (3) Authorize the Select Board to issue, at one time or from time to time, general obligation securities of the Town of Rockport, Maine, including future refunding obligations, in an aggregate principal amount not to exceed \$4,500,000;

FINANCIAL STATEMENT

Total Town Indebtedness:

A. Bonds outstanding and unpaid:	\$ 2,147,889
B. Bonds authorized and unissued:	\$ 1,500,000
C. Bonds to be issued if this Article is approved:	<u>\$ 4,500,000</u>
Total	\$ 8,147,889

Costs:

At an estimated interest rate of 2% for an estimated 20-year maturity, the estimated costs of this bond issue will be:

Principal:	\$ 4,500,000
Interest:	<u>\$ 1,004,105</u>
Total Debt Service:	\$ 5,504,105

Validity: The validity of the bonds and the voters' ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nonetheless conclusive and the validity of the bond issue is not affected by reason of the variance.

**ROCKPORT SELECT BOARD
PUBLIC MEETING MINUTES
WEDNESDAY, MARCH 14, 2018
7:00 P.M.**

**GEOFFREY C. PARKER COMMUNITY MEETING ROOM, ROCKPORT
OPERA HOUSE**

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

Present: Chair, Kenneth McKinley, Douglas Cole and Mark G. Kelley. Vice Chair Owen Casas was absent. Also, present: Richard C. Bates, Town Manager; and Megan Brackett, Finance Director

I. CALL MEETING TO ORDER – Kenneth McKinley, Chair called the meeting to order at 7:00 P.M.

II. NEW BUSINESS

- a. Schedule the Public Hearing on the proposed articles for the June Town Meeting Warrant (secret ballot on Tuesday, June 12, 2018, open meeting on Wednesday, June 13, 2018) for Monday, April 9, 2018 at 7:00 p.m., Geoffrey C. Parker Community Meeting Room, Rockport Opera House

Douglas Cole moved to schedule the Public Hearing on the proposed articles for the June Town Meeting Warrant (secret ballot on Tuesday, June 12, 2018, open meeting on Wednesday, June 13, 2018) for Monday, April 9, 2018 at 7:00 p.m., Geoffrey C. Parker Community Meeting Room, Rockport Opera House. Mark Kelley seconded the motion. VOTE: 3 FOR – 0 - OPPOSED

- b. Vote to place the Articles presented on the Public Hearing Notice

Douglas Cole moved to place the draft articles 3-37 on the Public Hearing Notice for April 9th. Mark Kelley seconded the motion. VOTE: 3 FOR – 0 OPPOSED

III. WASTEWATER COMMISSIONERS

Douglas Cole moved to leave as Select Board and to reopen as Wastewater Commissioners. Mark Kelley seconded the motion. VOTE: 3 FOR – 0 OPPOSED

- a. Consider changes to Sewer Rules and Regulations

Douglas Cole moved to approve the Wastewater Rules and Regulations as amended. (See attached). Mark Kelley seconded the motion. VOTE: 3 FOR – 0 OPPOSED

At 7:04 p.m., Mark Kelley moved to adjourn as Wastewater Commissioners and to return as the Select Board. Douglas Cole seconded the motion. VOTE: 3 FOR – 0 OPPOSED

ROCKPORT SELECT BOARD MINUTES
MONDAY, APRIL 4, 2018

IV. ADJOURNMENT

The Board moved and seconded the motion to adjourn the meeting at 7:05 p.m. VOTE: 3 FOR – 0 OPPOSED

Respectfully submitted,

LINDA M. GREENLAW
TOWN CLERK as RECORDING SECRETARY

Manager's Report – April 8, 2019

Ambulance Review Committee

The ambulance review committee will be meeting on Thursday, April 4th to review performance and make a recommendation and the changes in the contract. Given that there is no change in the fee I expect that the contract will be before you at the May meeting for approval by the Select Board

Generator

The generator has been all installed and connected. The company came in to do a test run of the system and there was a problem with the fuel supply. Our plumber was in the hospital when the test was performed and unable to be reached. He is back home recuperating. Mike is currently working with him to solve the problem and get the fuel problem fixed and the test performed.

Library Construction

The bids went out on March 22nd and the Library Building Committee has had a couple of meetings. The most recent one was to meet with the neighbors and hear their concerns. Charlie from Phi was on hand to answer any questions and allay their fears to some extent. Surprisingly, there were not a lot of questions and the ones they had were easy answers.

Bids are due back to the Town on April 18th by 1 pm and I will be opening them, at the Opera House at 3 pm in the Geoffrey C. Parker Meeting Room, this will be livestreamed. The design team will then be working on the bids received with the goal of getting a clear recommendation to the Building Committee no later than May 2nd for them to review and make a recommendation to the Select Board.

It is my recommendation that you plan to hold a meeting on Monday, May 6th to hear the recommendation of the Building Committee and vote to make the award, so that the administrative part of the process can move forward, and any final approval could happen at the regular meeting on May 13th, if needed.

Of course, all of this is dependent on the bids coming in where we need them.

Complete copies of the Bid Documents are in the small conference room at the Town Office for anyone that wants to review them. They are extensive.

Town Clerk/ Tax Collector

We hired a new Assistant Town Clerk to replace Brenda Kurr, who retired after 18 years of service. Wyatt Summers started with the Town on March 21st and has been spending a lot of time learning the ropes in the office.

Linda reports that she has begun to do online boat registrations during the month of March.

Linda also reported that we have received a franchise check in the amount of \$38,000.

Public Works Department

The Public Works Crew was called in over the past couple weekends for a snow storm/clean up during the past month but recently, with the exception of a brief little snow today, the public works crew has switched gears from winter maintenance to other transitional work.

They completed their Employee Sexual Harassment Training and Silica Testing. They have begun cleaning basins and culverts. Work at the Opera House was completed for the shape inspection.

Jimmy did an EXCELLENT job fabricating a new railing in the balcony and making modifications to the sound booth. These were done to be in compliance for our SHAPE inspections and certifications. They are also completing their Truck repairs and shape inspection repairs in the shop. They have been filling a huge number of pot holes.

Assessing

Inspections are underway and Kerry has been bringing Hannah along for experience. Numbers normal, Camden's down somewhat, but dollar value high. Goal to have inspections done by first week of August.

Kerry, Hannah and Caitlin attended the Maine Chapter of Assessors meeting in Augusta with training on Personal property and assessor health and safety

MDEA will be coming in to the regional assessors meeting to talk about how to recognize Meth Labs while doing inspections.

Kerry reports that there is just 1 application for abatement, that was denied. The applicant might appeal it.

Street lights

I had a meeting scheduled with Real Term Energy that had to be postponed by them. We have another meeting tentatively scheduled for April 8th to review a proposed contract.

Safety

Diane has been working hard on all of our safety training and inspections.

Just finished a few actions items at the Opera House, Harbor and Public Works from their shape inspection. One item left for Public Works, Training on Lifting and Rigging which will be done on Friday, April 5th.

Final inspection date will be in the next month or so to confirm the items identified during the visit, have been corrected.

We are in hopes to be “Town” SHAPE compliant before June. There are only 10 other towns statewide that are Shape Compliant.

This has been a lot of work for Diane and all the Staff who have been participating. This will be a big deal when completed!

Finance

On top of all of the work on the budget, Megan was able to make some much needed changes to the CIP plan to make it more readable and easier to understand. Now if she can only make the print bigger so I can read it without a magnifying glass.

We thought we had an intern all set for the summer, but the one potential applicant found another job closer to home.

The insurance liability paperwork has all been updated and submitted to MMA.

The phone system is being upgraded by GWI as there are too many problems at their end.

Nearly all of the changes under the new internal control policy have been executed with the exception of a few in the Town Clerks office that remain to be completed.

Finance Budgets ... what more can I say except that we again received the GFOA Distinguished Budget Award for our budget. This is not due to the numbers in the budget itself but to the presentation, thoroughness, ease of understanding and how transparent it is. This all has been accomplished by Megan who works tirelessly on this.

Fire Department

Numerous calls, one of them, 19 miles to Tenant's Harbor for a fire. Another was to respond to an illegal burn.

There was a water line break at the West Rockport Fire Station on the town side of the water main. Maine Water came and temporarily fixed the line to station, a permanent fix would mean we would have to have to tear up the driveway to replace the line to the building.

The Chief did a fire safety tour of the YMCA.

Engine 24 and Jeep, restocked for forest season. The department is in the planning stages of a car seat safety, touch a truck, drug take back, sit in a cruiser event to be held later this spring. Whole day event for families.

Harbor

The Harbormaster attended Harbormaster school in Castine; topics included were major crimes, drownings and response to sever bleeding.

The harbor committee has been meeting regularly and discussing the proposed ordinance changes. In addition, Abbie has been working with the Conservation Committee in re-establishing the Shellfish Committee.

Recently we had an extreme hightide over average (12.2 feet) with storm surge. Seawall starting to fall and every time high tide it puts more pressure on it. Eye bolts were installed in the wall in an attempt to string cable around it to help hold it together. This will likely be of limited success. The commercial floats going in after repairs are done, followed by the recreational floats. Abbie has been reissuing a lot of moorings.

Library

Yes, there is more to the library than the construction.

The library is planning a 5 K road race on June 23rd at the Harbor to make a splash and raise money for the library.

Poetry month gearing up as well as planning for the book sale and summer programs.

Police Department

Unfortunately, our officers responded to an unattended death of an elderly female this week. This person lived alone and was discovered outside her residence. It's is believed she had passed away many hours or possible the day before. There are many seniors who do not have daily contact with anyone.

The Police Departments of both towns have been developing programs to help.

Rockport residents are welcome to sign up for our daily “Good Morning Camden-Rockport” Program. Members are called each day between 8-10 am. If there is no answer an Officer is dispatched to check in the member. Jeff Sukeforth at Camden Police Department. If you know of anyone who could benefit from this program please call 236-7953 and sign up with Jeff.

There is also a new “wander’s” program to help with our residents suffering from dementia and other situations that would lead them to get lost in our community.

The phones at Rockport Police Department are now answered automatically. When calling 236-2026 you will get a recording with instructions including “If this is an emergency please dial 911” for Police service dial 1 for Administrative service dial 2. This change was made due to a number of callers reporting emergencies and complaints directly to the office and not to this dispatch center. We want all calls for service dispatched appropriately through our communications center for proper dispatching of resources.

Cyber Security

MMA will be doing a cyber security audit to ensure that our new security system is as secure as possible. This audit is entirely voluntary and has no negative impact on our insurance rates. It is strictly designed to help us. We may be one of the first few communities to complete this audit.

Finally

I attended the Revenue Sharing hearing in Augusta and submitted written testimony in support of bringing back revenue sharing to the statutory 5% level. The hearing was attended by about 75 Manager’s and members of Select Boards and Councils. Excellent supportive testimony.

I also attended the LPC meeting in Augusta to review and give guidance to MMA for some of the nearly 2000 bills working their way through the legislature. A common theme is arising from all of the positions that are being supported by MMA. The legislature should not be developing new legislation that costs towns more money without funding it.

VIII. New Business

- b. Approve Peddlers Permit for Flatbread Food Truck at the Harbor Park

Manager's Comments:

Included in your packet is a copy of the application for your approval. This is for the renewal of the food truck license for Flatbread Pizza to have a food truck in the Harbor for the summer of 2019. This is a great addition to Marine Park and is very popular for residents and tourists alike. This food truck is self-contained and does not have a need for power and will be located on the side of the park where the lime kilns are located.

Suggested Motion:

I move to approve the permit request from Bobby Morgan to allow for a food truck in Marine Park from for the Summer 2109 season

please print **PEDDLERS PERMIT APPLICATION** *- please print*

Applicant: Flatbread Co. Bobby Morgan Tel. Number: (h) 653-2759 (w) 706-4146 (c)

Applicant's Mailing Address: 399 Commercial St. Rockport ME 04856

Applicant's Email Address: bobby.morgan.surf@gmail.com

INFORMATION REQUIRED FROM APPLICANT:

Proposed Date of Operation: m/d/y to m/d/y: May. to Oct. (6)

Proposed Location of Operation: Harbor Park

Proposed Hours of Operation: 11:30 to 3:00 (Possible extensions ~~for~~ open for discussion)

Description of Product to be Sold: Sandwiches, Pizza, tacos, and burritos (Beverages)

Type and Size of Signage: Logos on Buses

State Licenses if Required: Vendors License

PLEASE ATTACH THE FOLLOWING:

Police Chief Review and notes if any: All Set! Chief Ryan

Permission Letter if applicable:

Copy of Vehicle Registration: ✓

Copy of Driver's License: ✓

Sketch Location Plan on back of this form (if operating from a specific location): See attach

To the best of my knowledge, all information submitted on this application is correct. I agree to comply with the Town of Rockport's Ordinances and applicable State laws. I hereby grant permission to the Rockport Planning Office to make necessary inspections to ensure compliance.

Signature of Applicant [Signature] Date Received by Planning Office

CODE OFFICER REVIEW PROCESS

1.) Approved Reason Pending Selectboard Approval

2.) Denied Reason

Code Officer Signature: Date: File # Fee \$ Paid

State of Maine Vehicle Registration

Mileage 187,050

Eff. Date is Validation Date But Not Prior To: 11/07/2018

Expires: 11/30/2019

Insurance: *OK*

CLASS CO	REGISTRATION NUMBER WOOD FRD
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REGISTRANT(s) MORGAN, ROBERT L			DOB(s)/ID # 03/25/1969		<table border="0"> <tr> <td>Base</td> <td>47,526.00</td> <td rowspan="10">- NEW REG</td> </tr> <tr> <td>Mil. Rate</td> <td>.0040</td> </tr> <tr> <td>Local</td> <td>190.10</td> </tr> <tr> <td>Ex Tax</td> <td></td> </tr> <tr> <td>ExTx Bal</td> <td>190.10</td> </tr> <tr> <td>ExTx Date</td> <td>09/28/2018</td> </tr> <tr> <td>Rate</td> <td>37.00</td> </tr> <tr> <td>Fees</td> <td>37.00</td> </tr> <tr> <td>Sales Tax</td> <td>82.50</td> </tr> <tr> <td>Title</td> <td>33.00</td> </tr> <tr> <td>CTA #</td> <td>AG42673</td> <td rowspan="3">- NP</td> </tr> <tr> <td>Vanity</td> <td>25.00</td> </tr> <tr> <td>User Id</td> <td>DC</td> </tr> </table>						Base	47,526.00	- NEW REG	Mil. Rate	.0040	Local	190.10	Ex Tax		ExTx Bal	190.10	ExTx Date	09/28/2018	Rate	37.00	Fees	37.00	Sales Tax	82.50	Title	33.00	CTA #	AG42673	- NP	Vanity	25.00	User Id	DC
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PT 15142078 (ME)

Tax Receipt #: 21808802

MVR-3VS Rev. 04/2016 REGISTRATION

www.maine.gov/sos

MAINE 11/07/2018 REG \$7.00

March 25, 2019

Aerial map showing property boundaries, lot numbers, and street names. The map includes labels for streets like Birch St, Pascal Ave, and Main St, and lot numbers such as 029-047, 029-049, 029-051, 029-307, 029-309, 029-297, 029-308, 029-302, 029-045, 029-046, 029-048, 029-049, 029-050, 029-051, 029-052, 029-053, 029-054, 029-055, 029-056, 029-057, 029-058, 029-059, 029-060, 029-061, 029-062, 029-063, 029-064, 029-065, 029-066, 029-067, 029-068, 029-069, 029-070, 029-071, 029-072, 029-073, 029-074, 029-075, 029-076, 029-077, 029-078, 029-079, 029-080, 029-081, 029-082, 029-083, 029-084, 029-085, 029-086, 029-087, 029-088, 029-089, 029-090, 029-091, 029-092, 029-093, 029-094, 029-095, 029-096, 029-097, 029-098, 029-099, 029-100.

Handwritten note: "In this vicinity" with an arrow pointing to a specific area.

- c. Vote to Approve Special Amusement permit for Bleecker & Greer (d/b/a Maine Street Meats)

Manager's Comments:

Included in your packet is the application from Sara Greer (d/b/a Maine Street Meats) to provide music at her new business Bleecker and Greer on Commercial Street in Rockport. This is to provide live music in their café section of the store.

Suggested Motion:

I move to approve Special Amusement Permit for Bleecker & Greer (d/b/a Maine Street Meats) at 310 Commercial Street in Rockport.

TOWN OF ROCKPORT, MAINE

APPLICATION FOR SPECIAL AMUSEMENT PERMIT FOR DANCING AND ENTERTAINMENT

FOR _____

PERMIT NO. _____

1. NAME OF APPLICANT Maine Street Meats
2. ADDRESS OF APPLICANT 310 COMMERCIAL ST
3. ADDRESS OF ESTABLISHMENT 310 COMMERCIAL ST
4. TYPE OF BUSINESS MARKET + CAFE
5. HAVE YOU EVER BEEN DENIED, OR HAD REVOKED, ANY BUSINESS LICENSE? NO
6. IF ANSWER TO 5 IS YES, EXPLAIN IN DETAIL _____

7. HAVE YOU EVER BEEN CONVICTED OF A FELONY? NO
8. IF ANSWER TO 7 IS YES, EXPLAIN IN DETAIL. _____

9. DO YOU INTEND TO HAVE MUSIC (OTHER THAN RADIO OR SIMILAR MECHANICAL DEVICE)? YES DANCING? NO ANY OTHER ENTERTAINMENT? EXPLAIN CLASSICAL RECITALS, ACOUSTIC FOLK + JAZZ
10. DESCRIBE IN DETAIL DIMENSIONS, LOCATION AND SEATING CAPACITIES OF ROOM OR ROOMS TO BE USED UNDER THIS PERMIT
CAFE WITH 10 SEATS INSIDE. OUTDOOR, seasonal Deck with 25 seats.

11. THIS PERMIT INCLUDES ALL TYPES OF ENTERTAINMENT, DANCING IS INCLUSIVE ONLY IF YOU HAVE A DANCING LICENSE ISSUED BY THE STATE FIRE MARSHALL'S OFFICE. LICENSE NO. _____
(PLEASE ATTACH COPY)

12. DATE 3/2/19 [Signature]
SIGNATURE OF INDIVIDUAL

IF PARTNERSHIP, BY MEMBERS OF
THE PARTNERSHIP

BLOECKER & GREER
NAME OF CORPORATION, PLACE OF
CORPORATE SEAL CAMDEN, MAINE

BY: [Signature]
(IT'S DULY AUTHORIZED CORPORATE
OFFICER)

**FEE OF \$25.00 MUST
ACCOMPANY APPLICATION.**

TOWN OF ROCKPORT

DATED AT ROCKPORT, ON THIS 8th DAY OF April 2019 ~~x2015x~~

THE UNDERSIGNED MUNICIPAL OFFICERS OF THE TOWN OF ROCKPORT,
MAINE HEREBY APPROVE THE APPLICATION SET FORTH ABOVE.

ROCKPORT SELECT BOARD

d. Consider Parking Plans for the Rockport Public Library Project

Manager's Comments:

The Board held a public meeting on this on Monday March 25th and heard public comments on a variety of the parking options that were reviewed over the course of the last three years.

As you are aware, Gartley and Dorsky went out and staked out the location of the parking on Limerock Street, that has been sent out to bid. These stakes included the 14 spaces, as well as the sidewalk. Mike and I went out last week and measured out and added stakes, beginning with a reduction of 4 spaces to the plan proposed. That was a number that seemed to be floating around as a possible reduction. In addition, we staked out individual spaces all the way down to 7 spaces, or one half of what is being bid out. This will enable the board to see, on the ground, the impact on the park with each space of reduction.

In my opinion, a reduction of spaces is a reasonable compromise for the board to consider.

As we were in the initial design phases of the Reed plan, the goal was to maximize the number of spaces in the design. Every space was precious, not only for the Library, but for the village itself. So, the plan we ended up with, was to maximize the safe parking for Library patrons and staff on Limerock Street, as well as Union and Russel Ave.

In my opinion the parallel parking plan is not a viable parking option, as we will ultimately end up with fewer parking spaces, than we now have.

The angled in parking uses almost as much parking as perpendicular, leaves people parking on a steeper slope that will be difficult for people with varying degrees of ability and parents with kids. In addition, it requires one-way traffic bringing all the cars through the neighborhood. Additionally, once built, it makes any expansion of parking, difficult and expensive.

The "north park" plan, whichever one you want to consider, is a plan that has past it's time for further development. Changing to that option, at this point, would mean a lot of work, redesign and costly change orders. In addition, it would have to start over in the DOT process. I am not saying that they wouldn't approve it, they haven't seen it and would need to see a new design. This all takes time and I would not be surprised if it didn't take 4-6 months to get through the process. In addition, this concept, puts parking further from the Library and as close as possible, to the most impacted neighbors.

In my opinion a reduction in the number of spaces on Limerock Street, seems like a reasonable compromise, as the 14 spaces are designed and that is the maximum you can fit.

If reduced, additional spaces could be added, in the future, to reach the 14-space maximum. This would have the advantage of the rebuild of Memorial Park would be completed, therefor eliminating the unknown as to what the park is going to look like. My belief is that once started, the rebuild of the park will go quickly and will show residents how much better the new park will be. Of course, the re-design would have to consider

the future parking plan and not plant trees in potential parking places by designating it as future parking, but showing it as green space.

So, the question remains, how many parking spaces are needed?

In my opinion a reduction to 10 spaces could be warranted and would not cause a huge impact on the library but would mean that other spaces around the Library would now get used much more often and would likely need to be posted as reserved for library patrons and staff, during Library hours.

Every space reduction below 10 spaces, would begin to have a bigger and bigger impact on potential patrons at the library. Eight spaces are, in my opinion, the absolute least number of spaces we would need.

The Library at 1 Limerock Street previously had at least 6 spaces available on the west side of Limerock Street, 3 spaces on the east side of Limerock (closest to the Library), 4 spaces on Russel and 5 spaces on Union for a total of 18 spaces. Admittedly these were not great spaces and often meant people illegally parking and on top of the sidewalk, but they got used.

The new plan has 4 spaces on Union Street, 3 spaces on Russel (possibly a 4th), 2 for pick up and drop off adjacent to the Library on Limerock Street, meaning you would need 8-9, just to maintain the 18 parking spaces, we had prior to construction.

Admittedly, these parking spaces will be much better spaces, safer for the users of the library and easier to designate as library and staff parking, so in the end, the same number of high-quality spaces, might be enough to start with. Fewer than 8 spaces, in my opinion, would lead to less parking spaces than we need.

The question of the sidewalk was also brought up at the last meeting. Included in your packet is a memo from Will Gartley the engineer on the project and also the Town's engineer with his opinions of why the sidewalk is needed. There is no legal requirement for us to provide the sidewalk and as such the board is free to take his advice or not.

I have no recommended motion for this agenda item.

April 3, 2019

Richard Bates
Town of Rockport
101 Main Street
Rockport, ME 04856

Project 2017-416

Subject: Rockport Library proposed Parking & Sidewalks

Dear Rick,

I write to provide my thoughts regarding the proposed library parking and sidewalks on Limerock Street. The current site plan shows fourteen (14), 90 degree parking spaces on Limerock Street with a sidewalk adjacent to those spaces. The sidewalk leads to a crosswalk from the park to the front entrance of the library. We understand that on Monday April 8th, the Select Board is scheduled to discuss possible changes or reductions in the total number of parking spaces. We also understand that there has been discussion about eliminating the sidewalk. We strongly recommend against eliminating the sidewalk. The purpose of the sidewalk is to provide a safe route from the parking spaces to the crosswalk at the front entrance of the library. Without the sidewalk, the town will be creating an unsafe condition that obliges people to walk in the road and behind parked cars to get from the parking spaces to the library. In our opinion, this creates a liability for the town and put patrons of the library at risk.

We will be ready to revise the site plan based on decisions made on April 8th to ensure that the bids reflect the preferred parking plan and number of spaces.

Please let me know if you have any questions, and the outcome of the meeting so we can respond accordingly.

Respectfully,
Gartley & Dorsky, Engineering & Surveying Inc.



William B. Gartley, P.E.
President

- e. Discuss and Accept memorandum of understanding from the Rockport Library Foundation

Manager's Comments:

Included in your packet is a “draft” of the MOU from the Rockport Library Foundation, that they will approve at their meeting, on Monday morning at their weekly meeting. I will have a signed copy available at the meeting on Monday evening.

Suggested Motion:

I move to accept the Memorandum of understanding from the Rockport Library Foundation as presented

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into between the Town of Rockport ("Town") and the Rockport Library Foundation ("Foundation"), to reflect the understanding between the parties concerning disbursement of funds for the building of the new Rockport Library.

RECITALS

1. The Foundation was established in June 2018 for the purpose of raising money to help pay for the cost of the new Rockport Library. As the Foundation's Bylaws state: "Funds raised by the Rockport Library Foundation shall be primarily used to support the construction of the Library buildings and grounds, with such funds donated to the Town of Rockport for expenditure on construction invoices." The Bylaws do not provide the procedures by which the Foundation is to donate its funds to the Town.
2. In an election held on November 6, 2018, a majority of Town voters approved the use of \$1.5 million, to be funded by general obligation bonds, for "the design, site preparation construction and equipping of a new library building." ("the Project"). In this same vote, the Town Select Board was authorized to issue these bonds if the Select Board made "a finding that sufficient grants, donations and/or donation commitments have been made in order to move forward with the Project."
3. At a meeting on February 11, 2019, the Select Board reviewed a cash flow analysis for the Project and determined that sufficient grants, donations and/or donation commitments had been made in order to move forward with the Project and approved the issuance of such general obligation funds.
4. The Town has begun incurring costs related to the Project. The parties agree that it would be beneficial to set forth their mutual understanding as to the procedures the parties will follow for the Foundation's donation of funds to the Town for Project costs.

STATEMENT OF UNDERSTANDING

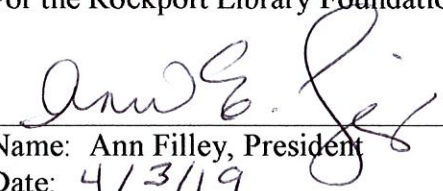
5. The Town may submit to the Foundation such construction invoices from vendors that it has received and paid for Project costs. Such invoices shall be submitted to the Foundation as follows: (1) US Mail to P.O. Box 204, Rockport, ME 04856; or (2) electronically to RockportLibraryFoundation@gmail.com.
6. It is the parties' understanding that generally such invoices will not be sent more frequently than every 30 days; provided however that there may occasionally be times when Project costs are incurred by the Town at such a rate as to require more frequent invoicing to the Foundation.
7. The construction invoices from the Town shall contain clear written descriptions of the work performed, all underlying vendor invoices and descriptions, a written statement from the Town with the invoice that it has reviewed the underlying vendor invoices and has determined that the submitted invoices represent goods and services provided to the Project and no other goods or services outside the scope of the Project are included in the invoices.

8. Upon receipt of the Town's invoices, the Foundation will review the invoices and accompanying materials at its regular weekly meeting or at another meeting called to discuss the invoice. Within 30 days of receipt of the invoice, the Foundation will arrange for donation of funds for payment of the invoices, unless it has inadequate funds in its account to pay such invoices as set forth in paragraph 10 below, or if paragraph 9 below is triggered.
9. If the Foundation has any questions or needs further information with respect to the submitted invoice, it shall request such further information or response to its questions within 7 days of its receipt of the invoice. The Town will provide a response to the Foundation's inquiry within 7 days of the request. Upon receipt of the Town's information, the Foundation will then have 21 days to donate funds to pay the invoice.
10. The Town understands that the Foundation is a fundraising organization formed to support the Town's building of the new library. While the Foundation is optimistic that it will achieve its fundraising goals, it can only donate funds to pay such submitted invoices to the extent of its cash on hand and amounts retained for its operating expenses.
11. The Foundation will provide the Town quarterly updates of its cash on hand available to donate to pay Project invoices for that quarter.
12. This understanding shall not be interpreted as a guarantee or commitment from the Foundation that it will donate monies to the Town for the Project in excess of what it has been able to fundraise, less Foundation operating costs.
13. The Foundation will use its best efforts to achieve its fundraising goal of \$2 million by year end 2021. The Town will use its best efforts to create a positive and supportive fundraising environment for the Foundation.
14. Once the Foundation has donated \$2 million for reimbursement of Town invoices on the Project, this MOU shall terminate, unless the parties agree in writing to an extension.

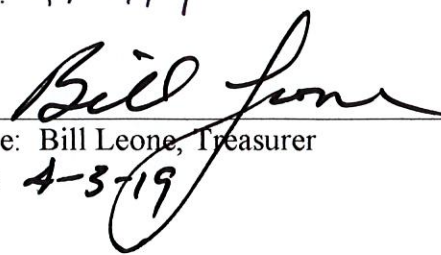
For the Town of Rockport:

Name:
Date:

For the Rockport Library Foundation:



Name: Ann Filley, President
Date: 4/3/19



Name: Bill Leone, Treasurer
Date: 4-3-19

TOWN OF ROCKPORT

ANNUAL TOWN MEETING WARRANT

Tuesday, June 11, 2019 and

Wednesday, June 12, 2019

To: Randy Gagne, Constable of the Town of Rockport, in the County of Knox, State of Maine

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Rockport in said County, qualified by law to vote in Town affairs, to meet at the Rockport Town Office, of the said Town of Rockport, on Tuesday, the 11th day of June, 2019 at 8:00 o'clock in the forenoon to 8:00 o'clock in the evening to vote on Articles 1 through 10 at which time the meeting will adjourn. The adjourned meeting will be reopened on Wednesday, the 12th day of June 2019 at the Rockport Opera House, at 7:00 o'clock in the evening, then and there to act on the remaining articles in the warrant.

Article 1. To elect a moderator to preside at said meeting.

Article 2. To elect:

- a. One Select Board members and overseers of the poor for three-year terms.
- b. Three Budget Committee members for three-year terms.
- c. One Budget Committee member for one-year term.
- d. Two Library Committee members for three-year terms.
- e. One Director of SAD #28 and to also serve concurrently on the Five Town CSD School Board for a three-year term.

Article 3. Shall an Ordinance entitled "Local Food Sovereignty Ordinance" be enacted?

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 4. Shall an ordinance entitled, Ordinance Limiting Home Cultivation of Marijuana for Personal Adult Use" be enacted?

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 5. Shall an ordinance entitled, "Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 to add a new definition for resident," be enacted?

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

2019 Annual Town Meeting Warrant – continued

Article 6. Shall an Ordinance entitled, “Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1 to revise the requirements for moorings,” be enacted?

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 7. Shall an ordinance entitled, “Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507 to add winter mooring specifications,” be enacted?

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 8. Shall an Ordinance entitled, “Ordinance amending the Town of Rockport Coastal Waters and Harbor at section 601.9 to establish requirements for encapsulated polystyrene floatation,” be enacted?

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 9. To see if the Town will vote to approve the sale of a portion of Town owned land located at Map 018 Lot 077, as depicted on the plan on file at the Rockport Town Office, located behind the West Rockport Fire Station, to the abutter, Nelson M Tolman, for One Dollar and land exchanged, for the purpose of clarifying the common boundary and improving the town owned lot configuration for siting a new Fire Station at that location.

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 10. Shall the Town:

- (1) Approve the design, site preparation, and construction of a sewer line extension from Sea Light Lane to South Street along Route 1, including all other expenses reasonably related thereto (the “Project”);
- (2) Appropriate the sum of \$4,500,000 as funds for the costs of the Project to be funded through general obligation bonds; and
- (3) Authorize the Select Board to issue, at one time or from time to time, general obligation securities of the Town of Rockport, Maine, including future refunding obligations, in an aggregate principal amount not to exceed \$4,500,000

FINANCIAL STATEMENT

Total Town Indebtedness:

A. Bonds outstanding and unpaid:	\$ 2,147,889
B. Bonds authorized and unissued:	\$ 1,500,000
C. Bonds to be issued if this Article is approved:	<u>\$ 4,500,000</u>
Total	\$ 8,147,889

Costs:

At an estimated interest rate of 2% for an estimated 20-year maturity, the estimated costs of this bond issue will be:

Principal:	\$ 4,500,000
Interest:	<u>\$ 1,004,105</u>
Total Debt Service:	\$ 5,504,105

Validity: The validity of the bonds and the voters’ ratification of the bonds may not be affected by any errors in the above estimates. If the actual amount of the total debt service for the bond issue varies from the estimate, the ratification by the electors is nonetheless conclusive and the validity of the bond issue is not affected by reason of the variance.

S/ _____, Town Treasurer

Budget Committee Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND
Select Board Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND

2019 Annual Town Meeting Warrant – continued

Article 11. To see if the Town will vote to raise and appropriate the following for General Government for the 2019/2020 fiscal year:

A.	Administration.....	\$77,505
B.	Town Manager.....	\$322,110
C.	Town Clerk.....	\$242,270
D.	Planning & Community Development	\$203,253
E.	Finance	\$183,275
F.	Assessing.....	\$208,286
G.	Town Office Building.....	\$156,607
H.	Insurance.....	\$79,092

Total.....\$1,472,398

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 12. To see if the Town will vote to raise and appropriate the following for Public Assistance for the 2019/2020 fiscal year:

A.	General Assistance	\$27,930
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Total.....\$27,930

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 13. To see if the Town will vote to raise and appropriate the following for Public Safety for the 2019/2020 fiscal year:

A.	Police Department	\$605,495
B.	Fire Department.....	\$545,880
C.	West Rockport Fire Station	\$5,979
D.	Other Public Safety Services	\$319,037
E.	Animal Control.....	\$5,864
F.	Harbormaster	\$202,855
G.	Public Safety Building.....	\$39,800
H.	Emergency Management	\$6,060

Total.....\$1,730,970

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

2019 Annual Town Meeting Warrant – continued

Article 14. To see if the Town will vote to raise and appropriate the following for Public Works for the 2019/2020 fiscal year:

A. Public Works\$1,786,900
B. Sanitation.....\$169,350

Total.....\$1,956,250

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 15. To see if the Town will vote to raise and appropriate the following for Culture and Recreation for the 2019/2020 fiscal year:

A. Library\$447,009
B. Conservation Commission\$9,645
C. Parks\$81,765
D. Opera House\$126,220
E. Library Building (1 Limerock)\$300
F. Recreation.....\$56,181

Total.....\$721,120

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 16. To see if the Town will vote to raise and appropriate the following for Long Term Debt (Debt Payments) for the 2019/2020 fiscal year:

A. Debt\$259,041

Total.....\$259,041

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 17. To see if the Town will vote to raise and appropriate the following for County Fees for the 2019/2020 fiscal year:

A. County Service, E-911.....\$70,042
B. County Service, Dispatch\$34,512

Total.....\$104,554

Budget Committee Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

2019 Annual Town Meeting Warrant – continued

Article 18. To see if the Town will vote to raise and appropriate the following for Cemeteries and Special Assessments for the 2019/2020 fiscal year:

A.	Cemeteries	\$55,572
B.	Special Assessments	\$6,800
	Total.....	\$62,372

Budget Committee Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND
Select Board Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND

Article 19. To see if the Town will vote to raise and appropriate the following as Revenue from the following sources to be used in reducing the property tax assessment for the 2019/2020 fiscal year:

A.	General Government.....	\$1,228,675
B.	Public Assistance	\$13,055
C.	Public Safety.....	\$310,398
D.	Public Works	\$177,964
E.	Culture and Recreation	\$129,692
F.	All Other – Cemeteries	\$32,700
G.	Unassigned Fund Balance	\$160,000
H.	Special Assessments	\$130,000
	Total.....	\$2,182,484

Budget Committee Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND
Select Board Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND

Article 20. To see if the Town will vote to authorize the transfer of all unexpended balances to fund balance and to authorize the overdrafts that may occur in the Town operations in the 2019/2020 budget to be taken from fund balance?

Budget Committee Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND
Select Board Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND

Article 21. To see if the Town will vote to authorize the payment of tax abatements and applicable interest from the property tax overlay account?

Budget Committee Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND
Select Board Votes:	0 For, 0 Against, 0 Abstain	RECOMMEND

2019 Annual Town Meeting Warrant – continued

Article 22. To see if the Town will vote to authorize the Select Board, on behalf of the Town to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable, and to execute quit claim deeds for the property. The sale or disposal shall be made only after consultation with the Planning Board and the Conservation Commission, except for the purpose of clearing title or of reconveyance of real estate to the original owner or in the case of time-share units, reconveyance back to the original owner or the time-share estates association of unit owners; property to be disposed of by written policy and on terms the Select Board deem advisable.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 23. To see if the Town will vote to authorize the Select Board, on behalf of the Town to sell and dispose of any real estate acquired by the Town for non-payment of wastewater thereon, on such terms as they deem advisable, and to execute quit claim deeds for the property. The sale or disposal shall be made only after consultation with the Planning Board and the Conservation Commission, except for the purpose of clearing title or of reconveyance of real estate to the original owner. Property to be disposed of by written policy and on terms the Select Board deem advisable.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 24. To see if the Town will vote to set October 15, 2019 and April 15, 2020 as the tax installment due dates.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 25. To see if the Town will vote to set October 16, 2019 and April 16, 2020 as the tax delinquency dates and to fix the rate of interest on delinquent taxes at 8.00% interest per year.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 26. To see if the Town will vote to fix the rate of interest on delinquent wastewater charges at 8.00% interest per year.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

Article 27. To see if the Town will authorize the Select Board and Treasurer, on behalf of the Town, to accept gifts, real estate, and certain funds, including trust funds, that may be given or left to the Town.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

- Article 28.** To see if the Town will vote to authorize the Select Board to accept those conservation easements which the Select Board deem appropriate in the name of the Town of Rockport, provided however, said conservation easements are first considered by the Rockport Conservation Commission and Planning Board.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

- Article 29.** To see if the Town will authorize the Treasurer to waive the foreclosure of tax lien mortgages pursuant to 36 M.R.S.A. sec. 944 upon a finding by the Select Board that ownership of the property subject to the lien would be contrary to the Town's best interest.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

- Article 30.** To see if the Town will authorize the Select Board to enter into boundary line agreements with abutting property owners to establish the boundary line of any property of the Town, including the boundary lines of the rights-of-way of roads.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

- Article 31.** To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a "tax club" payment plan for commercial and/or residential real estate property taxes, whereby:

- (1) The taxpayer agrees to pay specified monthly payments to the Town based on his/her estimated and actual tax obligation for current year real estate property taxes;
- (2) The Town agrees not to charge interest on timely payments made pursuant to the tax club agreement;
- (3) The Town authorizes the collector to accept tax club payments for current year taxes which may be due prior to the commitment of those taxes;
- (4) The agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due date(s) and interest date(s) and rate as other taxpayers who are not participating in the tax club;
- (5) Only taxpayers who do not have outstanding tax obligations for prior tax years are eligible to participate in the tax club program; and
- (6) Taxpayers wishing to participate in the tax club for a particular property tax year shall enter an agreement with the Town by a publicly-advertised deadline determined by the Tax Collector.

Select Board Votes: 0 For, 0 Against, 0 Abstain RECOMMEND

2019 Annual Town Meeting Warrant – continued

Date: April 8, 2019 _____
Kenneth McKinley, Chair

Debra Hall, Vice-Chair

Douglas Cole

Jeffery Hamilton

Mark Kelley

ROCKPORT SELECT BOARD

Attest:

Linda M. Greenlaw, Town Clerk

Manager's Comments:

As you move into this section of the agenda, articles 3 – 10 are all articles that are included on the June Town Meeting warrant, but are actually “ballot articles” that are voted on at the polls on June 11th, rather than at “Open Town Meeting” held on Wednesday the 12th.

Normally, these articles are handled through the planning office, as they largely contain ordinance changes that are written and revised and handled in that Department.

Unfortunately, the planner missed the deadline for advertising the zoning and land use articles, as well as these other ordinances change articles. This would have allowed us to have a public hearing on the same night as the meeting to place them on the ballot and recommend them, as intended.

This mistake means that all of the Zoning and Land use articles cannot be on the ballot for this meeting and will have to wait until November or next June. Fortunately, the dates for non -zoning changes, allow more time and we do have time to advertise and hold the Public Hearings, in compliance with the law. Unfortunately, we cannot do it at this meeting. The date for the Public Hearing on these articles is set for Monday, April 29th.

The articles taken up at Open Town Meeting (11-31) do not require a Public Hearing, as the Town Meeting is the Public Hearing. However, articles 3-10 **do** require a public hearing as there is no “town meeting” component and the law contemplates voters’ interest in getting questions asked and answered before entering the ballot booth to vote.

The statute for non- zoning articles requires that the Public Hearing be held 10 days before the vote and advertised in the paper 7 days before the hearing. Because of early voting, which begins on May 13th, the **last day** to hold the public hearing is April 30th. I suspect that the failure to consider the early voting date in his calculation caused the problem in the planning office.

Finally, I checked with our Lawyer and there is no requirement that the articles be read word for word, if the text of each of the articles and ordinances are available at the meeting for people attending. we will have copies of the text of the articles as well as the ordinance changes at the meeting as well as they will be posted on line.

- f. Vote to place Food Sovereignty Ordinance Article Three (3) on the June 2019 Annual Town Meeting Warrant

Manager's Comments:

Included in your packet is a copy of the proposed food sovereignty ordinance as presented and approved at a previous Select Board meeting as revised by Town Counsel, Phil Saucier. The revised ordinance is fully compliant to State Statute.

This ordinance encourages food self-sufficiency for its residents. This Ordinance adopts the policies underlying the Maine Food Sovereignty Act as outlined in 7 M.R.S. § 283.

Suggested Motion:

I move to vote to place Article Three (3), the Food Sovereignty Ordinance, on the June 2019 Annual Town Meeting Warrant as presented (amended)

- g. Recommendation vote by the Select Board on Food Sovereignty Ordinance Article Three (3) of the June 2019 Annual Town Meeting Warrant

Manager's Comments:

Once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend the Food Sovereignty Ordinance, Article Three (3) on the June 2019 Annual Town Meeting Warrant

Article 3. Shall an Ordinance entitled “Local Food Sovereignty Ordinance” be enacted?

Whereas the Town of Rockport deems it in the best interest of its citizens to encourage food self-sufficiency as allowed by 7 M.R.S. 283.

Now Therefore the Town of Rockport does ordain as follows:

Sec. 1. Short Title

This ordinance shall be known and may be cited as the “Local Food Sovereignty Ordinance.”

Sec. 2. Purpose

The Town of Rockport encourages food self-sufficiency for its residents. This Ordinance adopts the policies underlying the Maine Food Sovereignty Act as outlined in 7 M.R.S. § 283.

Sec. 3. Words and Phrases Defined

For the purposes of this article, certain words and phrases are defined as follows:

1. Direct producer-to-consumer transaction; "Direct producer-to-consumer transaction" means a face-to-face transaction involving food or food products at the site of production of those food or food products.

2. Food or food products. "Food or food products" means food or food products intended for human consumption, including, but not limited to, milk or milk products, meat or meat products, poultry or poultry products, fish or fish products, seafood or seafood products, fresh produce, cider or juice, acidified foods or canned fruits or vegetables.

3. State food law. "State food law" means any provision of Title 7 or Title 22 of the Maine Revised Statutes that regulates direct producer-to-consumer transactions.

Sec. 4. License and Inspection Exemptions

1. Direct producer-to-consumer transactions of food or food products shall be exempt from State food laws in the Town of Rockport.

a. These exemptions do not apply to any meat or poultry products that are licensed and inspected by the State of Maine in compliance with applicable federal acts.

2. An individual who grows, produces, processes or prepares food or food products for purposes other than direct producer-to-consumer transactions shall grow, produce, process or prepare the food or food products in compliance with all applicable state and federal food safety laws, rules and regulations.

Sec. 5. Authority

1. This ordinance is adopted and enacted pursuant to 7 M.R.S. §§ 281-286, the Maine Food Sovereignty Act.

2. To the extent that any provision of this ordinance is deemed invalid by a court of competent jurisdiction, such provision shall be removed from the ordinance and the balance of the ordinance shall remain valid.

- h. Vote to place Marijuana Cultivation Ordinance Article Four (4) on the June 2019 Annual Town Meeting Warrant

Manager's Comments:

Included in your packet is a copy of the proposed ordinance.

This ordinance clears up a loophole in the statute by making it clear that you cannot grow marijuana for anyone, that does not live at the place where the plants are being grown. There have been some issues in parts of the State and other parts of the country, where individuals are paying someone to grow their plants for them, bypassing the "commercial growing" operations, currently not permitted in Rockport. This has been developed with the assistance of Town Counsel and in compliance with current statute.

From the ordinance, "home cultivation of marijuana for personal adult use by a person 21 years of age or older is limited to cultivation of three mature marijuana plants, twelve immature marijuana plants and an unlimited number of seedlings by each person 21 years of age or older who is domiciled on a parcel or tract of land, pursuant to 28-B MRSA section 1502. No person shall be permitted to cultivate marijuana plants or seedlings on a parcel or tract of land on which he or she is not domiciled. Nothing in this ordinance is intended to prohibit the lawful cultivation, use possession or conduct pursuant to the Maine Medical use of Marijuana Act 22 MRD+SA section 2421-2430-B."

Suggested Motion:

I move to vote to place Article Four (4), the Marijuana Cultivation Ordinance, on the June 2019 Annual Town Meeting Warrant as presented. (Amended)

- i. Recommendation vote by the Select Board on Marijuana Cultivation Ordinance Article Four (4) of the June 2019 Annual Town Meeting Warrant

Manager's Comments:

As done previously, once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend Article Four (4), the Marijuana Cultivation Ordinance on the June 2019 Annual Town Meeting Warrant

Article 4. Shall an ordinance entitled, Ordinance Limiting Home Cultivation of Marijuana for Personal Adult Use” be enacted?

Whereas the Town of Rockport deems it in the best interest of its citizens to limit the cultivation of marijuana for personal adult use with the Town, without affecting cultivation, use or distribution of Medical marijuana as allowed by 22 MRSA Chapter 558-C

Now Therefore the Town of Rockport does ordain as follows:

Section 1: Legislative Authority

This ordinance is enacted pursuant to the Marijuana legalization Act 28-B MRSA Section 1502 Municipal Home Rule Authority, Maine Constitution Article VIII, Part 2 and 30-A MRSA Section 3001

Section 2: Limitation of Home Cultivation

Home cultivation of marijuana for personal adult use by a person 21 years of age or older is limited to cultivation of three mature marijuana plants, twelve immature marijuana plants and an unlimited number of seedlings by each person 21 years of age or older who is domiciled on a parcel or tract of land, pursuant to 28-B MRSA section 1502. No person shall be permitted to cultivate marijuana plants or seedlings on a parcel or tract of land on which he or she is not domiciled. Nothing in the=s ordinance is intended to prohibit the lawful cultivation, use possession or conduct pursuant to the Maine Medical use of Marijuana Act 22 MRD+SA section 2421-2430-B.

Section 3: Effective Date: Duration

This ordinance shall take effect immediately upon enactment by the Town of Rockport unless otherwise provided and shall remain in effect until it is amended or repealed.

Section 4: Enforcement Violations and Penalties

This Ordinance shall be enforced by the municipal officers or their designee. Violation of this Ordinance shall be subject to the enforcement and penalty provisions of 30-A MRSA section 4452

- j. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 Article Five (5) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

A copy of the proposed amendment is included in your packet.

Under the current ordinance, the residency requirement uses the registered voter standard to establish residency. The way the ordinance currently stands, it eliminates people who are taxpayers and live here seasonally and claim their permanent residency someplace else. The proposed amendment expands this definition to include anyone who claims Rockport as their residence and people who are property taxpayers, but not FT residents.

When reading this, I am concerned about the reference to the “or seasonal place of residence” and would recommend deleting the words “or seasonal” from the language of the ordinance.

I understand the intent of the Harbor Committee, but those words go a little too far and could have unintended consequences. Is someone living in a campground or on their boat in the harbor during the summer, a seasonal resident? The application of the taxpayer standard would cover non-resident taxpayers and would accomplish the goal of the Harbor Committee of including these people.

In addition, I would add the words “excluding Timeshares” to the third bullet. To limit timeshares owners, from being eligible as a resident under the ordinance as that was also not the intent of the ordinance.

Definition:

Resident: A resident for the purposes of this Ordinance shall include at least one of the following:

- A person who claims Rockport as their permanent or seasonal place of residence
- A person who is registered to vote in Rockport
- A person is a property tax payer in Rockport, excluding Timeshares

Suggested Motion – I move to amend the ordinance amendment the Town of Rockport Coastal Waters and Harbor at Section 202 to add a new definition for resident, by removing the words “or seasonal” from the first bullet under definitions to read “A person who claims Rockport as their permanent place of residence”

Suggested Motion – I move to amend the ordinance amendment the Town of Rockport Coastal Waters and Harbor at Section 202 to add a new definition for resident, by adding the words “excluding timeshares” from the third bullet, under definitions to read “A person is a property tax payer in Rockport, excluding Timeshares”

Suggested Motion- I move to vote to place Article Five (5), an Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 on the June 2019 Annual Town Meeting Warrant as amended. (presented)

Article 5. Shall an ordinance entitled, “Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 to add a new definition for resident,” be enacted?

Definition:

Resident: A resident for the purposes of this Ordinance shall include at least one of the following:

- A person who is eligible to vote in Rockport.
- A person is a property tax payer in Rockport excluding timeshare owners.

- k. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 Article Five (5) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

As done previously done, once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend Article Five (5), an Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 202 on the June 2019 Annual Town Meeting Warrant as amended. (presented)

1. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1 Article Six (6) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

A copy of the proposed amendment is included in your packet. This article amends the previous mooring specifications to be more in line with industry standards.

Suggested Motion:

I move to vote to place Article Six (6), an Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1, on the June 2019 Annual Town Meeting Warrant as presented, (amended)

- m. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1 Article Six (6) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

As done previously done, once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend Article Six (6), an ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1 on the June 2019 Annual Town Meeting Warrant as presented. (amended)

Article 6. Shall an Ordinance entitled, “Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 503.1 to revise the requirements for moorings,” be enacted?

503.1- Mooring Specifications

All moorings shall meet the following minimum standards which are designed for normal weather conditions. It is the mooring owner’s responsibility to ensure that additional precautions are taken in the event of gale winds and/or extreme tides. The safe and serviceable condition and adequate size of all mooring equipment is the responsibility of the mooring permit holder. The prudent seaman rule shall apply.

The Harbormaster or its designee reserve the right to require a vessel owner to increase the minimum mooring standard for any vessel should they determine the minimum standard would be inadequate because of the unusual design of the vessel such as but not limited to excessive weight, windage or draft.

Minimum Mooring Specifications

Vessel Length Granite Dry Weight Bottom Chain Top Chain Pennant size

<u>0-16’</u>	<u>1000#</u>	<u>½” (diameter)</u>	<u>3/8” (diameter)</u>	<u>½”</u>
<u>17-22’</u>	<u>2000#</u>	<u>¾”</u>	<u>3/8”</u>	<u>“1/2”</u>
<u>23-30’</u>	<u>4000#</u>	<u>1”</u>	<u>½”</u>	<u>5/8”</u>
<u>31-40’</u>	<u>5000#</u>	<u>1”</u>	<u>½”</u>	<u>¾”</u>
<u>41-50’</u>	<u>6000#</u>	<u>1”</u>	<u>5/8”</u>	<u>1”</u>
<u>51’<</u>	<u>Harbormaster Approval</u>			

All granite moorings shall have a minimum staple diameter of 1”.

All Moorings

Any mooring other than a granite block shall be at the Harbormaster’s discretion.

If the mooring is set in less than 15’ at MLW; the bottom chain length shall be 5’ more than the depth at mean low water (MLW) and additionally the top chain length shall equal the mean high-water depth (MHW). When a mooring site is in deeper water than 15’ mean low water (MLW), the length of bottom chain shall be 15’-30’ and additionally the top chain length shall equal the depth at MHW.

All chain and connecting shackles shall be load rated and shackle pins shall be secured with multi-strand stainless steel wire. All shackles shall be a minimum of one size larger than the chain it is attached to.

Pennants shall be made of nylon or Harbormaster approved type line and shall have proper chafe gear. The pennant length shall be no less than two times and more than three times the height from the bow chock to the water, plus the distance from the chock to the cleat on deck.

Mooring buoys shall be inflated, formed, molded or fabricated from rubber, plastic, fiberglass or steel and shall be a minimum of 18 inches in diameter.

All transient/service moorings shall be white and marked with the owner’s identification, mooring number and maximum vessel length. All private moorings shall be marked with the mooring number.

The use of wood mooring spars is prohibited. Winter mooring markers shall not be installed prior to September 15th and must be removed prior to June 1st.

- n. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507 Article Seven (7) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

This article requires that all boats left on moorings for the period from December 1st – March 1st, require harbormaster approval.

Under the proposed amended ordinance, the Harbormaster shall grant approval for use of moorings during the winter period only if the Harbormaster determines that the boat owner has adequately demonstrated that: (i) the vessel to be moored is seaworthy; (ii) the mooring or anchoring gear is adequate to withstand ice and other adverse weather conditions; and (iii) the vessel owner has adequate access to the vessel in winter conditions. Harbormaster approval does not imply an assurance of security and the ultimate risk lies with the vessel owner.

Suggested Motion:

I move to vote to place Article Seven (7), an ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507, on the June 2019 Annual Town Meeting Warrant as presented. (amended)

- o. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507 Article Seven (7) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

As done previously done, once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend Article Seven (7), an ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507 to add winter mooring specifications on the June 2019 Annual Town Meeting Warrant as presented. (amended)

Article 7. Shall an ordinance entitled, “Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 507 to add winter mooring specifications,” be enacted?

507- Winter Moorings

No moorings shall be occupied in Rockport Harbor during the winter period from Dec 1st to March 1st, without advance approval by the Harbormaster. The Harbormaster shall grant approval for use of moorings during the winter period only if the Harbormaster determines that the boat owner has adequately demonstrated that: (i) the vessel to be moored is seaworthy; (ii) the mooring or anchoring gear is adequate to withstand ice and other adverse weather conditions; and (iii) the vessel owner has adequate access to the vessel in winter conditions. Harbormaster approval does not imply an assurance of security and the ultimate risk lies with the vessel owner.

- p. Vote to place Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 601.9 Article Eight (8) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

A copy of the proposed revision is included in your packet. Under this revised ordinance All floats constructed or replaced in the harbor after July 1st, 2019 will be constructed with encapsulated floatation. The intent is to eventually eliminate all unencapsulated polystyrene floatation from Rockport Harbor.

Suggested Motion:

I move to vote to place Article Eight (8), an ordinance amending the Town of Rockport Coastal Waters and Harbor at section 601.9 to establish requirements for encapsulated polystyrene floatation on the June 2019 Annual Town Meeting Warrant as presented. (amended)

- q. Recommendation vote by the Select Board on the Ordinance amending the Town of Rockport Coastal Waters and Harbor at Section 601.9 Article Eight (8) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments"

As done previously done, once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend Article Eight (8), an ordinance amending the Town of Rockport Coastal Waters and Harbor at section 601.9 to establish requirements for encapsulated polystyrene floatation on the June 2019 Annual Town Meeting Warrant as presented. (amended)

Article 8.

Shall an Ordinance entitled, “Ordinance amending the Town of Rockport Coastal Waters and Harbor at section 601.9 to establish requirements for encapsulated polystyrene floatation,” be enacted?

601.9

All floats constructed or replaced in the harbor after July 1st, 2019 shall be constructed with encapsulated floatation. The intent is to eventually eliminate all unencapsulated polystyrene floatation.

- r. Vote to place on the warrant the sale of a portion of Town owned land located at Map 018 Lot 077, Article Nine (9) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

As discussed at a previous meeting of the Select Board, passage of this article will exchange a piece of the land, purchased in 2016 for the future expansion of the West Rockport Fire Station with the Nelson M. Tolman, the abutter, for One Dollar and land exchanged. This will allow for better siting of a future Fire Station with proper setbacks and allowances around the building for expansion.

The land being conveyed to Mr. Tolman is of no value to the Town and we will maintain the most valuable land for Town use. By adding this land to the current Tolman lot, it could become more valuable, for future economic development and more tax dollars if a bigger building we able to be located on the lot.

Suggested Motion:

I move to vote to place Article Nine (9) the sale of a portion of Town owned land located at Map 018 Lot 077, on the June 2019 Annual Town Meeting Warrant.

- s. Recommendation vote by the Select Board on the sale of a portion of Town owned land located at Map 018 Lot 077, Article Nine (9) on the June 2019 Annual Town Meeting Warrant.

Manager's Comments:

As done previously done, once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend Article Nine (9) the sale of a portion of Town owned land located at Map 018 Lot 077, on the June 2019 Annual Town Meeting Warrant.

- t. Vote to place on the warrant the design, site preparation, and construction of a sewer line extension on Article Ten (10) on the June Annual Town Meeting Warrant, Vote to Appropriate the sum of \$4,500,000 as funds for the costs of the Project to be funded through general obligation bonds; and Vote to Authorize the Select Board to issue, at one time or from time to time, general obligation securities of the Town of Rockport, Maine, including future refunding obligations, in an aggregate principal amount not to exceed \$4,500,000;

Manager's Comments:

On February 11th 2019 the Select Board voted to move forward with the process of developing a bond proposal to complete the construction of a sewer extension along the unserved portion of Route 1, between Sea light lane and Pen Bay Hospital. This followed a long series of previous actions on the part of the Board and the Town, spanning several years beginning with preliminary investigative and survey work, and preliminary design work.

At a special Town Meeting in 2018, voters approved a change in the TIP plan and approved the expenditure of existing TIF funds for the purpose of final design of the system that would go out to bid once voters approve a bond to build the system. That final design is in process now and will be completed soon.

The payments of principal and interest for this bond is covered entirely with TIP proceeds and from sewer user fees and this has no impact to the taxpayers.

Suggested Motion:

I move to vote to place Article Ten (10) for the design, site preparation, and construction of a sewer line extension on the June Annual Town Meeting Warrant. Further, this article once passed, will appropriate the sum of \$4,500,000 as funds for the costs of the Project to be funded through general obligation bonds; and to Authorize the Select Board to issue, at one time or from time to time, general obligation securities of the Town of Rockport, Maine, including future refunding obligations, in an aggregate principal amount not to exceed \$4,500,000.

- u. Recommendation vote by the Select Board on the of Sewer Line Extension on Article Ten (10) on the June Annual Town Meeting Warrant.

Manager's Comments:

As done previously done, once each article is placed on the warrant, the Board is required to record their recommendations for or against the article with a recommendation that appears on the warrant and Ballot.

Suggested Motion:

I move to vote to recommend Article Ten (10) for the design, site preparation, and construction of a sewer line extension on the June Annual Town Meeting Warrant.

- v. Final discussions and decisions on Budget Articles Eleven (11) through Twenty-one (21) and votes by the Select Board to place these Articles on the June 2019 Annual Town Meeting Warrant

Manager's Comments:

What follows are all the articles that will be voted on at Open Town Meeting on June 12th at the Rockport Opera House. These are all the budget articles (11-21) that have been developed through the budget process beginning last November and presented to the Select Board and Budget Committee over the past two months.

They have been put into the appropriate "cost center" warrant article language as approved by the Select Board, for the meeting.

The Select Board will need to vote to "**Place**" the article on the warrant in one action and in a similar, but following action, they will vote to "**Recommend**" each article as presented (or amended).

As they currently stand, they contain the recommended changes contained in the Budget Committee letter from the Board Chair, that came out of the last budget Committee meeting. Any amendments by the board, at this time will need to be made by formal vote to amend the article before placing it on the warrant.

Article 11. To see if the Town will vote to raise and appropriate the following for General Government for the 2019/2020 fiscal year:

A.	Administration	\$77,505
B.	Town Manager	\$322,110
C.	Town Clerk	\$242,270
D.	Planning & Community Development.....	\$203,253
E.	Finance.....	\$183,275
F.	Assessing.....	\$208,286
G.	Town Office Building	\$156,607
H.	Insurance	\$79,092

Total \$1,472,398

Suggested Motion:

I move to vote to place Article Eleven (11) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Eleven (11) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 12. To see if the Town will vote to raise and appropriate the following for Public Assistance for the 2019/2020 fiscal year:

A.	General Assistance.....	\$27,930
	Total	\$27,930

Suggested Motion:

I move to vote to place Article Twelve (12) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twelve (12) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 13. To see if the Town will vote to raise and appropriate the following for Public Safety for the 2019/2020 fiscal year:

A.	Police Department.....	\$605,495
B.	Fire Department	\$545,880
C.	West Rockport Fire Station.....	\$5,979
D.	Other Public Safety Services	\$319,037
E.	Animal Control	\$5,864
F.	Harbormaster.....	\$202,855
G.	Public Safety Building	\$39,800
H.	Emergency Management	\$6,060
	Total	\$1,730,970

Suggested Motion:

I move to vote to place Article Thirteen (13) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Thirteen (13) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 14.	To see if the Town will vote to raise and appropriate the following for Public Works for the 2019/2020 fiscal year:	
A.	Public Works.....	\$1,786,900
B.	Sanitation	\$169,350
	Total	\$1,956,250

Suggested Motion:

I move to vote to place Article Fourteen (14) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Fourteen (14) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 15.	To see if the Town will vote to raise and appropriate the following for Culture and Recreation for the 2019/2020 fiscal year:	
A.	Library.....	\$447,009
B.	Conservation Commission	\$9,645
C.	Parks	\$81,765
D.	Opera House.....	\$126,220
E.	Library Building (1 Limerock)	\$300
F.	Recreation.....	\$56,181
	Total	\$721,120

Suggested Motion:

I move to vote to place Article fifteen (15) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article fifteen (15) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 16. To see if the Town will vote to raise and appropriate the following for Long Term Debt (Debt Payments) for the 2019/2020 fiscal year:

A. Debt.....\$259,041

Total\$259,041

Suggested Motion:

I move to vote to place Article Sixteen (16) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Sixteen (16) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 17. To see if the Town will vote to raise and appropriate the following for County Fees for the 2019/2020 fiscal year:

A. County Service, E-911\$70,042

B. County Service, Dispatch.....\$34,512

Total\$104,554

Suggested Motion:

I move to vote to place Article seventeen (17) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article seventeen (17) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 18. To see if the Town will vote to raise and appropriate the following for Cemeteries and Special Assessments for the 2019/2020 fiscal year:

A. Cemeteries.....\$55,572

B. Special Assessments\$6,800

Total\$62,372

Suggested Motion:

I move to vote to place Article Eighteen (18) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Eighteen (18) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 19. To see if the Town will vote to raise and appropriate the following as Revenue from the following sources to be used in reducing the property tax assessment for the 2019/2020 fiscal year:

A.	General Government	\$1,228,675
B.	Public Assistance	\$13,055
C.	Public Safety	\$310,398
D.	Public Works.....	\$177,964
E.	Culture and Recreation	\$129,692
F.	All Other – Cemeteries	\$32,700
G.	Unassigned Fund Balance.....	\$160,000
H.	Special Assessments	\$130,000
Total		\$2,182,484

Suggested Motion:

I move to vote to place Article Nineteen (19) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Nineteen (19) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 20. To see if the Town will vote to authorize the transfer of all unexpended balances to fund balance and to authorize the overdrafts that may occur in the Town operations in the 2019/2020 budget to be taken from fund balance?

Suggested Motion:

I move to vote to place Article Twenty (20) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (20) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 21. To see if the Town will vote to authorize the payment of tax abatements and applicable interest from the property tax overlay account?

Suggested Motion:

I move to vote to place Article Twenty-One (21) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty-One (21) on the June Annual Town Meeting Warrant as presented. (or amended)

- w. Recommendation votes by the Select Board on Budget Articles Eleven (11) through Twenty-one (21) of the June 2019 Annual Town Meeting Warrant

Manager's Comments:

These articles are Generally considered “housekeeping” articles that appear on the warrant every year.

As requested earlier, I did ask Town Counsel if it would be possible to word these articles in such a way that they could be voted on with language that make them in effect until repealed, at a future Town Meeting. His answer was simply no. They need to be voted at town meeting, each year.

- x. Vote to place Budget Articles Twenty-Two (22) through Thirty-one (31) on the June 2019 Annual Town Meeting Warrant

Article 22. To see if the Town will vote to authorize the Select Board, on behalf of the Town to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable, and to execute quit claim deeds for the property. The sale or disposal shall be made only after consultation with the Planning Board and the Conservation Commission, except for the purpose of clearing title or of reconveyance of real estate to the original owner or in the case of time-share units, reconveyance back to the original owner or the time-share estates association of unit owners; property to be disposed of by written policy and on terms the Select Board deem advisable.

Suggested Motion:

I move to vote to place Article Twenty (22) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (22) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 23. To see if the Town will vote to authorize the Select Board, on behalf of the Town to sell and dispose of any real estate acquired by the Town for non-payment of wastewater thereon, on such terms as they deem advisable, and to execute quit claim deeds for the property. The sale or disposal shall be made only after consultation with the Planning Board and the Conservation Commission, except for the purpose of clearing title or of reconveyance of real estate to the original owner. Property to be disposed of by written policy and on terms the Select Board deem advisable.

Suggested Motion:

I move to vote to place Article Twenty (23) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (23) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 24. To see if the Town will vote to set October 15, 2019 and April 15, 2020 as the tax installment due dates.

Suggested Motion:

I move to vote to place Article Twenty (24) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (24) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 25. To see if the Town will vote to set October 16, 2019 and April 16, 2020 as the tax delinquency dates and to fix the rate of interest on delinquent taxes at 8.00% interest per year.

Suggested Motion:

I move to vote to place Article Twenty (25) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion- I move to vote to recommend Article Twenty (25) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 26. To see if the Town will vote to fix the rate of interest on delinquent wastewater charges at 8.00% interest per year.

Suggested Motion:

I move to vote to place Article Twenty (26) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (26) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 27. To see if the Town will authorize the Select Board and Treasurer, on behalf of the Town, to accept gifts, real estate, and certain funds, including trust funds, that may be given or left to the Town.

Suggested Motion:

I move to vote to place Article Twenty (27) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (27) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 28. To see if the Town will vote to authorize the Select Board to accept those conservation easements which the Select Board deem appropriate in the name of the Town of Rockport, provided however, said conservation easements are first considered by the Rockport Conservation Commission and Planning Board.

Suggested Motion:

I move to vote to place Article Twenty (28) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (28) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 29. To see if the Town will authorize the Treasurer to waive the foreclosure of tax lien mortgages pursuant to 36 M.R.S.A. sec. 944 upon a finding by the Select Board that ownership of the property subject to the lien would be contrary to the Town's best interest.

Suggested Motion:

I move to vote to place Article Twenty (29) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (29) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 30. To see if the Town will authorize the Select Board to enter into boundary line agreements with abutting property owners to establish the boundary line of any property of the Town, including the boundary lines of the rights-of-way of roads.

Suggested Motion:

I move to vote to place Article Twenty (30) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (30) on the June Annual Town Meeting Warrant as presented. (or amended)

Article 31. To see if the Town will vote to authorize the Tax Collector to enter into a standard agreement with taxpayers establishing a "tax club" payment plan for commercial and/or residential real estate property taxes, whereby:

- (1) The taxpayer agrees to pay specified monthly payments to the Town based on his/her estimated and actual tax obligation for current year real estate property taxes;
- (2) The Town agrees not to charge interest on timely payments made pursuant to the tax club agreement;
- (3) The Town authorizes the collector to accept tax club payments for current year taxes which may be due prior to the commitment of those taxes;
- (4) The agreement is automatically terminated if a scheduled payment is late, and the taxpayer then becomes subject to the same due date(s) and interest date(s) and rate as other taxpayers who are not participating in the tax club;
- (5) Only taxpayers who do not have outstanding tax obligations for prior tax years are eligible to participate in the tax club program; and
- (6) Taxpayers wishing to participate in the tax club for a particular property tax year shall enter an agreement with the Town by a publicly-advertised deadline determined by the Tax Collector.

Suggested Motion:

I move to vote to place Article Twenty (31) on the June Annual Town Meeting Warrant as presented. (or amended)

Suggested Motion:

I move to vote to recommend Article Twenty (31) on the June Annual Town Meeting Warrant as presented. (or amended)

- y. Recommendation votes by the Select Board on Articles Twenty-two (22) through Thirty (31) of the June 2019 Annual Town Meeting Warrant

- z. Vote to set the annual town meeting date and time as stated in the first paragraph of the June 11, 2019 and June 12, 2019 Annual Town Meeting Warrant

Manager's Comments:

This is an annual "housekeeping" vote to set the date of Annual Town meeting as Tuesday June 11th (elections) and Wednesday, June 12th for Open Town Meeting.

Suggested Motion:

I move to set the annual town meeting date and time as stated in the first paragraph of the June 11th, 2019 Annual Town Meeting Warrant which states as follows:

"To: Randy Gagne, Constable of the Town of Rockport, in the County of Knox, State of Maine

Greetings:

In the name of the State of Maine, you are hereby required to notify and warn the voters of the Town of Rockport in said County, qualified by law to vote in Town affairs, to meet at the Rockport Town Office, of the said Town of Rockport, on Tuesday, the 11th day of June, 2019 at 8:00 o'clock in the forenoon to 8:00 o'clock in the evening to vote on Articles 1 through 10 at which time the meeting will adjourn. The adjourned meeting will be reopened on Wednesday, the 12th day of June 2019 at the Rockport Opera House, at 7:00 o'clock in the evening, then and there to act on the remaining articles in the warrant."

- aa. Authorize payment of \$24,000 to Scarborough Police Department coming out of the Police Department career development reserve account.

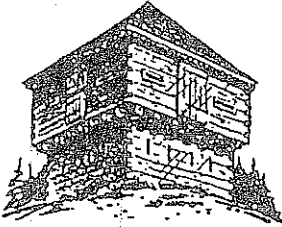
Manager's Comments:

By statute any town that pays for training and certification of a police officer is eligible for reimbursement for those costs in the event the officer leaves to work in another department within a 3-year period. We hired a certified officer that had been working at the Scarborough Police Department and they are requesting reimbursement in the amount of \$24,000.

This money is held in a reserve account for this specific purpose. Because it is in excess of \$2,000, it needs Select Board approval to authorize the payment.

Suggested Motion:

I move to Authorize payment of \$24,000 to Scarborough Police Department coming out of the Police Department career development reserve account



TOWN OF SCARBOROUGH

Police Department
SCARBOROUGH, MAINE
04074

Tel: 207-883-6361
Fax: 207-730-4250

ROBERT A. MOULTON
CHIEF OF POLICE

MARLA A. St.PIERRE
DEPUTY CHIEF

DAVID W. GROVER
DEPUTY CHIEF

Name	Rockport Police Department	Date	3/12/2019
	Attn: Chief Randy Gagne		
Address	P.O. Box 711	Invoice No.	507726
City	Rockport	State	Maine
		Zip	04856
		Customer #	81949

Qty	Description	Unit Price	TOTAL
1	Basic Law Enforcement Academy Training Antonio DeVecchio MCJA Graduate 05/20/2016	\$24,000.00	\$24,000.00
Subtotal			\$24,000.00
Shipping & Handling			
TOTAL			\$24,000.00

[1]

Please make check payable to:
Town of Scarborough
PO Box 360
Scarborough, Maine 04074

OK
RIB

bb. Vote to Approve Quit Claim Deed

Manager's Comments:

Included in your packet is a copy of a Quitclaim Deed for the payment of delinquent real-estate taxes on a timeshare located at Map T01, Lot A10-051. The Town Clerk has affirmed that these taxes have been paid. This releases any claim that the Town of Rockport has on that property due to nonpayment of taxes.

Suggested Motion:

I move to approve the Quitclaim Deed on a timeshare located at Map T01, Lot A10-051.

Municipal
QUITCLAIM DEED

(Maine Statutory Short Form)

The Inhabitants of the Municipality of Rockport, a body
corporate and politic, located at Knox County,
Maine, for consideration paid, release to David Goodhue
of 124 Chemin De La Grande Cote, Unit 104 Knox County,
St-Eustache, QC J7P 0E6
CANADA
the land in Rockport Knox County,

Maine: (here insert Description, and Encumbrances if any)
Being the Premises described as Map T01 Lot A10-051 of the Tax Maps of the
Town of Rockport.

The purpose of this deed is to release any interest the Town
of Rockport may have acquired by reason of the following liens for unpaid taxes,
recorded at the Knox County Registry of Deeds:

2016 Tax Lien, Book 5205 Page 109
2017 Tax Lien, Book 5324 Page 342

The said Inhabitants of the Municipality of Rockport
have caused this instrument to be signed in its corporate name by Kenneth McKinley, Debra Hall,
Douglas Cole, Mark Kelley and Jeffrey Hamilton
, its duly authorized, this
8th. day of April, 2019.

Kenneth McKinley, Chair

Debra Hall, Vice-Chair

Douglas Cole

Mark Kelley

Jeffrey Hamilton

State of Maine

County of Knox, ss April 8, 2019.

Then personally appeared the above named Kenneth McKinley, Debra Hall, Douglas Cole, Mark
Kelley and Jeffrey Hamilton of said body corporate and politic, and acknowledged the foregoing
instrument to be their free act and deed in their said capacity and free act and deed of said body
corporate and politic.

Before me,

Notary Public
Linda M. Greenlaw
Printed Name

cc. Preliminary Discussion regarding an infrastructure bond

Manager's Comments:

In your packet is a list of items that the Select Board has identified as possible bond items. These items will be reviewed by The CIP Committee and they will be making recommendations on these or any other items they might have to recommend.

Also included in your packet is a memo from Megan with a timeline of when things will need to be done in order to get a potential bond to the voters on November 5th. It might seem like we have all kinds of time, we really don't.

Mike is working on a list of sidewalk improvements, as well as road reconstruction projects that might need to be considered in a bond. These projects could bump the targeted 1.5-million-dollar amount, up significantly. It would not surprise me if they did not need \$500,000 - \$750,000 to complete.

Just so that there is clear understanding of how quickly the timing of this will take place, bond language should be prepared and approved by the SB by August 12th. So, while it may seem like November is a long way away, it isn't. Below is text from a document Phil and I prepared last year, with the dates changed for a ballot referendum item in November.

There are no special public hearing requirements other than those identified in Section 2528 of title 30-A for secret ballot referendum questions; however, you may recall that there is a special allowance that says that "The requirement for public hearing is not a prerequisite to the valid issuance of any bond, note or other obligation of a municipality authorized to borrow money by vote under any such particular article."

I, however, still recommend they hold a public hearing on it with the other referendum question items because I often include in my bond article approval for the project and an appropriation of funds (in addition to the authority to borrow money to fund the appropriation), so if someone wants to split hairs, a public hearing could be argued to be required – it may not be required in the end, but often there is no harm in treating it the same way.

- In this case, the **last day** for the Select Board to vote **to place a bond article on the ballot** is 60 days before November 5th or **Friday September 6th**
- **We recommend holding a public hearing on or before August 26th to ensure that the hearing is held before absentee ballots are available.** The public hearing can easily be held on the bond language as early as needed, and should probably be held on **Monday August 12th**. This does not preclude holding additional hearing/meetings at any point up to the vote.

There is no specific motion required at this point.



Town of Rockport, Maine

Finance Department

Town Office Building
101 Main Street
Rockport, Maine 04856

Megan A. Brackett, Finance Director

mbrackett@town.rockport.me.us

Telephone: 207.230.0180 x6

Fax: 207.706.4999

Date: April 1, 2019

To: Richard C. Bates. Town Manager

CC: Rockport Select Board

RE: Capital Improvement Projects

During the budget process the following projects were recognized as potential projects to be completed with a bond issue.

1. Mt. Pleasant Street – estimated cost \$390,000.
2. Sidewalks – Public Works and Pathways to identify the ones to be completed \$200,000.
3. Walker Park Seawall – estimate to be determined once engineering has been accomplished, place holder of \$400,000.
4. Lime Kilns – price unknown currently, place holder of \$325,000.
5. Tennis Courts – estimated cost of \$125,000.
6. Columbarium at Sea View Cemetery – estimated cost \$75,000 (some money currently in a reserve account).

These projects will be forwarded to the Capital Improvement Committee for their review and give them a chance to weigh in on these projects or other projects they think should be done.

Thank you,
Megan Brackett



Town of Rockport, Maine

Finance Department

Town Office Building
101 Main Street
Rockport, Maine 04856

Megan A. Brackett, Finance Director

mbrackett@town.rockport.me.us

Telephone: 207.230.0180 x6

Fax: 207.706.4999

Date: April 1, 2019

To: Richard C. Bates. Town Manager

CC: Rockport Select Board

RE: Timeline for Infrastructure Bond

Below I have drafted a timeline of events in order to get an infrastructure bond issue on the November 2019 ballot:

April –

9th – the Capital Improvement Committee to meet and review the new CIP and the items outlined from the Select Board during the budget process, also give them a chance to add other items if they deem necessary. The CIP Committee to have preliminary recommendations drafted and to the Select Board for their first meeting in May.

Pathways Committee and Public Works Director to determine the sidewalks that would be added to the infrastructure bond, this would need to be completed by the end of April.

May –

Public Works Director to work with the Town engineers, or others as deemed necessary to determine cost estimates for the sidewalks to be completed. These to be completed by the end of July.

13th – At the Select Board regular meeting review and discuss the recommendations from the CIP Committee. Send any recommendations or questions back to the CIP Committee through either the Select Board liaison or the Finance Director.

Public Works Director to identify any roads that may need to be added to the bond issue and have price estimates for these roads by the end of July.

June –

The CIP Committee to meet again to review any direction from the Select Board and refine the list should they need to.

Public Works Director to continue working on getting cost estimates for sidewalk projects.

July –

Public Works Director delivers all price estimates for sidewalks or roadways to the Finance Director by July 26th.

Town get the engineering done on the Walker Park Seawall project.

29th to August 6th – CIP Committee meets again to review any items the Public Works Director has identified and review the cost estimates for the Walker Park Seawall project and adjusts their recommendations to the Select Board as needed.

August –

12th – At the regularly scheduled Select Board meeting the Select Board will review and discuss any further recommendation from the CIP Committee and develop a final list of projects to be completed. All cost estimates should be done by the point, and the Select Board should have a final bonding number.

13th – 19th – The Finance Director will work with bond counsel to get a warrant article drafted and ready for the Select Board approval to be placed on the November warrant by September 6th.

September –

12th – All items related to this bond issue need to be completed because the warrant will have to go to the printers on or around September 13th.

October –

4th – On or around this day absentee ballots will be available.

November –

4th – Election Day

Thank you,
Megan Brackett

Capital Improvement Committee Meeting

Tuesday – April 9, 2019

5:00 p.m.

Richardson Room

Town Office – 101 Main Street - Rockport

A G E N D A

- Call Meeting to Order
- New Business
 - Discuss Bonding and Project Timeline
 - Review Select Board items for an Infrastructure Bond
 - Discuss any other items the Committee feels should be on the bond issue and why
- Schedule the next meeting to review the final recommendations to the Select Board
- Adjourn



Capital Improvement Plan

Town of Rockport, Maine

Fiscal Year 2019-2020

The Capital Improvement Plan (CIP) provides a comprehensive look at the Town's capital needs for both infrastructure and capital assets; both in terms of immediate needs as well as long-term requirements. The CIP assists Town Officials in multi-year planning, identifies capital improvement needs, and considers financial resources to keep facilities in adequate states of repair, assures that all vehicles are maintained and purchased on a regular recurring basis, and informs the public of projected capital infrastructure and asset improvements.

DRAFT

Table of Contents

Page #	Title	Brief Description
1	Title page	<i>Document heading (cover sheet) page</i>
3	Table of Contents	<i>Directory of the CIP document</i>
5	Introductions	<i>CIP Introduction</i>
5	Definitions	<i>Listing of key words and references</i>
5	Capital Asset	<i>Definition/examples</i>
5	Capital Infrastructure	<i>Definition/examples</i>
5	Purpose	<i>Define and outline the purpose of the CIP</i>
6	Benefits	<i>Define and outline the benefits of the CIP</i>
6	The Process	<i>Outline the steps to be taken</i>
6	The Capital Improvement Plan FY 19-20	<i>Brief description of what will be in the CIP</i>
9	New or Non-Scheduled Projects	<i>The back-up information for any project listed in this section.</i>
43	Projects Funded with Annual Reserve Deposits or Annual Budget Appropriations	<i>The back-up information for any project listed in this section.</i>
63	Vehicle and Equipment Replacement Schedules	<i>The back-up information for any project listed in this section.</i>

Capital Improvement Plan (CIP)

Town of Rockport, Maine

1. Introduction

For the last several years Town Officials have incorporated into the annual Town Budget a Capital Improvement Plan (CIP) that identified capital infrastructure improvements or replacements, major infrastructure repairs, and asset procurements. In November 2014, voters of the municipality approved an infrastructure bond for \$1.37 million and a taxable infrastructure bond for \$350,000, and in 2018 a Library Bond for \$1.5 million dollars.

The CIP shall include both capital infrastructure and capital asset management.

2. Definitions

Capital Asset

A **capital asset** has a value of more than \$5,000 individually, or collectively, with an estimated useful life of more than one year. Capital assets may include, but are not limited to: computer equipment, office furniture, fleet vehicles, public works vehicles and machinery, and emergency response vehicles, to name a few.

Capital Infrastructure

Capital infrastructure is any expenditure for physical improvements, including costs for: acquisition of existing buildings, land or interests in land; construction of new buildings or other structures, including additions and major alterations or repairs; construction of roads, highways, sidewalks, parking lots, or utilities; acquisition of fixed equipment; landscaping; and similar expenditures that cost more than \$50,000 with a useful life of five (5) years or more. Any change, alteration, rearrangement or addition to existing facilities, new construction, acquisition or improvements to sites, parking lots, buildings or service systems.

3. Purpose

The purpose of a written CIP is to formalize the process that develops the plan and to make sure the CIP becomes an integral part of the Town's annual budget process. The CIP will provide officials with key information related to the Town's infrastructure, its assets, and its financial resources to assure the citizens that the Town maintains its assets in the best interest of the public

Benefits of a Capital Improvement Plan

Facility Assessments every five years

Identifies Infrastructure Needs

Considers Funding Sources

Maintains a list of Capital Assets

Procures funding from various sources

Maintains public trust

4. Benefits

The CIP focuses attention on community goals, needs and capabilities. The Town benefits from updating infrastructure and assets so it does not become faced with insurmountable financial needs at any one particular time. The CIP can help achieve optimum use of tax dollars, and can assist in guiding future growth and development. The CIP promotes efficient governmental administration, and maintains a viable, sustainable, and stable financial program.

5. The Process

The process of developing the CIP begins with each department; requires a review by the Town Manager; and a presentation and acceptance by the Select Board. The Select Board may or may not include in the process the CIP Committee.

6. The Capital Improvement Plan Fiscal Year 2019-2020

The CIP for the fiscal year ending June 30, 2020 is being developed prior to the budget process to ensure that all capital items in the plan are included in the next fiscal year budget.

The capital requirements for each department were reviewed by Department Heads, the Town Manager, the Finance Director, the Capital Improvement Committee and the Select Board. Within this document you will see the requests that were put forth, the items that were determined could be deferred for another year, and the items that should be put in place.

Items on the CIP five year list in black are items that have been committed to in previous years. Items in red are being deferred, but need to remain on the list. Items in green are items approved for the upcoming fiscal year.

Ten Year Capital Improvement Plan

Project Schedule	Project	Rating	Back-Up Page #/s	Department	Type	Projected/ Actual Costs	Cost Funded by Taxpayers	Funding Method	FYE 06/30/2019 Reserve Balance	FYE 06/30/2020	FYE 06/30/2021	FYE 06/30/2022	FYE 06/30/2023
New or Non-scheduled Projects													
2019-20	Library	6	11	Library	Facility	3,500,000	1,500,000	Bond	n/a	117,020	117,020	117,020	117,020
2019-20	Public Works Exhaust Removal	1	12	Public Works	Facility	30,000	30,000	Budget	n/a	30,000			
2020-21	Public Safety Exhaust Removal	2	13	Police and Fire Department	Facility	30,000	30,000	Budget	n/a		15,000		
	Ball Field Restoration (Fencing)	3	14	Recreation	Facility	200,000	200,000						
	Camera Systems - Police Crusiers	4	15	Police Department	Equipment	18,000	18,000	Budget	n/a				
	Cemetery Expansion - Seaview Cemetery (Rds)	3	16	Cemeteries	Infrastructure	35,000	35,000	Budget	n/a				
	Digital Record Keeping Equipment	3	17	Administrartion	Equipment	30,000	30,000	Budget	n/a				
	Dredging - Inner Harbor	4	18	Harbor	Facility	150,000	150,000						
	Glen Cove Shore Access	5	19	Parks	Facility	200,000	200,000						
	Harbor Block Wall - Fisherman's Side	4	20	Harbor	Facility	30,000	30,000	Budget	n/a				
	Housing for Antique Fire Truck	4	21	Fire Department	Infrastructure	32,000	32,000	Budget	n/a				
	Marine Park Paving	3	22	Harbor	Facility	53,295	53,295	Budget	n/a				
	Mt. Pleasant Street	6	23	Public Works	Infrastructure	550,000	550,000	Budget	n/a	75,000	75,000	75,000	75,000
	New Folding Seats	4	24	Opera House	Equipment	10,000	10,000	Budget	n/a				
	Public Safety Parking Lot	2	25	Police and Fire Department	Facility	31,000	31,000	Budget	n/a				
	Radar Equipment	4	26	Police Department	Equipment	9,000	9,000	Budget	n/a				
	Roadside Mowing Equipment	5	27	Public Works	Equipment	100,000	100,000						
	Storage Building (old salt shed)	3	28	Public Works	Infrastructure	50,000	50,000	Budget	20,000				
	Stage Lighting	4	29	Opera House	Equipment	48,000	48,000	Budget	n/a				
	Stair Lift (Wheelchair Accessibility)	4	30	Opera House	Equipment	7,000	7,000	Budget	n/a				
	Tasers	4	31	Police Department	Equipment	7,000	7,000	Budget	n/a				
	Technology Upgrades	4	32	Opera House	Equipment								
	Town Office Building Expansion	4	33	Administrartion	Facility	300,000	300,000	Bond	n/a				
	Town Office Building Vault Supression System	1	34	Administrartion	Facility	15,000	15,000	Budget	n/a				
	Town Office Storage Building	3	35	Administrartion	Infrastructure	10,000	10,000	Budget	n/a				
	Town Office/Public Safety Building Street Sign	3	36	Administrartion	Facility	10,000	10,000	Budget	n/a				
	Trailer - Opera House Chair & Table Storage	3	37	Opera House	Equipment	10,000	10,000	Budget	n/a			10,000	
	Walker Park Seawall Engineering	1	38	Parks	Infrastructure	8,000	8,000	Budget	n/a				
	West Rockport Fire Station	4	39	Fire Department	Infrastructure	750,000	750,000						
	West Street Extension Culvert	4	40	Public Works	Infrastructure	30,000	30,000						
Total For New or Non-scheduled Projects						6,253,295	4,253,295		20,000	222,020	207,020	202,020	192,020
Maintenance Projects that fit the Capital Improvement Specidifications													
2022-23	Reshingle Harbormaster Roof	4	41	Habor	Facility	15,000	15,000	Budget	n/a				15,000
Total Mainenace Projects that fit Capital Improvement Specifications						15,000	15,000			0	0	0	15,000
Projects Funded by Annual Reserve Deposits or Annual Appropriations													
2019-20	Opera House A/C Unit	2	45	Opera House	Facility	100,000	100,000	Reserve	92,956	25,000			
2021-21	Harbor Pier	4	46	Harbor	Infrastructure	162,000	162,000	Reserve	-	54,000	54,000	54,000	
Annual	Columbarium - Seaview Cemetery	4	47	Cemeteries	Infrastructure	100,000	100,000	Reserve	26,000	25,000	25,000	25,000	
Annual	Computer Replacement Reserve	6	48/49	Administration	Equipment	82,600	82,600	Reserve	11,712	17,000	17,000	17,000	17,000
Annual	Harbor Float Reserve	6	50/51	Harbor	Infrastructure	393,000	393,000	Reserve	32,587	24,500	19,000	19,000	19,000
Annual	Harbor Piling Replacement	6	52	Harbor	Infrastructure	36,000	36,000	Budget	n/a	3,000	3,000	3,000	3,000
Annual	Road Repairs and Paving	6	53/54	Public Works	Infrastructure	27,125,000	27,125,000	Budget	n/a	289,000	289,000	289,000	289,000
Annual	SCBA Equipment	6	55	Fire Department	Equipment	125,000	125,000	Budget	n/a	13,000	13,000	13,500	13,500
Annual	Fire Hose	6	56	Fire Department	Equipment	65,000	65,000	Budget	n/a	13,000	13,000	13,000	13,000
Projects Funded by Annual Reserve Deposits or Annual Appropriations (cont).													
	Habormaster Boat "Andre" Replacement	4	57	Harbor	Equipment	40,000	40,000	Reserve	9,701	3,000	3,000	3,000	3,000
	Lime Kiln Restoration (Safety)	1	58	Parks	Infrastructure	325,000	325,000	Reserve	n/a	43,750	43,750	43,750	43,750

Project Schedule	Project	Rating	Back-Up Page #/s	Department	Type	Projected/ Actual Costs	Cost Funded by Taxpayers	Funding Method	FYE 06/30/2019 Reserve Balance	FYE 06/30/2020	FYE 06/30/2021	FYE 06/30/2022	FYE 06/30/2023
	Sidewalk Repair and Construction	6	59	Public Works	Infrastructure	2,000,000	2,000,000	Budget	n/a	50,000	50,000	50,000	50,000
	Tennis Courts - Marje Jones	4	60	Recreation	Infrastructure	100,000	100,000	Reserve	75,385	6,250	6,250	6,250	6,250
	Walker Park Seawall Construction	1	61	Parks	Infrastructure	100,000	100,000	Reserve					
Total Projects Funded by Annual Reserves Deposits or Annual Appropriations						30,753,600	30,753,600		248,340	566,500	536,000	536,500	457,500
Replacement Scheduled Items with Debt Service, Reserve Payments or Budgeted Expense													
2019-20	Case Loader	4		Public Works	Equipment	140,000	140,000	Lease	n/a	36,750	36,750	36,750	36,750
2019-20	F250 Truck with Plow	2		Fire Department	Equipment	65,000	65,000	Lease	n/a	21,666	21,666	21,666	
2020-21	F550 Truck with Plow (29)	2		Public Works	Equipment	118,000	118,000	Lease	n/a	29,500	29,500	29,500	29,500
2020-21	Police Crusier - AWD Car	2		Police Department	Equipment	30,000	30,000	Budget	n/a		30,000		
2021-22	M2 Freightliner (16)			Public Works	Equipment	200,000	200,000	Lease	n/a		40,000	40,000	40,000
2021-22	Police Crusier - AWD Car	2		Police Department	Equipment	35,000	35,000	Budget	n/a			35,000	
2022-23	F550 Truck with Plow (11)	3		Public Works	Equipment	120,000	120,000	Lease	n/a			30,000	30,000
2023-24	F550 Truck with Plow (19)			Public Works	Equipment	122,000	122,000	Lease	n/a				30,500
2024-25	F350 with Plow (1)			Public Works	Equipment	75,000	75,000	Lease	n/a				
2025-26	FL 80 Freightliner (15)			Public Works	Equipment	130,000	130,000	Lease	n/a				
2026-27	F350 with Plow (17)			Public Works	Equipment	75,000	75,000	Lease	n/a				
2027-28	Case Loader			Public Works	Equipment	110,000	110,000	Lease	n/a				
2028-29	Freightliner M2 (5)			Public Works	Equipment	100,000	100,000	Lease	n/a				
2028-29	Oshkosh			Public Works	Equipment	500,000	500,000	Lease	na				
2029-30	Western Star 4700SB (6)			Public Works	Equipment	220,000	220,000	Lease	n/a				
2030-31	F350 with Plow (WW)			Public Works	Equipment	70,000	70,000	Lease	n/a				
2031-32	F550 with Plow (3)			Public Works	Equipment	130,000	130,000	Lease	n/a				
2032-33	F550 with Plow (9)			Public Works	Equipment	135,000	135,000	Lease	n/a				
	Fire Engine Replacement (Fire Department	Equipment								
Total Replacement Scheduled Items with Debt Service, Reserve Payments or Budgeted Expense						2,375,000	2,375,000			87,916	157,916	162,916	106,250
Projects Completed with Debt Service Payments													
2013-14	Fire Truck Replacement	n/a		Fire Department	Equipment	467,061	467,061	Lease	n/a	46,706	46,706	46,706	46,706
2013-14	Opera House Infrastruce Improvements	n/a		Opera House	Facility	443,703	443,703	Bond	n/a	24,000	24,000	24,000	24,000
2016-17	2017 F550 Dump Truck with Plow	n/a		Public Works	Equipment	106,691	106,691	Lease	n/a	53,345			
2016-17	Infrastructure Bond	n/a		Public Works	Facility	1,397,750	1,397,750	Bond	n/a	91,945	91,945	91,945	91,945
2018-19	Fire Truck Replacement	n/a		Fire Department	Equipment	600,000	600,000	Lease	n/a	72,924	72,924	72,924	72,924
	Toshiba Copier	n/a		Administration	Equipment	19,100	19,100	Lease	n/a	3,435	3,435	3,435	3,435
Total Projected Completed with Debt Service Payments						3,034,305	3,034,305			292,355	239,010	239,010	239,010
Total Capital Projects						42,431,200	40,431,200		268,340	1,168,791	1,139,946	1,140,446	1,009,780

CIP Committee Rating

1 = Urgent

4 = Deferrable

2 = Necessary

5 = Not Needed

3 = Desirable

6 = Underway

Updated 1/30/19

New or Non-Scheduled Projects

Library

Department: Library Long-Term Debt
Classification: Infrastructure Building
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To remove and construct a new Public Library. This project may also include parking work or other needed adjustments to accommodate the new building.

Statement of Need:

The existing Library building is too small and the building does not appear to have enough value in it to renovate in a cost effective way.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
400,000	3,000,000	100,000 \$	3,500,000

Funding Source(s):

1,500,000 Voter Approved Bond in 2018
 2,000,000 Private Donations

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019	39,834		
2020	116,741		
2021	115,349		
2022	113,921		
2023	112,454		
Total	498,299	-	-

**Debt payments to continue through fiscal year end 2040*

Annual Budgetary Impacts:

The annual budgetary impacts for this project besides the debt payment should be minimal. We are currently leasing a Library location, which the cost of that will be absorbed into the debt service payment, and annual maintenance should be minimal. Additional cost may arise from the cost heating and operating the facility, but the total impact of that will not be known until we have occupied the building for a year.

Public Works Exhaust Removal System

Department: Public Works
Classification: Asset Building
Priority Rating: 1

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Install an exhaust removal system in the public works garage. There are basically two types of systems. One that hooks directly to the tailpipe of the vehicle and collects the exhaust until the vehicles exits the building at which point it disengages. The other is a ceiling mount system that collects the harmful contaminants and removes them. We would need to install the ceiling mount unit as trucks are frequently parked in different bays and are different sizes.

Statement of Need:

Vehicle exhaust from diesel vehicles in enclosed spaces has been linked to a number of respiratory problems and health issues. Vehicles in the building are constantly being started and stopped throughout the day. The workers in the building are exposed to the exhaust fumes on a continual basis. While this is a very big space there is a significant change in the air every time the door opens, there may be lingering fumes. This is also where the public works crew sleeps during storms, and there are offices upstairs.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	30,000	\$	30,000

Funding Source(s): 30,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020		30,000	
2021			
2022			
2023			
Total	-	30,000	-

Annual Budgetary Impacts:

The annual budgetary impacts should only be for maintenance and inspection of the system, which we are expecting the cost to be less than \$1,000 annually.

Public Safety Building Exhaust Removal System

Department: Public Safety Building
Classification: Asset Building
Priority Rating: 2

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Install an exhaust removal system in the public safety garage. There are basically two types of systems. One that hooks directly to the tailpipe of the vehicle and collects the exhaust until the vehicles exits the building at which point it disengages. The other is a ceiling mount system that collects the harmful contaminants and removes them. We are looking at the ceiling mount unit.

Statement of Need:

Vehicle exhaust from diesel vehicles in enclosed spaces has been linked to a number of respiratory problems and health issues. While at this point all of the people working in the building would be out at a call, it is still of concern as some of the fumes could linger in the building after the doors are closed back up. Additionally, there are several offices in the building, and places to sleep, however they are not used often, but that could change in the future.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	30,000	\$	30,000

Funding Source(s): 30,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021		30,000	
2022			
2023			
Total	-	30,000	-

Annual Budgetary Impacts:

The annual budgetary impact should only be for maintenance and inspection of the system, which we are expecting the cost to be less than \$1,000 annually.

Ball Field Restoration (Fencing)

Department: Recreation
Classification: Infrastructure Facility
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace the fencing for the Babe Ruth, Softball and Little League Fields at the Marge Jones facility.

Statement of Need:

This is not a project that needs to be completed within the next five years, but it is certainly something that will need to be completed in the next ten years. We need to ensure that the fencing is adequate to provide safe fields for the children to play on.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	200,000	\$	200,000

Funding Source(s):

200,000 Budget/Bond/Reserve Account

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

Once the fencing is replaced there should be no ongoing budgetary impact unless one of the fences gets damaged, at which point we could either reset the fence, or if replacement is necessary it might be something our insurance would cover.

Camera System - Police Dept. Cruisers

Department: Police Department
Classification: Asset Equipment
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace the camera systems in the police department cruisers.

Statement of Need:

The camera systems are used to protect our officers and the public, these systems turn on automatically and begin recording when the officer turns on their lights. It is important the system in the vehicles are performing and operating as they should. They will need to be replaced in fiscal year ending (FYE) 2024.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		18,000 \$	18,000

Funding Source(s):

18,000 Budget - FYE 2024

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no annual budgetary impact for this upgrade.

Seaview Cemetery Expansion

Department: Cemetery
Classification: Asset Facility
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project is to expand the lots at Seaview cemetery, which would include adding new roads and drainage.

Statement of Need:

We are almost at a point that we are not able to sell anymore lots at Seaview Cemetery, we need to add the new roads and drainage so that we can continue to sell lots that are available.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
5,000	30,000	\$	35,000

Funding Source(s): 35,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no budgetary impact with the additional roads, unless there happens to be a wash out, in that case Public Works would do the repairs.

Digital Record Keeping System

Department: Administration
Classification: Asset Facility
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project would include buying the necessary equipment and paying to have a company digitize all our current Town records. Once we have purchased the equipment we would scan all new items as they come in.

Statement of Need:

A lot of irreplaceable historical documents are housed at the Town Office, it is important that we be able to maintain these records should we ever lose the building to a fire or there is a flood in the vault. This system would allow us to digitize all those old documents as well as any new documents that we may process. This will also help with communication between departments as all documents (unless classified per State Statute) will be searchable and be able to be reviewed at all individual work stations.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		30,000 \$	30,000

Funding Source(s): 30,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There will be an annual hosting cost, which will not be determined until we decide to move forward and have a signed contract.

Dredging - Inner Harbor

Department: Harbor
Classification: Infrastructure Facility
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project would include dredging the inner harbor as well as some ledge removal by the Fisherman's floats.

Statement of Need:

In order to utilize both sides of the Goose River and make sure the launching ramp can be accessed by large boats the river needs to be dredged. This would allow the fisherman to access their hoist in all tide conditions, not just at high tide.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	150,000	\$	150,000

Funding Source(s): 150,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no annual impact to the budget.

Glen Cove Shore Access

Department: Parks
Classification: Infrastructure Facility
Priority Rating: 5

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project would include install a handicap accessible ramp from the Glen Cove rest stop to the shore.

Statement of Need:

There is currently no access to the Glen Cove shore line. This project would enable people to access this shore line.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
10,000	190,000	\$	200,000

Funding Source(s): 200,000 Budget/Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be limited maintenance that would need to be done in order to maintain the ramp. The expected budgetary impact is not great.

Harbor Block Wall - Fisherman's Side

Department: Harbor
Classification: Asset Facility
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project would mean squaring off the banking on the fisherman's side of the harbor, and reinforcing the embankment so that it does not cave into the parking lot.

Statement of Need:

There is currently limited parking on the fisherman's side of the harbor, squaring of the banking and reinforcing it will allow for more parking in the summer and more winter boat storage in the off months.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
5,000	25,000	\$	30,000

Funding Source(s): 30,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no additional budgetary impact for this project.

Antique Fire Truck Housing

Department: Fire Department
Classification: Asset Facility
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project would result in either the construction of a new building or an addition to one of the Town's current buildings to house the Antique Fire Truck that is owned by the Town.

Statement of Need:

The antique fire truck is currently sitting in a metal container box, it should be somewhere where people can view the truck.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
5,000	27,000	\$	32,000

Funding Source(s): 32,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no additional budgetary impact for this project.

Harbor Paving

Department: Harbor Public Works
Classification: Infrastructure Facility
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project would be to repave the Harbor road and parking area.

Statement of Need:

The Harbor is heavy used in the summer, and there is a current drainage issue, this would be to fix the drainage issues and repave the roadway and parking area.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	53,295	\$	53,295

Funding Source(s):

53,295 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no additional budgetary impact for this project.

Mt. Pleasant Street

Department: Public Works
Classification: Infrastructure Roadway
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To complete repairing and paving Mt. Pleasant Street.

Statement of Need:

Mt. Pleasant Street is not a widely traveled road, however because this is a dirt road it gets very muddy in the winter and is expensive to maintain. We have done a lot of work up there already to improve the conditions of the roadway and we feel that we have greatly improved the worst areas, but it would be in the best interest of the Town to pave the entire dirt road.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
20,000	530,000	\$	550,000

Funding Source(s):

550,000 Budget or Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019		75,000	
2020		75,000	
2021		75,000	
2022		75,000	
2023		75,000	
Total	-	375,000	-

Annual Budgetary Impacts:

Once the roadway is complete there should not be annual impact to the budget as the money that we are currently spending here could be allocated to other roads in Town.

Opera House Folding Chairs

Department: Opera House
Classification: Asset Facilities
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace all the folding chairs in the balcony area of the Opera House.

Statement of Need:

The current chairs are very old and the upholstery is ripped, there are holes in the cushions and the fabric is faded in many of the chairs.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	10,000	\$	10,000

Funding Source(s):

10,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no annual budgetary impact.

Public Safety Parking Lot

Department: Public Safety Building Public Works
Classification: Asset Facility
Priority Rating: 2

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This project would involve a full depth reconstruction, repave, and place new curbing at the Public Safety Building.

Statement of Need:

The current pavement is pulling away from the building and is causing a large gap between the building and the pavement and a hump for trucks to go over getting in and out of the building. This is also a trip hazard for anyone entering the building.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	31,000	\$	31,000

Funding Source(s): 31,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no annual budgetary impact.

Radar Equipment

Department: Police Department
Classification: Asset Equipment
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace all the radar equipment used by the Police Department.

Statement of Need:

This is not something that would be required in the next five years, but is something that would need to be replaced within the next ten years. We are expecting that this equipment will be good until Fiscal Year End 2026.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		9,000 \$	9,000

Funding Source(s): 9,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no annual budgetary impact.

Roadside Mowing Equipment

Department: Public Works
Classification: Infrastructure Equipment
Priority Rating: 5

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To purchase our own roadside mowing equipment instead of contracting the service out.

Statement of Need:

The thought is that we could do more mowing's a year if we had our own equipment instead of contracting the services out.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		100,000 \$	100,000

Funding Source(s):

100,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

The only annual budgetary impact would be maintenance of the equipment which is hard to determine at this time.

Storage Building (Old Salt Shed)

Department: Public Works
Classification: Infrastructure Facility
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To repair the old sand/salt shed which is used for storage for Public Works Equipment.

Statement of Need:

The old sand/salt shed is used by Public Works for off season storage, example is the shed is used in the summer to store all the sanders and plows from the winter. If we loose this storage facility we loose a place to keep this expensive equipment out of the damaging weather and we will need to replace the equipment more frequently.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	50,000	\$	50,000

Funding Source(s):

50,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should not be an annual budgetary impact.

Stage Lighting

Department: Opera House

Classification: Asset

Equipment

Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Installation of 32-channel lighting console; balcony light placement; back stage maintenance; build and installation of ladder and catwalk; strip light maintenance; addition of 4 dimmers; improvements to electric wiring to accommodate new equipment; install work lights over stage and dimmer area; purchase and install additional lighting instruments including LED lights.

Statement of Need:

Ease of use for professional productions that offers more of the control they need. It would allow for more light cues that are easier to program and supply the stage light coverage needed for performances, therefore more attractive to professional, high-quality theatrical groups.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		48,000 \$	48,000

Funding Source(s):

48,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should not be an annual budgetary impact.

Stair Lift (Wheelchair Accessibility)

Department: Opera House
Classification: Asset Equipment
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Remove existing wheelchair lift. Replace and install stair lift that allows person to sit in a chair that carries them down the stairs.

Statement of Need:

The wheelchair lift currently installed in our stairwell has some safety risks. The clearance height of the ceiling and the wheel chair platform barely clears headspace when in use. It has failed to move twice in years past while in use. The concern is not knowing when it will fail again and moving tall people in wheelchairs down stairs using our current lift.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		7,000 \$	7,000

Funding Source(s): 7,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There will be annual inspection costs associated with this project, however we are already paying those fees for the existing stair lift, so there should not be an additional impact to the budget.

Tasers

Department: Police Department
Classification: Asset Equipment
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace all existing tasers.

Statement of Need:

This is not an immediate need, but all the tasers will need to be replaced by fiscal year ending 2024.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		7,000 \$	7,000

Funding Source(s): 7,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no annual impact to the budget.

Technology Upgrades - Opera House

Department: Opera House
Classification: Asset Equipment
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Allow for potential repairs, upgrades and improvements on projection system in Auditorium and AV system in Meeting Room over next three years as needed.

Statement of Need:

For anticipation of improving our system and offerings in the future based on the evolvement of client needs from audio visual services over the next three years.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		6,500 \$	6,500

Funding Source(s):

6,500 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no annual impact to the budget.

Town Office Building Expansion

Department: Town Office Building
Classification: Infrastructure Building
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To add an addition to the existing Town Office with a daylight basement for storage.

Statement of Need:

The selection of this lot for a town office building was an excellent choice. It is highly visible and has room to expand on site. One shortcoming was the lack of adequate storage space, which is covered in a short term fix, and additionally there is now room to grow in the current building. The need is by no means immediate or even in the next 5-10 years, however it could be on the 10-20 year horizon, depending on increasing services offered in the town and the need for more office space.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
30,000	270,000	\$	300,000

Funding Source(s):

300,000 Budget/Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

The annual budget impacts are unknown at this time.

Town Office Vault Suppression System

Department: Town Office Building
Classification: Asset Facility
Priority Rating: 1

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

There are two possible directions we could go with this project, one would be to replace the existing vault and install one that is completely fire proof. The other option would be to install a different fire suppression system into the current vault, the system would be changed from a liquid one to a dry system.

Statement of Need:

Many communities records go back to a very specific point in time and stop. This is usually the result of a fire that destroyed all town records. Today we face a slightly different problem, our building is mostly brick, steel and sheetrock. Additionally, the whole building has a sprinkler system (including the vault) which is first to prevent loss of life, and secondly to limit the damage caused by fire in the whole building.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		15,000 \$	15,000

Funding Source(s): 15,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no additional annual impact to the budget.

Town Office Storage Building

Department: Town Office Building
Classification: Asset Facility
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Erect a new storage building on the Town Office lot. Approximate size 10X20. This can be purchased from a prefab manufacturer and located on site near the parking lot. This would be a short term solution until the time comes when an addition is needed.

Statement of Need:

There is very little storage in the Town Office, we could use the extra space to store voting equipment, extra chairs and tables, some paper and office supplies, and other equipment that is not used often, but should remain close to the building. These are currently items stored in the mechanical room in the basement which is unsafe and not acceptable.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	10,000	\$	10,000

Funding Source(s):

10,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no additional annual impact to the budget.

Town Office/Public Safety Building Sign

Department: Town Office Building Public Safety Building
Classification: Asset Facility
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To place a sign on Commercial Street for the Town Office and Public Safety Building.

Statement of Need:

It is very hard for people to find the Town Office and the Public Safety Building when they have never been here before. This would be to place a sign visible to Route 1 (Commercial Street) to let people know where the Town Office is. Additionally, a new sign on the corner of Main Street and Route 1 would direct people to the Public Safety Building with a much more visible sign.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	10,000	\$	10,000

Funding Source(s):

10,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no additional annual impact to the budget.

Trailer - Opera House Storage

Department: Opera House
Classification: Asset Equipment
Priority Rating: 3

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Purchase a trailer to be used to store chairs in.

Statement of Need:

Currently if the chairs in the auditorium area of the Opera House are not being used, we have to move them downstairs. This process involves someone stacking the chairs and carting them outside down the hill and into the meeting room, this is a very labor intensive process. A trailer would allow us to move the chairs out the door and into it, which would cut down on the amount of time that it takes to move the chairs from level to the next.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		10,000 \$	10,000

Funding Source(s):

10,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should be no additional annual impact to the budget.

Walker Park Seawall Engineering

Department: Parks
Classification: Asset Facility
Priority Rating: 1

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Engineering for the Walker Park seawall that we can eventually bond the project to repair the seawall.

Statement of Need:

The erosion from the seawall at Walker Park poses a sever safety risk for the children that play at the park, we need to do something to rectify the erosions that has already happened and put in place something to stop new erosion from happening.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
8,000		\$	8,000

Funding Source(s):

8,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020		8,000	
2021			
2022			
2023			
Total	-	8,000	-

Annual Budgetary Impacts:

After the engineering is done the idea to bond the project.

West Rockport Fire Station

Department: West Rockport Fire Long Term Debt
Classification: Infrastructure Facility
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To construct a new West Rockport Fire Station.

Statement of Need:

The current station does not meet the needs of the Town. The new truck we purchased we had to special order to fit into the current station and there is hardly any room to maneuver around the truck. The new station will have room for expansion and will allow for better access onto Route 17.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
20,000	730,000	\$	750,000

Funding Source(s):

750,000 Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

The annual impact of a new building is unknown at this time.

West Street Extension Culvert

Department: Public Works
Classification: Asset Roadway
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace the existing culvert.

Statement of Need:

The culvert is very old and the roadway is starting to cave in around it.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	30,000	\$	30,000

Funding Source(s):

30,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

There should not be an annual impact for this item.

Harbormaster Roof

Department: Harbor
Classification: Asset Building
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To reshingle the Harbormasters building roof \$15,000 (also includes the removal of the old shingles).

Statement of Need:

The Harbormaster's building was constructed in 2002. The expected life of the shingles in a marine environment is 15-20 years. In order to prevent leaks and damage to the building, the roof will need to be reshingled by 2022.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	15,000	\$	15,000

Funding Source(s):

15,000 Budget

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022		15,000	
2023			
Total	-	15,000	-

Annual Budgetary Impacts:

There should be no additional annual impact.

Projects Funded with Annual Reserve Deposits or Annual Budget Appropriations

Opera House A/C Unit

Department: Opera House
Classification: Infrastructure Building
Priority Rating: 2

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Replacement of air handler and evaporator with modern equipment using current duct work. If new piping and duct work are required, cost could go up by an estimated \$100,000. An engineering study is required to decipher the condition of the ducts. This study can be performed by Rockport Mechanical and Mechanical Engineer, Curt Bartram of Portland, ME. Cost for the study is \$85 per hour and expected to take a half day.

Statement of Need:

Current A/C Unit is 19 years old and has a life expectancy of 15 years. We have been told that it could stop working at any point and needs to be replaced.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	100,000	\$	100,000

Funding Source(s):

100,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			25,000
2020			25,000
2021			
2022			
2023			
Total	-	-	50,000

**Annual Reserve Deposits*

Annual Budgetary Impacts:

We have had to put some money into the AC unit to keep it running, once we have a new system it should not cost us as much to maintain the system.

Harbor Pier

Department: Harbor
Classification: Infrastructure Facilities
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace the entire pier structure.

Statement of Need:

The "Town Pier" is the wood and stone structure that reaches out into the harbor from the end of the parking lot. The wooden timbers and structure are of an unknown age.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
20,000	142,000	\$	162,000

Funding Source(s):

162,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			54,000
2020			54,000
2021			54,000
2022			54,000
2023			54,000
Total	-	-	270,000

**Annual Reserve Deposits*

Annual Budgetary Impacts:

There should not be an annual budgetary impact.

Sea View Cemetery Columbarium

Department: Cemetery
Classification: Infrastructure Facilities
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

The estimate cost to meet the need would be between \$80,000-100,000. There are several ways that this project can be paid for, but it seems like paying for it through the investment account with a set payback schedule might be the preferred method.

Statement of Need:

Sea View cemetery has very few lots left to be purchased. Currently the cemetery is open to only Rockport residents and others are not able to purchase lots there. The construction of a columbarium would allow the cremation remains of the deceased to be rested in a vertical structure allowing for more remains to be housed in a much smaller space.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	100,000	\$	100,000

Funding Source(s):

100,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			25,000
2020			25,000
2021			25,000
2022			
2023			
Total	-	-	75,000

**Annual Reserve Deposits*

Annual Budgetary Impacts:

The annual budgetary impact will be on the revenue side with increased lots being sold at the cemetery, maintenance for the structure should be minimal.

Computer Replacement

Department: Town Office Building
Classification: Infrastructure Equipment
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

The replace all computer equipment on a five (5) year rotating schedule. Please see replacement schedule on the next page.

Statement of Need:

It is important for the operation of the Town to maintain computer equipment, the best way to do that is to replace it on a regular basis. By replacing equipment in this manner it helps to keep the budget level, with no large spikes from year to year.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		150,000 \$	150,000

Funding Source(s):

150,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			17,000
2020			17,000
2021			17,000
2022			17,000
2023			17,000
Total	-	-	85,000

**Annual Reserve Deposits*

Annual Budgetary Impacts:

As we are utilizing the reserve account, the budget impacts remain the same no matter how much equipment we are purchasing in one given year, so there should not be any additional budgetary impact.

Town Wide Computer Replacement Schedule

Computer Location	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Assessor				\$1,800	
Assistant Town Clerk				\$1,800	
Code Enforcement Officer	\$1,800				
Deputy Town Clerk				\$1,800	
Executive Assistant		\$1,800			
Finance Director		\$1,800			
Finance Laptop			\$1,800		
Payroll and Accounts Payable Clerk		\$1,800			
Fire Chief					\$1,800
Fire Department Laptop		\$1,800			
Fire Department Tablets			\$6,000		
General Assistance				\$1,800	
Harbormaster		\$1,800			
Harbormaster (Laptop)					\$1,800
Opera House Rental Agent					\$1,800
PD Administrative Assistant	\$1,800				
PD Cruiser Laptops (3)	\$5,400				
PD Patrol Officer (1)	\$1,800				
PD Patrol Officer (2)	\$1,800				
PD Patrol Officer (3)	\$1,800				
PD Patrol Officer (4)	\$1,800				
PD Patrol Officer (5)	\$1,800				
PD Sergeant	\$1,800				
Planner		\$1,800			
Planner (Laptop)					\$1,800
Planning Administrative Assistant		\$1,800			
Police Chief	\$1,800				
Public Works Assistant Director					\$1,800
Public Works Director					\$1,800
Public Works Director Laptop			\$1,800		
Public Works Administrative Assistant		\$1,800			
Town Clerk		\$1,800			
Town Clerk (Front Counter 1)	\$1,800				
Town Clerk (Front Counter 2)		\$1,800			
Town Manager				\$1,800	
Town Manager (Laptop)	\$1,800				
Town Office Server	\$10,000				
Total Yearly Expense	\$35,200.00	\$18,000.00	\$ 9,600.00	\$ 9,000.00	\$10,800.00

Funding the Computer Replacement Schedule

Prior Year Reserve Balance	\$19,229.00	\$ 1,029.00	\$ 29.00	\$ 7,429.00	\$15,429.00
Reserve Deposits (breakdown below)	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
Total Reserve Balance with Deposits	\$36,229.00	\$18,029.00	\$17,029.00	\$24,429.00	\$32,429.00
Withdrawal (Above Expenditure)	\$35,200.00	\$18,000.00	\$ 9,600.00	\$ 9,000.00	\$10,800.00
Fiscal Year Ending Reserve Balance	\$ 1,029.00	\$ 29.00	\$ 7,429.00	\$15,429.00	\$21,629.00

Harbor Float Replacement

Department: Town Office Building
Classification: Infrastructure Equipment
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace harbor floats and docks in a timely manner. Please see replacement schedule on the following page.

Statement of Need:

The Town has a lot of money invested in the docks at the Harbor, it is important that we maintain and replace them when needed. It is important to plan large expenses like these so that there isn't huge impacts to the budget in a given year. We have balanced this out with annual reserve deposits so that they can be replaced when needed.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	393,000	\$	393,000

Funding Source(s):

393,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			24,500
2020			24,500
2021			24,500
2022			24,500
2023			24,500
Total	-	-	122,500

**Annual Reserve Deposits*

Annual Budgetary Impacts:

As we are utilizing the reserve account, the budget impacts remain the same, so there should not be any additional budgetary impact.

Harbor Float Replacement

Float	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Float A (10 docks)							
Float B and C (10 docks)		\$25,000					
Float D (4 docks & ramp)							
Commercial Floats			\$24,000				
Float E (4 docks)							
Total Yearly Expense	\$ -	\$ 25,000	\$ 24,000	\$ -	\$ -	\$ -	\$ -

Prior Year Reserve Balance	\$ 3.89	\$ 19,003.89	\$ 13,003.89	\$ 8,003.89	\$ 27,003.89	\$ 46,003.89	\$ 65,003.89
Reserve Deposits (breakdown below)	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00
Total Reserve Balance with Deposits	\$ 19,003.89	\$ 38,003.89	\$ 32,003.89	\$ 27,003.89	\$ 46,003.89	\$ 65,003.89	\$ 84,003.89
Withdrawal (Above Expenditure)	\$ -	\$ 25,000.00	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -
Fiscal Year Ending Reserve Balance	\$ 19,003.89	\$ 13,003.89	\$ 8,003.89	\$ 27,003.89	\$ 46,003.89	\$ 65,003.89	\$ 84,003.89

Float	FY 24-25	FY 25-26	FY 26-27	FY 28-29	FY 29-30	FY 31-32	FY 33-34
Float A (10 docks)							
Float B and C (10 docks)					\$100,000		
Float D (4 docks & ramp)						\$40,000	
Commercial Floats							\$40,000
Float E (4 docks)		\$24,000					
Total Yearly Expense	\$ -	\$ 24,000	\$ -	\$ -	\$ 100,000	\$ 40,000	\$ 40,000

Prior Year Reserve Balance	\$ 84,003.89	\$ 103,003.89	\$ 98,003.89	\$ 117,003.89	\$ 136,003.89	\$ 55,003.89	\$ 34,003.89
Reserve Deposits (breakdown below)	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00
Total Reserve Balance with Deposits	\$ 103,003.89	\$ 122,003.89	\$ 117,003.89	\$ 136,003.89	\$ 155,003.89	\$ 74,003.89	\$ 53,003.89
Withdrawal (Above Expenditure)	\$ -	\$ 24,000.00	\$ -	\$ -	\$ 100,000.00	\$ 40,000.00	\$ 40,000.00
Fiscal Year Ending Reserve Balance	\$ 103,003.89	\$ 98,003.89	\$ 117,003.89	\$ 136,003.89	\$ 55,003.89	\$ 34,003.89	\$ 13,003.89

Float	FY 34-35	FY 35-36	FY 36-37	FY 38-39	FY 39-40	FY 40-41	FY 41-42
Float A (10 docks)					\$100,000		
Float B and C (10 docks)							
Float D (4 docks & ramp)							
Commercial Floats							
Float E (4 docks)							
Total Yearly Expense	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -

Prior Year Reserve Balance	\$ 13,003.89	\$ 32,003.89	\$ 51,003.89	\$ 70,003.89	\$ 89,003.89	\$ 8,003.89	\$ 27,003.89
Reserve Deposits (breakdown below)	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00
Total Reserve Balance with Deposits	\$ 32,003.89	\$ 51,003.89	\$ 70,003.89	\$ 89,003.89	\$ 108,003.89	\$ 27,003.89	\$ 46,003.89
Withdrawal (Above Expenditure)	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -
Fiscal Year Ending Reserve Balance	\$ 32,003.89	\$ 51,003.89	\$ 70,003.89	\$ 89,003.89	\$ 8,003.89	\$ 27,003.89	\$ 46,003.89

* Floats have a life expectancy of about 20 years, because of funding constraints some floats will be pushed past the 20 year mark for replacement.

Harbor Piling Replacement

Department: Town Office Building
Classification: Asset Equipment
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Develop a piling replacement schedule and replace up to 10 pilings per year.

Statement of Need:

There are a total of 150 pilings currently in the harbor. Most of the older pilings are unsteady and not safe because of rot on the bottom. We are on a replacement schedule to make sure they are all replaced every 10 years.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	36,000	\$	36,000

Funding Source(s):

36,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019		3,000	
2020		3,000	
2021		3,000	
2022		3,000	
2023		3,000	
Total	-	15,000	-

**Annual Reserve Deposits*

Annual Budgetary Impacts:

As we are on an annual replacement schedule, the budget impacts remain the same, so there should not be any additional budgetary impact.

Road Repairs and Paving

Department: Public Works
Classification: Infrastructure Roadways
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To repair and repave roads as needed and on a schedule.

Statement of Need:

It is important that the Town maintain roads, if we let a road go to the point that it needs to be rebuilt it costs approximately twice as much as it would if we hadn't let it go. Please see the next page for the cost estimates per lane mile.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	27,125,000	\$	27,125,000

**Total value of all Town owned Roads.*

Funding Source(s): 27,125,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019		289,000	
2020		289,000	
2021		289,000	
2022		289,000	
2023		289,000	
Total	-	1,445,000	-

Annual Budgetary Impacts:

As we are on an annual replacement schedule, the budget impacts remain the same, so there should not be any additional budgetary impact. We may run into a problem if the cost of pavement increases, we would need to increase the annual budgeted amount.

Summary - Per Mile

Cost to reshim and pave	115,948.80	
Cost to rebuild a road	233,471.20	
Difference	117,522.40	(Additional Cost once we have lost a road)

To Save a Road - Per Mile

3/4 inch shim with a 1 1/2 inch overlay

	Road Feet	Road Width	Depth in Inches	Price Per Ton	Total
3/4 inch Shim	5280	20	0.75	80	38,649.60
1 1/2 inch Overlay	5280	20	1.5	80	77,299.20
TOTAL Save					115,948.80

To Rebuild a Road - Per Mile

2 inch shim with a 2 inch overlay

	Road Feet	Road Width	Depth in Inches	Price Per Ton	Total	Total Square Yards	Price Per Yard	Total	Combined Total
2 inch Shim	5280	20	2	80	103,066				103,065.60
2 Inch Overlay	5280	20	2	80	103,066				103,065.60
Grinding	5280	20				11733.33	1.35	15839.996	15,840.00
Grading					3500				3,500.00
Calcium					3000				3,000.00
Roller Rental					5000				5,000.00
TOTAL REBUILD									233,471.20

Total Cost to all Town Roads

68 Miles of Road	
To Save	7,884,518.40
To Rebuild	15,876,041.29 (This is the total value of all lane miles in Town at 4 inches of payment)

SCBA Equipment

Department: Fire Department
Classification: Infrastructure Equipment
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

This would put this vital equipment on a schedule to replace the Self-Contained Breathing Apparatus (SCBA) packs every 9 years.

Statement of Need:

2 Self-Contained Breathing Apparatus (SCBA) packs need to be replaced every year. The department has a total of 18 packs, however they are on a 9-year rotation schedule. These pieces of equipment are the life support for all fire-fighters entering a structure during a fire or other hazmat emergency. It also contains other safety features designed to keep firefighters safe in the event of an emergency.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		125,000 \$	125,000

Funding Source(s):

125,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019		13,000	
2020		13,000	
2021		13,500	
2022		13,500	
2023		13,500	
Total	-	66,500	-

Annual Budgetary Impacts:

As we are on an annual replacement schedule, the budget impacts remain the same, so there should not be any additional budgetary impact.

Fire Hose

Department: Fire Department
Classification: Infrastructure Equipment
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

The 4" LDH supply line is currently 31 years old and has been out dated per NFPA as of 2017. The hose will not pass the required yearly hose test.

Statement of Need:

In order to past annual testing we will need to update our current hoses.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		65,000 \$	65,000

Funding Source(s):

65,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019		13,000	
2020		13,000	
2021		13,000	
2022		13,000	
2023		13,000	
Total	-	65,000	-

Annual Budgetary Impacts:

As we are on an annual replacement schedule, the budget impacts remain the same, so there should not be any additional budgetary impact, unless we have a large amount of hose that fails inspection we would be required to replace it.

Harbormaster Boat - "Andre"

Department: Harbor
Classification: Infrastructure Equipment
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To replace the existing boat hull. Regular deposits to the reserve account of \$4,000 will support this purchase.

Statement of Need:

The current hull will need to be replaced in roughly 10 years which will put us at a replacement date of 2026.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
		40,000 \$	40,000

Funding Source(s):

40,000 Budget/Reserve

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			1,000
2020			3,000
2021			3,000
2022			3,000
2023			3,000
Total	-	-	13,000

Annual Budgetary Impacts:

As we are on an annual reserve deposit schedule, the budget impacts remain the same, so there should not be any additional budgetary impact.

Lime Kiln Restoration

Department: Parks
Classification: Infrastructure Building
Priority Rating: 1

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To repair and restore the Lime Kilns at the Harbor.

Statement of Need:

The Lime Kilns have become a safety concern, we should either fence them off so people can not access them or we need to restore and repair them.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
25,000	300,000	\$	325,000

Funding Source(s): 325,000 Budget/Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

Once the Lime Kilns are restored there should be very little annual maintenance required.

Siewalk Repair and Construction

Department: Public Works
Classification: Infrastructure Sidewalk
Priority Rating: 6

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To repair and restore the sidewalks in Town.

Statement of Need:

Some sidewalks in Town need to be repaired or even rebuilt, and this could become a safety concern.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
200,000	1,800,000	\$	2,000,000

Funding Source(s): 2,000,000 Budget/Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019		50,000	
2020		50,000	
2021		50,000	
2022		50,000	
2023		50,000	
Total	-	250,000	-

Annual Budgetary Impacts:

Annual budgetary impacts are unknown at this time.

Tennis Courts - Marje Jones

Department: Recreation
Classification: Infrastructure Facilities
Priority Rating: 4

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

Reconstruction of the tennis courts and new fencing.

Statement of Need:

The tennis courts are full of cracks and sink holes and needs to be reconstructed. We have taken measures to ensure the courts will last another 8-10 years but at that time they will need to be replaced.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
10,000	90,000	\$	100,000

Funding Source(s): 100,000 Budget/Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			6,250
2020			6,250
2021			6,250
2022			6,250
2023			6,250
Total	-	-	31,250

Annual Budgetary Impacts:

Annual budgetary impacts are unknown at this time.

Walker Park Seawall Construction

Department: Parks
Classification: Infrastructure Facilities
Priority Rating: 1

1 = urgent; 2 = Necessary; 3 = Desirable; 4 = Deferrable; 5 = Not Needed; 6 = Underway

Project Description:

To repair the seawall at the Walker Park.

Statement of Need:

This is safety concern for the children playing at the park. The cost estimate we have now is just that, we wont have a better number until after the engineering is done.

Estimated Cost:

Planning	Construction	Equipment	Est. Total Cost
	100,000	\$	100,000

Funding Source(s): 100,000 Budget/Bond

5 Year Cost Summary:

Fiscal Year Ending	Debt Payments	Budgeted Expense	Other Funding
2019			
2020			
2021			
2022			
2023			
Total	-	-	-

Annual Budgetary Impacts:

Annual budgetary impacts are unknown at this time.

Vehicle and Equipment Replacement Schedules

POLICE DEPARTMENT VEHICLES REPLACEMENT SCHEDULE ~ 5 Year Plan

Police vehicles will be replaced either with a:

- 1) All-Wheel Drive Police Cruiser, or
2) 4-Wheel Drive Heavy Duty Utility Vehicle

	Skip	SUV	Cruiser 70	Skip	SUV	Cruiser (70)
	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
		1	2	3	4	5
Reserve Funds Available	764	864	4,994	9,124	13,254	7,384
Interest Earned Reserve	100	130	130	130	130	140
Budgeted Reserve Funds	0	4,000	4,000	4,000	4,000	4,000
Sale of Old Vehicle <i>estimate</i>	0	0	0	0	0	0
Beginning Reserve Balance	864	4,994	9,124	13,254	17,384	11,524
Purchase of Vehicle (budgeted)	0	40,000	25,000	0	45,000	30,000
Trade of Old Vehicle <i>estimate</i>		(10,000)	(7,000)	0	(10,000)	(7,000)
Use of Reserve	0	0	0	0	(10,000)	0
Net Expenditure	0	30,000	18,000	0	25,000	23,000
Ending Reserve Balance	864	4,994	9,124	13,254	7,384	11,524

Old cruisers are normally sold before the mileage reaches 100,000. These vehicles require less maintenance and will sell for more at auction.

FIRE DEPARTMENT VEHICLE REPLACEMENT SCHEDULE					1	2	3	4	5	6	7	8
					Annual Payments (estimated)							
Item	Year Required	Original Principal		Interest	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
E-One Typhoon Pumper		\$399,500	3.30%	\$20,854	\$46,706	\$46,706	\$46,706	\$46,706	\$46,706	\$46,706	\$46,706	\$46,706
Fire Truck #23*		\$585,000	4.25%	\$205,227	\$79,023	\$79,023	\$79,023	\$79,023	\$79,023	\$79,023	\$79,023	\$79,023
Pick-up Truck w/ plow	1	\$75,000	4.00%	\$4,200	\$26,400	\$26,400	\$26,400					
Pick-up Truck w/ plow	7	\$80,000	4.00%	\$4,200							\$28,070	\$28,070
Fire Truck # 21	8	\$600,000										\$70,000
		\$1,739,500		\$230,281	\$152,129	\$152,129	\$152,129	\$125,729	\$125,729	\$125,729	\$153,799	\$223,799

*Replacing 23 & 25; Price increased to \$585,000

FIRE DEPARTMENT VEHICLE REPLACEMENT SCHEDULE-continued				9	10	plus remaining years	Payback
				Annual Payments-est. FY 27-28	Annual Payments-est. FY 28-29		
E-One Typhoon Pumper				\$46,706			\$420,354 10 yrs
Fire Truck #23*				\$79,023	\$79,023		\$790,227 10 yrs
Pick-up Truck w/ plow							\$79,200 3 yrs
Pick-up Truck w/ plow				\$28,070			\$84,200 3 yrs
Fire Truck # 21				\$70,000	\$70,000	\$490,000	\$700,000 10 yrs
				\$223,799	\$149,023	\$490,000	\$2,073,981

Interest Rates may only be ESTIMATES for planning purposes.

ANNUAL CONTRIBUTIONS SCHEDULE				1st 10 Year Period			2nd 10 Year Period			
		Annual Contribution	Annual Lease Payments Proposed		Balance		Annual Contribution	Annual Lease Payments Proposed		Balance
Fire Equipment Reserve	Year						Year			\$7,387
	1	\$85,000		\$152,129	\$329,252	Current	11	\$140,000		\$8,730
	2	\$100,000	17.6%	\$152,129	\$277,123		12	\$140,000	0.0%	\$10,073
	3	\$100,000	0.0%	\$152,129	\$224,994		13	\$140,000	0.0%	\$11,416
	4	\$110,000	10.0%	\$125,729	\$209,265		14	\$130,000	-7.1%	\$141,416
Due to increased price of Fire Truck Replacement in Year 4, annual contributions need to increase.	5	\$120,000	9.1%	\$125,729	\$203,536		15	\$130,000	0.0%	\$201,416
	6	\$120,000	0.0%	\$125,729	\$197,807		16	\$130,000	0.0%	\$261,416
	7	\$130,000	8.3%	\$153,799	\$174,008		17	\$130,000	0.0%	\$321,416
	8	\$130,000	0.0%	\$223,799	\$80,209		18	\$130,000	0.0%	\$381,416
	9	\$150,000	15.4%	\$223,799	\$6,410		19	\$130,000	0.0%	\$511,416
	10	\$150,000	0.0%	\$149,023	\$7,387		20	\$130,000	0.0%	\$641,416
		\$1,195,000		\$1,583,994			\$1,330,000		\$765,971	

Total Payments
\$2,349,965

Seven Year Replacement Schedule for Fire Trucks

PUBLIC WORKS VEHICLE REPLACEMENT SCHEDULE						1	2	3	4	5	6	7	8
						Annual Payments (estimated)							
Item	Year Required	Original Principal		Interest	Term	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 23-24	FY 24-25
2017 F-550 w/ Plow		\$102,586	2.68%	\$4,105	4	\$23,800							
Case Loader	1	\$80,000	3.60%	\$2,880	4	\$20,625	\$20,625	\$20,625	\$20,625				
2019 F550 w/ Plow (29)	1	\$115,000	3.60%	\$4,140	4	\$30,000	\$30,000	\$30,000	\$30,000				
M2 Freightliner (16)	2	\$125,000	3.65%	\$4,563	4		\$32,150	\$32,150	\$32,150	\$32,150			
2022 F550 w/ Plow (11)	3	\$120,000	3.60%	\$4,320	4			\$31,000	\$31,000	\$31,000	\$31,000		
2023 F550 w/ Plow (19)	4	\$120,000	3.60%	\$4,320	4				\$31,000	\$31,000	\$31,000	\$31,000	
2024 F350 w/ plow (1)	5	\$75,000	3.60%	\$2,700	3					\$25,900	\$25,900	\$25,900	
2024 FL 80 Freightliner (15)	5	\$130,000	3.60%	\$4,680	5					\$26,936	\$26,936	\$26,936	\$26,936
2025 F350 w/ Plow (17)	6	\$75,000	3.60%	\$2,700	3						\$25,900	\$25,900	\$25,900
2026 Freightliner M2 (5)	7	\$135,000	3.60%	\$4,860	5							\$28,000	\$28,000
2027 F350 w/ plow (WW)	8	\$90,000	3.60%	\$3,240	3								\$31,140
2027 Case Equipment	8	\$120,000	3.70%	\$4,440	5								\$25,000
		\$1,287,586		\$46,947		\$74,425	\$82,775	\$113,775	\$144,775	\$146,986	\$140,736	\$137,736	\$136,976

**Interest Rates may only be ESTIMATES
for planning purposes.**

dd. Vote to restrict the use of all MRC tip stabilizations funds

Manager Comments:

Back when we were considering getting out of MRC, Mid-Coast Solid Waste (MCSW) discussed how to handle the money that would be coming back from the “put option” and from our “equity interest” in the cooperation. While the “put option” was not a significant amount of money, the “equity interest, would likely be in excess of 1 million dollars.

When looking at how to handle these funds, the four towns (Camden, Rockport, Lincolnville and Hope) all agreed that it would be best if the funds were deposited into the “closure fund”.

All four towns agreed that because the money would be coming back to the towns, we would all handle it the same way and place articles on our respective warrants to get authorization from voters. This authorization would be exercised in two steps, the “put option” Article 26 and to transfer all monies received from our withdrawal and deposit those funds into the MCSW Landfill Closure Account held by MCSW, Article 27.

The closure and long-term monitoring of the facility is a multi-million-dollar expense, that we are obligated to. It has been planned for, and the MCSW has been making deposits to it for many years. The money coming back from our withdrawal, makes it possible for the four town Corporation (MCSW) to come much closer to being fully funded and no longer having to make large annual deposits to this fund. This was the intent many years ago when we began the process of withdrawal from MRC.

I believe that we are covered by Article 27, but in order to keep consistency among the four towns, you are being asked to approve the same action that all members will be doing by making the following motion. This vote is a “belt and suspenders” solution to a problem identified by the MCSW auditors (Ron Smith) who found that a couple of the Towns had not had town meeting approval, as to how to handle the “equity interest” funds. As you can see by article 27, we did.

Article 26. To see if the Town of Rockport will vote to authorize and direct its Select Board or its duly authorized designee of the Town to:

- A. Exercise the “Put Option” described in the Sixth Amended and Restated Agreement of the Limited Partnership of Penobscot Energy Recovery Company (PERC), a Limited Partnership; and
- B. To execute and deliver on behalf of the Town such documents, and to take such further actions as the Select Board or said designee may deem necessary or appropriate in order to exercise the above-described “Put Option” and to assign the Town’s limited partnership interest to the Penobscot Energy Recovery Company (PERC) Limited Partnership as contemplated thereby.

Article 26 was moved, seconded and passed.

Article 27. To see if the Town will vote to transfer the monies received for its equity interest in Penobscot Energy Recovery Company (PERC) to the Mid-Coast Solid Waste Corporation Landfill Closure Account.

Article 27 was moved, seconded and passed.

IX. Wastewater Commissioners

- a. Approve inspections letters
- b. Approve no response fees

Consideration of the inflow and infiltration study – Discussion

Manager's Comments:

Included in your packet are drafts of the preparation that has gone into the inflow and infiltration study that has been planned for this summer. As you remember, we have budgeted this work to be done by an intern over the summer with a corresponding revenue to come from the sewer budget. Megan and Molli have done an excellent job putting this together thus far.

We applied for an intern and had one interested, but he got another job and is unavailable. We have not had any interest from any other interns for this position and it is unlikely that we will at this point.

The question we have now, is what do we do? We still have to do the study and Megan points out we are paying for significantly more wastewater to Camden and Rockland than we are billing for. Molli is working on analyzing those costs now. As we know, Camden is about to begin a major upgrade to their system and our portion of that upgrade will be based on our usage at the time of the upgrade, so it is important that we get our usage caused by inflow and infiltration, under control as soon as possible.

At this point, I believe that the board needs to make a commitment to somehow pay for this work out of the Sewer Budget, that will be prepared in the coming weeks for presentation to the Board. This will likely be much more costly than the intern as they were making \$10/hour for the entire summer.

We estimate that there are over 800 inspections to be done. We will handle all of the mailing of letters, answering questions and making appointments internally, however 800 inspections, will likely take approximately 400 hours to perform. Additionally, given additional thought, it is not a good practice to send one person into a home alone. So this project will likely mean about 800 hours of inspection labor and depending on how much we pay to do the work, this could be in excess of \$12,000 for the inspections (800 hours at \$15/hour = \$12,000 or 800 hours at \$20/hour = \$16,000)

We will work with Nate to develop a budget that will come before you for approval in May.

For now, a review of the included draft documents would be helpful so that we are set up and ready to go as soon as possible.



Town of Rockport, Maine

Finance Department

Town Office Building
101 Main Street
Rockport, Maine 04856

Megan A. Brackett, Finance Director

mbrackett@town.rockport.me.us

Telephone: 207.230.0180 x6

Fax: 207.706.4999

Date: March 25, 2019

To: Richard C. Bates. Town Manager

Cc: Rockport Select Board

RE: Wastewater I&I Study

Rick,

As we have discussed this summers intern will be working with a Public Works employee to do basement inspections to see if we have systems connected to our sewer that should not be connected. Included in this packet are the draft letters and forms that we would look to be sending out to all current users and anyone that has a home or business that would be able to connect to the system.

I have worked with Scott to ensure that the fees and ordinances are reflect what they are here in Rockport, the letters and documents I based on what Camden has done over the past several years. I have added and removed some items to make the specific for Rockport.

I will be asking Molli to send these letters out and to start making appointments prior to the intern's arrival so that we can have them concentrate on the actual inspections. Molli and I will be creating a sheet to track the inspections on, and we will also be sending out the letters after the inspections.

It is important that we try to complete this project this summer as any illegal hock ups are raising our fees going to Camden and Rockland and we are not recouping these fees because there is no way to track them.

If you have any questions, please let me know.

Thank you!

Megan



Town of Rockport, Maine

Wastewater Department

Town Office Building
101 Main Street
Rockport, Maine 04856

rockportww@town.rockport.me.us

Telephone: 207.706.4067

Fax: 207.706.4999

April 9, 2019

Re: Storm Water / Sewer Service Survey

Property Location:

Parcel ID:

Dear Resident:

The Rockport Wastewater Commissioners are planning to inspect homes in Rockport that are either connected to, or in the proximity of the Town's wastewater system. The Town would like to determine if sump pumps and foundation drains currently convey clean groundwater to the Town's sewer system. This type of clean water in the sewer is known as Infiltration and Inflow (I&I) and it does not require treatment at the Wastewater Treatment Facilities located in Camden and Rockland, in fact this kind of activity inflates the costs to the users, this could otherwise be directed to storm drains. The Town has been working for several years to remove I&I from the sewer to reduce pumping and treatment costs and reduce overflows in the sewer system during heavy rain events.

The Wastewater Commissioners are asking for your cooperation and assistance in determining if a storm water connection may be needed for your home. To make this determination, it is necessary to enter your basement and collect information on your sewer service and identify any sources of groundwater or storm water that may be connected to the sewer. Representatives of the town's Public Works Department will be inspecting your property including requesting entrance to your basement during the time period of: **May 2019 through August 2019 from 8 am to 5 pm.** Appointments after 5 pm may be able to be accommodated should you not be able to be at the location between 8 am and 5 pm.

The survey should last approximately 15 to 20 minutes. We request that all appointments be made prior to May 20th. **Please email rockportww@town.rockport.me.us or call (207) 230-0180 x6 and ask for Molli Bennett to schedule an appointment.**

If you have any questions, concerns or comments about this letter, please feel free to contact Molli Bennett, at (207) 230-0180 x6 or Michael Young, Public Works Director at (207) 236-6245.

Town of Rockport Wastewater Department

Infiltration and Inflow Study

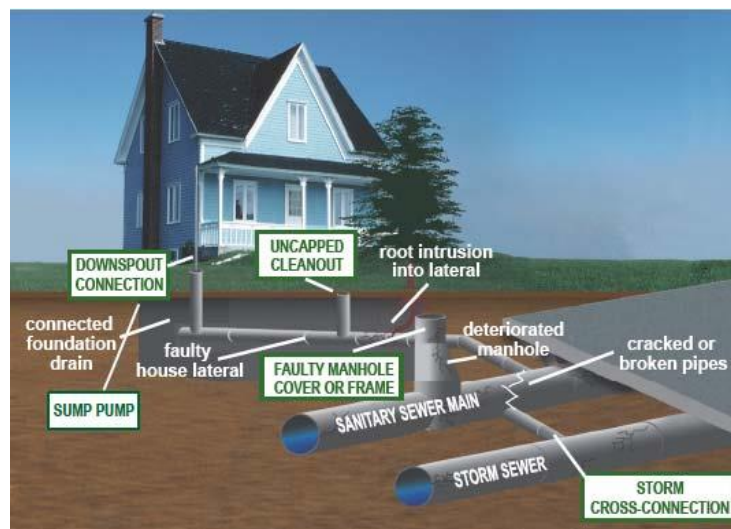
Many small towns in the U.S. have aging wastewater collection systems (sewage systems) that are deteriorating or in desperate need of repair. Collection systems need regular monitoring and maintenance just like other parts of the wastewater system, but because they are underground problems often go unnoticed until major complications surface in the community, such as sewer backups, contamination of nearby water resources or collapsed streets. Infiltration and Inflow (I&I) are two such problems that affect large and small collections systems around the country, including the town's collection system.

What is Infiltration?

The term infiltration is used by wastewater professionals to describe the excess water that sometimes seeps, trickles or flows into old or damaged collection systems from the surrounding soil. For example, high ground water or water remaining in the soil after rain or snow often can infiltrate mainline pipes, joints, service laterals, connections and other parts of a collection system that have deteriorated, cracked, sagged or collapsed.

What is Inflow?

Additional unwanted water can also enter collection systems from above ground sources. During storms or snow thaws for example, large volumes of water flow into systems through leaky manhole covers. In addition, private residences may have roof, cellar, yard or foundation drains inappropriately connected to sanitary sewers. Any extra water flowing into wastewater collection systems from above ground sources, either intentionally or unintentionally is referred to as inflow.



What are the costs of I&I?

I&I problems place an additional burden on the town's collection system and the wastewater treatment facilities located in Camden and Rockland. I&I increases operation and treatment costs for the wastewater facility.

In recent years, the Environmental Protection Agency has made collection system I&I elimination a top priority across the country. As a result, the Maine Department of Environmental Protection has followed their lead in making I&I elimination a top priority here in Maine.

Path Forward?

The Town of Rockport will begin door to door inspections of residences and businesses in order to document sources of inflow. The Wastewater Department will contact each residence and make an appointment to inspect the home's basement, roof drains and yard for sources of fresh water inflow. Once sources of inflow are documented, a plan will be developed to remove these sources from the collection system.



Town of Rockport, Maine

Wastewater Department

Town Office Building
101 Main Street
Rockport, Maine 04856

rockportww@town.rockport.me.us

Telephone: 207.706.4067

Fax: 207.706.4999

April 9, 2019

Re: I&I Appointment Confirmation Letter

Property Location:

Parcel ID:

Dear Resident:

This letter is to serve as a reminder that Town of Rockport staff will be coming to your home or business on _____ at _____ to inspect your basement and collect information on your sewer service.

The inspection should take 15 to 20 minutes and you will receive a follow up letter from us after the inspection if there are violations are not.

If you need to change your appointment, please email rockportww@town.rockport.me.us or call (207) 230-0180 x6 and ask for Molli Bennett.

Thank you!



Town of Rockport, Maine

Wastewater Department

Town Office Building
101 Main Street
Rockport, Maine 04856

rockportww@town.rockport.me.us

Telephone: 207.706.4067

Fax: 207.706.4999

Wastewater Basement Inspection Form

First Inspection: Date _____

Inspectors Name: _____

Property Physical Address:

Property Owner:

Property Owner Phone #: _____

Were any violations found: _____ yes _____ no

If yes:

Illegal Connection Type: _____ Sump Pump
_____ Floor Drain
_____ Roof Drain
_____ Other: _____

Inspectors Signature: _____

Second Inspection: Date _____

Inspectors Name: _____

Repair Completed: _____ yes _____ no

If not repaired is repair scheduled? _____ yes _____ no

When will repairs be completed? _____

Inspectors Signature: _____

Third Inspection: Date _____

Inspectors Name: _____

Repair Completed: _____ yes _____ no

Inspectors Signature: _____



Town of Rockport, Maine

Wastewater Department

Town Office Building
101 Main Street
Rockport, Maine 04856

rockportww@town.rockport.me.us

Telephone: 207.706.4067

Fax: 207.706.4999

Date

Dear Resident,

The Wastewater Department completed a door to door plumbing survey at your property. During the survey an illegal connection to the sewer system was found on your property. The Wastewater Commissioners decided repairs need to be completed within 150 days of this notice before any fines are imposed. Please call the **Wastewater Department at (207) 236-7955 if there are questions regarding this notice.** Once repairs are completed, **a follow-up appointment with the Wastewater Department is required these repairs can be documented and added to the property records.**

The cumulative impact of residential properties discharging fresh water into the sanitary sewer system is that during rain and melt events the system can be overloaded and the result is raw sewage overflowing into the environment. This is a significant environmental issue for Rockport and the Maine Department of Environmental Protection.

I want to assure any residents with illegal connections that the Town is committed to working with you to correct any issue that may be found as a result of the survey. The Wastewater Commissioners are eager to help find the most cost effective and practical solutions to remediate illegal connections. **The Town has a program to help residents who may not be able to afford to do work which may be required to remove these connections.**

In advance the Town greatly appreciates everyone's willingness to work with us on solving a problem that could be compromising the water quality. Our goal is to improve water quality and continue protecting the environment and public health. We're confident this is a goal shared by everyone. We understand these goals have a significant cost but this is one of our most important responsibilities as a community. Your cooperation with the Town in identifying and removing connections allowing fresh water to enter our sewer system will be a significant step in the right direction.

Please call the Wastewater Department at (207) 236-7955 to report repairs or provide your schedule for repairs. You may use the attached form to answer the questions that will be asked during the phone call.

Attachments: Inspection Form(s)



Town of Rockport, Maine

Wastewater Department

Town Office Building
101 Main Street
Rockport, Maine 04856

rockportww@town.rockport.me.us

Telephone: 207.706.4067

Fax: 207.706.4999

Date

Dear Resident,

We are pleased to inform you that during the recent plumbing survey carried out at your residence, it was found that there were no illegal fresh water connections to the wastewater sewer system.

We would like to thank you for participating in the plumbing survey.

Thank you,